

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND RESOURCE DEVELOPMENT ASSOCIATES

This Agreement is entered into this _____ day of _____, 20____, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Resource Development Associates, 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 provide evaluation services for Behavioral Health and Recovery Services.

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 THREE HUNDRED EIGHTY-THREE THOUSAND ONE HUNDRED FIVE DOLLARS (\$383,105). 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 July 1, 2021 through June 30, 2024.

5. Termination

This Agreement may be terminated by Contractor or by the Chief of San Mateo County Health 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.

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.

b. Intellectual Property Indemnification

Contractor hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as "IP Rights") except as otherwise noted by this Agreement.

Contractor warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Contractor shall defend, indemnify, and hold harmless County from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Contractor's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) County notifies Contractor promptly in writing of any notice of any such third-party claim; (b)

County cooperates with Contractor, at Contractor's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Contractor retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Contractor shall not have the right to settle any criminal action, suit, or proceeding without County's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on County, impair any right of County, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of County without County's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Contractor's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes County's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Contractor shall, at Contractor's option and expense, either: (i) procure for County the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

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
(b) Professional 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.

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.

Further, Contractor certifies that it and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware. Accordingly, Contractor shall not use any non-recyclable plastic disposable food service ware when providing prepared food on property owned or leased by the County and instead shall use biodegradable, compostable, reusable, or recyclable plastic food service ware on property owned or leased by the County.

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 the 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: Doris Estremeda
Address: 225 37th Avenue, 3rd Floor. San Mateo, CA 94403
Telephone: 650-573-2889
Facsimile: 650-573-2841
Email: DEstremera@smcgov.org

In the case of Contractor, to:

Name/Title: Resource Development Associates
Address: 2333 Harrison Street. Oakland, CA 94612

Telephone: 510-488-4345 x 105
Facsimile: 510-444-1434
Email: pbennett@rdaconsulting.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. Payment of Permits/Licenses

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

* * *

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

COUNTY OF SAN MATEO

By: _____
President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

RESOURCES DEVELOPMENT ASSOCIATES



Contractor's Signature

Date: _____

Exhibit A

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

I. DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

A. Introduction

Contractor shall provide evaluation, planning and reporting technical assistance to Mental Health Services Act (MHSA) administration and evaluation and reporting of the Innovation (INN) component of MHSA.

The following description of services is a proposal that may change based on emerging needs and circumstances, including evaluation plan development and data availability.

B. Description of Services

1. **Evaluation Services: Pride Center INN Project Extension, 7/1/2020 – 12/30/2021**

a. Contractor will focus the evaluation on local implementation and outcomes of online mental health applications (“apps”) to understand if the apps will improve access to mental health services and supports for youth and older adults experiencing isolation; and improve wellness and recovery outcomes for those who engage with the mobile apps. Locally-defined learning goals include

b. Data Collection

i. Contractor will focus on measuring progress in implementation of the Extension Goals proposed

- a) Strengthening internal/external collaboration efforts;
- b) Clinical outcomes of clients with severe mental illness;
- c) Developing a replicable best practices model.

- 1) Contractor will continue to work closely with Pride Center staff to support providers in collecting evaluation -related data directly (e.g., pre/post scales administered during clinical encounters, administrative data collected and reported in the Center’s database).
- 2) Contractor will keep a record of training and technical assistance materials to provide the Center for ongoing use.

- ii. Qualitative Data Collection
 - a) Pride Center: Contractor will co-facilitate with local community-based organizations and/or stakeholder partners; as needed and determined during the ongoing meetings between Pride Center and the Contractor.
- iii. Quantitative Data Collection
 - a) Contractor will request administrative data on the services delivered to clients as a part of the INN programs. The data will include the numbers of clients served (including participants in outreach, social, and community services), the services received by each client, and any referrals or linkages made for clients.
 - b) Pride Center: Contractor will request client clinical progress data including;
 - 1) Adult Needs and Strengths Assessment (ANSA);
 - 2) Child and Adolescent Needs and Strengths (CANS);
 - 3) Client questionnaire self-administer at intake and at regular points throughout their treatment.

c. Data Analysis

- i. Contractor will synthesize the quantitative and qualitative data gathered.
- ii. Quantitative Data Analysis - to analyze quantitative data gathered from client pre/post scales, satisfaction surveys, service delivery, and other outcome measures, the Contractor will utilize Microsoft Excel and SPSS to describe the numbers served, demographics, and changes in percentages from baseline to follow-up survey results.
- iii. Qualitative Data Analysis - Contractor will undertake a three-step process to analyze qualitative data from focus groups, interviews, and other evaluation meetings:
 - a) First, Contractor will conduct exploratory analyses by reviewing the transcripts to identify key themes that address specific research questions. Contractor will utilize both deductive and inductive approaches to this process. Deductively, Contractor will begin by outlining themes as pertinent to the research questions. Inductively, Contractor will allow additional themes to

emerge from their exploratory and in-depth analyses of the data.

b) Second, Contractor will organize all coded pieces of data by themes as well as by intersections of multiple themes and/or subcategories.

c) Third, Contractor will triangulate quantitative and qualitative data, making connections between qualitative themes and the results of the quantitative data analysis, to produce a holistic and comprehensive understanding of the program outcomes, as defined in the program specific evaluation plans as well as areas for improvement.

d. Data Interpretation and Findings Development

i. Contractor will work with stakeholders from the Pride Center, will facilitate an interactive exercise and discussion to validate the data, identify any gaps or inaccuracies in the data, highlight key findings, and brainstorm recommendations based on the findings.

ii. Contractor will use the findings and recommendations when preparing the annual evaluation report.

e. Final Report

i. Contractor will produce a final report as required by MHSAs regulations that include a description of the evaluation activities, numbers and demographics of clients served, and evaluation findings based on the learning goals and domains of interest for each project. Contractor will submit a draft report to BHRS and Pride Center staff for review and feedback before submitting a final report.

ii. Per the MHSAs Innovation Guidelines, the final report will include:

a) A description of the issue addressed.

b) A description of the project including the purpose(s) and expected outcome.

c) An analysis of the effectiveness of the project using the data that was collected and including the perspective of the project participants, including: any changes or modifications made during implementation; how it affected those who used it; what was learned; whether the project would be recommended for others to replicate, including any lessons learned in

implementation, with a comment about its cost effectiveness; and whether the project will be continued under a different funding source.

d) Contractor will submit the final report by December 31, 2021.

f. Ongoing Plan for Data Collection and Reporting

i. Contractor will work with the MHSA Manager and Pride Center staff to develop a plan for ongoing annual data collection and reporting post INN funding term.

ii. The reporting will be aligned with the San Mateo County MHSA Reporting template, attached.

g. Pride Center Best Practice Model/Tool

i. Develop a shareable best practice model document/tool to support replicability of the Pride Center model statewide and nationally.

ii. Contractor will work with Pride Center staff and advisory boards to determine key information to include in the development of this resource.

2. Evaluation Services: Help@Hand (TechSuite) INN Project, 7/1/2021 – 12/30/2022

a. Contractor will focus the evaluation on local implementation and outcomes of online mental health applications (“apps”) to understand if the apps will improve access to mental health services and supports for youth and older adults experiencing isolation; and improve wellness and recovery outcomes for those who engage with the mobile apps. Locally-defined learning goals include:

i. Does the availability and implementation of technology-based mental health apps connect transition age youth and isolated older adults?

a) Demographics of app users who do or do not connect with in-person services

b) Reasons why app users do or do not connect with in-person services

ii. Does engaging with the apps promote access to mental health services and supports?

- a) Successes and challenges in implementation and rollout of the app
 - b) Successes and challenges in outreaching to potential app users
 - c) Who is being reached through app outreach efforts
 - d) How are consumers are using the app, and how much
- iii. Does engaging with the apps effectively promote wellness and recovery?
- a) How mental health consumers define “success” of the app
 - b) What users perceive as the benefits and drawbacks of the app
- b. Evaluation Planning
- i. Contractor will finalize an evaluation plan in collaboration with the BHRS Manager and project staff.
 - ii. Contractor will meet in person and virtually with BHRS staff to plan for the qualitative data collection activities as well as the meetings that the Contractor will facilitate with the Help@Hand Advisory Committee.
 - iii. Contractor will assist BHRS with revising any outreach forms so that the forms have the necessary information for Help@Hand-specific outreach and the focus group tools to be used for qualitative data collection.
- c. Evaluation Meetings and Coordination
- i. Contractor will attend online Help@Hand Advisory Committee meetings over the course of the evaluation. Two meetings will focus on annual reporting of preliminary findings and gathering input from the Advisory Committee about the progress of Help@Hand.
 - ii. Contractor will participate in communication, as needed, with the BHRS staff and the UCI evaluation team in order to stay apprised of their evaluation activities and priorities, identify areas of synergy between the statewide and local evaluations.
- d. Qualitative Data Collection

- i. Contractor will conduct focus groups and app explorations with app testers to support selection of an appropriate app for youth, older adults, and BHRS consumers.
 - ii. Contractor will conduct focus groups with youth app users and older adult app users for a total of up to five focus groups. Contractor will conduct one focus group with BHRS consumers. BHRS will provide stipends to focus group participants.
 - iii. Contractor will conduct app explorations with youth, older adult, and BHRS consumer app users for a total of up to three explorations. BHRS will provide stipends to exploration activity participants.
 - iv. Contractor will conduct interviews and/or a focus group twice a year with representatives from LCBHS, the Advisory Committee, Youth Leadership Institute (YLI), and Peninsula Family Service (PFS). YLI and PFS are contracted to carry out Help@Hand outreach for the transition-age youth and older adult populations, respectively.
- e. Quantitative Data Collection
- i. Contractor will administer pre, post, and demographic surveys to app testers.
 - ii. Contractor will administer pre and demographic surveys once per year at pilot start. Contractor will administer post surveys once per year upon pilot completion.
- f. Analysis and Reporting
- i. Contractor will prepare summary briefs annually that synthesize findings from the pilot period, including key themes, outcomes, and recommendations to be presented by BHRS staff to the MHSA Steering Committee during the evaluation period to report on preliminary findings.
 - ii. Contractor will prepare two evaluation reports by December 30th of each reporting year, 2021-2022. The final reports will summarize the evaluation methods, key findings related to local Tech Suite implementation and outcomes, and any recommendations for future technology-related interventions.
- g. Project Management and Communication

- i. Contractor will plan to lead monthly phone calls with the BHRS staff leading the Help@Hand project. These calls will offer a chance to check in about the progress of the evaluation, troubleshoot any challenges, plan for upcoming data collection and reporting, and address administrative or contracting issues.
- ii. Contractor will conduct internal meetings and project management to ensure that the evaluation is carried out on time and within budget.

3. Technical Assistance: Cariño Project (Coastside Multi-Cultural Wellness Program) Data Capacity Support, 7/1/2021 – 8/30/2021

- a. Finalize Data Collection Tools: contractor will finalize data collection tools, which may include but not limited to:
 - i. Participant Event Survey
 - ii. Clinical Survey
 - iii. Case Management Survey
 - iv. Annual Participant Survey
 - v. Demographic Surveys
 - vi. Collaboration Survey
- b. Develop Database: contractor will develop a mechanism to enter data electronically.
 - i. In collaboration with BHRS and the provider, this may include a Microsoft Access database for participant and service data, and Google Forms or Survey Gizmo for participant surveys.
- c. Develop Annual Reporting Form: contractor will develop a simple form that the provider can use to report aggregate data on an annual basis.
 - i. In collaboration with BHRS and the provider, this may include an Excel document with formulas to automatically aggregate data from the database.
- d. Contractor will facilitate communication as needed with the contracted service provider to:
 - i. Refine data collection tools
 - ii. Provide training and capacity building to the Data Tracker

4. Technical Assistance: Prevention and Early Intervention (PEI) Data Support, 7/1/2021 – 8/30/2021

- a. Contractor will provide Mental Health Services Act (MHSA) PEI outcome data planning and technical assistance in order to support required ongoing PEI reporting and evaluation for ten (10) PEI programs.
- b. PEI data planning meetings:
 - i. Conduct up to 2 follow-up meetings with MHSA Manager and the ten (10) PEI programs to support PEI data reporting capacity, depending on each program's specific needs.
 - a) Follow-up Meeting 1: Identify/review outcomes and indicators for ongoing PEI reporting and support selection of and/or refinement of appropriate data collection tools.
 - b) Follow-up Meeting 2: Crosswalk outcome indicators and data collection with Avatar database.
 - ii. Develop ten (10) one-page PEI program outcome indicator crosswalks for each PEI program.
- c. Common PEI Outcome Indicator Exploration:
 - i. Review PEI data collection and outcome indicators to explore feasibility of identifying and tracking common outcome indicators across PEI programs overall and/or PEI categories.
 - ii. Support identification of and/or refinement of data collection tools to track common indicators, if feasible and appropriate.
 - iii. Crosswalk common PEI indicators with current data collection and Avatar database, if feasible and appropriate.
- d. Contractor will meet with MHSA Manager monthly to share project and progress updates and discuss and troubleshoot challenges.

5. Evaluation Services: New INN Projects, 7/1/2021 – 6/30/2024

- a. Contractor will evaluate three new projects approved by the Mental Health Services Oversight and Accountability Commission (MHSOAC) to examine the learning objectives outlined in each INN project, fulfill required demographic INN reporting requirements, and produce annual and final evaluation

reports for submission to BHRS and the MHSOAC. The three MHSA INN projects are as follows:

- i. Co-location of Prevention and Early Intervention (PEI) Services in Low-Income Housing
- ii. Pacific Islanders Organizing, Nurturing and Empowering Everyone to Rise and Serve (PIONEERS) Program
- iii. Cultural Arts and Wellness Social Enterprise Cafe for Filipino/a/x Youth (Social Enterprise Cafe)

b. Evaluation Planning – Year 1

- i. For each INN project, Contractor will carry out evaluation planning meetings to introduce the evaluation to the key stakeholders and gather input about methods and measures to assess the identified learning goals for each project.
- ii. Contractor will conduct an initial planning call with BHRS covering evaluation planning for all three projects.
- iii. Contractor will hold the following sessions for each project:
 - a) Co-location of PEI Services in Low-Income Housing
 - 1) One session with BHRS and provider
 - 2) One session with Young Adult Youth Advisory Board
 - b) PIONEERS Program
 - 1) One session with BHRS and provider
 - 2) One session with Youth Advisory Circle
 - c) Social Enterprise Cafe
 - 1) One session with BHRS and provider
 - 2) One session with Youth Advisory Group
- iv. Based on input from the planning sessions, Contractor will develop a data collection plan for each project. The data collection plan will outline the methods selected to measure each learning goal and the anticipated schedule, roles, and responsibilities all agencies involved in data collection and reporting.

c. Data Tool Development – Year 1

- i. Contractor will work with BHRS and INN project staff to ensure that each project has the necessary data collection tools to collect the required data for the evaluation.
 - a) The development of data collection tools may change based on the needs of the project so long as they fall within the estimated number of hours for data tool development.
 - b) Contractor will provide the tools to BHRS and INN project staff in advance to review before they are finalized.
 - c) INN project staff may gather input from project advisory groups as necessary on the development of survey questions.
 - d) The data collection tools may include, but not limited to, the following:
 - 1) Co-location of PEI Services in Low-Income Housing
 - i) Log of services provided, number of youth served, and referrals/linkages made
 - ii) Pre/post, satisfaction, and demographic survey of youth who access services
 - iii) Interview tool for service provider
 - iv) Interview tool for housing managers
 - v) Focus group tool for youth participants
 - 2) PIONEERS
 - i) Log of youth who access services
 - ii) Pre/post, satisfaction, and demographic survey of youth participants
 - iii) Interview tool for service provider
 - iv) Focus group tool for youth participants
 - 3) Social Enterprise Café
 - i) Log of youth who access services
 - ii) Demographic form for youth participants
 - iii) Pre/post and satisfaction survey of youth participants
 - iv) Interview tool for lead agency
 - v) Focus group tool for youth participants

d. Data Collection – Annually

- i. On an annual basis, Contractor will collect data for each project.
 - a) Activities may be adjusted based on the needs of the project so long as they fall within the estimated number of hours for data collection.

- b) Data collection activities may include, but not limited to, the following:
 - 1) Co-location of PEI in Low-Income Housing
 - i) Collect youth survey
 - ii) Conduct up to two focus groups with youth participants
 - iii) Conduct one interview or focus group with PEI service provider(s)
 - iv) Conduct one group interview with low-income housing managers
 - 2) PIONEERS
 - i) Collect youth survey
 - ii) Conduct up to two focus groups with youth participants
 - iii) Conduct up to two interviews with service provider
 - 3) Social Enterprise Café
 - i) Collect youth survey
 - ii) Conduct up to four focus groups with youth participants
 - iii) Conduct up to four interviews with service providers and stakeholders

e. Analysis and Reporting – Annually

- i. Contactor will complete annual reporting for each project due December 31st of each year.
 - a) For all projects there will be two annual reports (due December 31, 2022 and December 31, 2023)
 - b) Annual Reports will include:
 - 1) Name and description of project.
 - 2) Any changes made during the reporting period and reasons for the change.
 - 3) Available evaluation data, including outcomes of the Innovative Project and information about which elements of the Project are contributing to outcomes.
 - 4) Program information collected during the reporting period, including required demographic reporting for Innovative Projects that serve individuals.

f. Project Management & Communication - Annually

- i. The Contractor’s project management structure for the INN evaluations will consist of the following:

- a) Project Director, who will provide oversight and coordination across the projects to ensure consistency and adherence to project timelines.
- b) Project Manager for each project, who will oversee and coordinate the successful completion of each project's workplan.
 - 1) The Project Director will hold regular calls with BHRS to review the overall progress of each evaluation
 - 2) Each Project Manager will hold regular calls with the designated project leads from each contracted provider.
 - 3) Progress calls will occur monthly during the start-up phase of the evaluation, and bi-monthly thereafter.

C. Health Order Compliance

1. Health Order Compliance Requirements

Contractor shall comply with all current health orders issued by the State Department of Health and the County Health Officer until such orders are lifted or deemed no longer necessary for health reasons by the State Department of Health and/or the San Mateo County Health Officer. Current health orders can be found at: <https://covid19.ca.gov/> and at <https://covid19.ca.gov/safer-economy/> for statewide information and at: <https://www.smchealth.org/health-officer-updates/orders-health-officer-quarantine-isolation> for County information.

At a minimum, Contractor will ensure the following:

- a. All clients, staff and volunteers are required to wear face coverings, exceptions can be made for the children served as allowed under state and County health guidelines.
- b. Contractor will create and implement protocols for personal protective equipment (PPE) use, handwashing, isolation for clients who test positive for COVID-19, and visitor protocols (if allowed under the current health order and in compliance with health order requirements (mass testing, which can be met by participating in the BHRS Surveillance Program).
- c. The requirements and protocols mentioned in items a and b above, as well as all the identified strategies related to the pandemic, should be organized into a basic COVID-19 Plan. The plan should identify what impacts and hazards the pandemic

poses for your organization, your response to mitigate these impacts and hazards, thresholds that balance workforce location between telework to in office to face to face services for clients, for example. This simple, living document, should reflect what is important to your organization and how you will manage during the pandemic,

2. Service Delivery During Health Order Restrictions

Contractor will create and implement alternate options for service delivery; such as using the telephone and/or online sessions via a virtual platform (such as Zoom, Teams, etc.), in the event that services cannot be performed face-to-face. The virtual platform selected by the Contractor must have security protocols that ensure health information and the identity of clients is protected.

In the event that the Contractor cannot transition from face-to-face services to a virtual format, or other contracted work cannot be performed, Contractor will notify the BHRS Program Manager to develop alternatives to providing deliverables and/or cancelation of services if a solution cannot be reached. In the event that services are canceled or cannot be performed, funding shall be reduced commiserate with the reduction of services.

II. ADMINISTRATIVE REQUIREMENTS

Compliance with HIPAA, Confidentiality Laws, and PHI Security

- a. Contractor must implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Protected Health Information (PHI), including electronic PHI that it creates, receives, maintains, uses or transmits, in compliance with 45 C.F.R and to prevent use or disclosure of PHI other than as provided for by this Agreement. Contractor shall implement reasonable and appropriate policies and procedures to comply with the standards. Contractor is required to report any security incident or breach of confidential PHI to BHRS Quality Management within twenty-four (24) hours.
- b. Contractor will develop and maintain a written Privacy and Security Program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Contractor's operations and the nature and scope of its activities.

- c. Contractor agrees to comply with the provisions of 42 C.F.R. Part 2 as described below if records contain or contract possesses any PHI covered under 42 C.F.R Part 2:
- 1) Acknowledge that in receiving, storing, processing, or otherwise using any information from BHRS about the clients in the program, it is fully bound by the provisions of the federal regulations governing Confidentiality of Behavioral Health and Recovery Services Patient Records, 42 C.F.R. Part 2;
 - 2) Undertake to resist in judicial proceedings any effort to obtain access to information pertaining to clients otherwise than as expressly provided for in the federal confidentiality regulations, 42 C.F.R. Part 2; and
 - 3) Agree to use appropriate safeguards to prevent the unauthorized use or disclosure of the protected information.
- d. Confidentiality Training

Contractor is required to conduct, complete and maintain record of annual confidentiality training by all staff serving or accessing PHI of BHRS clients. Contractor may utilize BHRS Confidentiality trainings located at <http://smchealth.org/bhrs/providers/ontrain>.

III. GOALS AND OBJECTIVES

Contractor shall ensure that the following outcome objectives are pursued throughout the term of this Agreement:

Goal 1: Provide timely evaluation services to BHRS.

Objective 1: 100% of reports, surveys, and other deliverables will be produced by the deadlines agreed upon.

Goal 2: Provide analysis and documentation of all data collected.

Objective 2: 100% of quantitative and qualitative data collected through surveys, input sessions, focus groups, key interviews and other means will be tracked, analyzed and submitted to BHRS by deadlines agreed upon

End of Exhibit A

Exhibit B

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:

I. PAYMENTS

A. Maximum Obligation

The maximum amount that County shall be obligated to pay for all services provided under this Agreement shall not exceed THREE HUNDRED EIGHTY-THREE THOUSAND ONE HUNDRED FIVE DOLLARS (\$383,105). Furthermore, County shall not pay or be obligated to pay more than the amounts listed below for each component of service required under this Agreement.

B. Rates

Payments for services described in Paragraph I. of this Exhibit A shall be on a deliverable-based payment schedule as listed below for each component of service required under this Agreement.

1. Evaluation Services: Pride Center INN Project Extension

For FY 2021-2022 (July 1, 2021 through December 31, 2021) for the services described in Paragraph B.1. of Exhibit A, County shall pay up to a maximum of FORTY-FIVE THOUSAND THREE HUNDRED FIFTY-FIVE DOLLARS (\$45,355) as per the following deliverable-based payment schedule:

Activity	Deliverable	Delivery Date	Cost
Data Collection and Analysis	Completion of data collection and analysis	9/30/2021	\$9,000
Data Interpretation and Findings Development	Completion of data interpretation and findings development meeting	11/30/2021	\$8,000
Final Report	Completion of final INN report	12/31/2021	\$20,355

Ongoing Plan for Data Collection and Reporting	Completion of an ongoing data collection plan for Pride Center staff	12/31/2021	\$3,000
Pride Center Best Practice Model/Tool	Completion of resource for replicability of the Pride Center model	12/31/2021	\$5,000
	TOTAL		\$45,355

The payment schedule is inclusive of all personnel, fringe benefit, materials, travel, equipment, insurance, communications, indirect, facilities, and administrative costs that will be incurred over the course of the proposed project.

2. Evaluation Services: Help@Hand (Tech Suite) INN Project

For the Help@Hand INN Project as described in Paragraph B.2. of Exhibit A, County shall pay up to a maximum of EIGHTY THOUSAND DOLLARS (\$80,000).

b. FY 2021 – 2022

For FY 2021-2022, the total amount County shall be obligated to pay shall not exceed FOURTY-ONE THOUSAND FIVE HUNDRED DOLLARS (\$41,500) as per the following deliverable-based payment schedule:

Activity	Deliverable	Delivery Date	Cost
Collect and Analyze Pilot Data	Completion of collection and analysis of client pilot data	8/31/2021	\$16,500
Public Pilot Semi-Annual Highlight	Completion of public pilot semi-annual highlight	9/30/2021	\$6,000
Client Pilot Evaluation Plan	Completion of client pilot evaluation plan	11/30/2021	\$6,000
INN Annual Report	Completion of annual INN report	12/31/2021	\$13,000
		Total	\$41,500

c. FY 2022 – 2023 (July 1, 2022 through December 31, 2022)

For FY 2022-2023, the total amount County shall be obligated to pay shall not exceed THIRTY-EIGHT THOUSAND FIVE HUNDRED DOLLARS (\$38,500) as per the following deliverable-based payment schedule:

Activity	Deliverable	Delivery Date	Cost
Collect and Analyze Client Pilot Data	Completion of collection and analysis of client pilot data	7/1/2022	\$14,600
Client Pilot Semi-Annual Highlight	Completion of client pilot semi-annual highlight	7/31/2022	\$7,700
Data Collection for Final Report	Completion of data collection for final report	9/31/2022	\$3,600
INN Final Report	Completion of final annual INN report	12/31/2022	\$12,600
Total			\$38,500

The payment schedule is inclusive of all personnel, fringe benefit, materials, travel, equipment, insurance, communications, indirect, facilities, and administrative costs that will be incurred over the course of the proposed project.

3. Technical Assistance: Cariño Project (Coastside Multi-Cultural Wellness Program) Data Capacity Support

For the term of July 1, 2021 through August 30, 2021

For the services described in Paragraph B.3. of Exhibit A, County shall pay up to a maximum of TWENTY-FOUR THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$24,750) as per the following deliverable-based payment schedule:

Activity	Deliverable	Cost
Develop Data Collection Tools	Completion of at least three data collection tools	\$13,000
Develop Database	Completion of database	\$3,700
Develop Annual Reporting Form	Completion of annual reporting form	\$8,050
Total		\$24,750

The payment schedule is inclusive of all personnel, fringe benefit, materials, travel, equipment, insurance, communications, indirect, facilities, and administrative costs that will be incurred over the course of the proposed project.

4. Technical Assistance: PEI Data Support

For the term of July 1, 2021 through August 30, 2021

for the services described in Paragraph B.4. of Exhibit A-5, County shall pay up to a maximum of TWENTY-NINE THOUSAND DOLLARS (\$29,000) as per the following deliverable-based payment schedule:

Activity	Deliverable	Cost
PEI Data Planning Meetings	Completion of PEI outcome reporting crosswalks (9 programs)	\$27,000
Common PEI Outcome Indicator Exploration	Completion of common PEI program indicator exploration	\$2,000
Total		\$29,000

The payment schedule is inclusive of all personnel, fringe benefit, materials, travel, equipment, insurance, communications, indirect, facilities, and administrative costs that will be incurred over the course of the proposed project.

5. Evaluation Services: New INN Projects

For the New INN Projects as described in Paragraph B.5. of Exhibit A County shall pay up to a maximum of TWO HUNDRED FOUR THOUSAND DOLLARS (\$204,000).

a. FY 2021 – 2022

For FY 2021-2022, the total amount County shall be obligated to pay shall not exceed THIRTY THOUSAND DOLLARS (\$30,000) as per the following deliverable-based payment schedule:

Deliverable	Delivery Date	Cost for Co-location of PEI in Low-Income Housing	Cost for PIONEERS Program	Cost for Social Enterprise Cafe	TOTAL
Completion of Evaluation Plan	8/31/21	\$2,500	\$2,500	\$7,500	\$12,500
Completion of data tools development	9/30/21	\$4,000	\$4,000	\$6,500	\$14,500
Completion of annual data collection plan	4/30/22	\$1,000	\$1,000	\$1,000	\$3,000
Total		\$7,500	\$7,500	\$15,000	\$30,000

b. FY 2022 – 2023

For FY 2022-2023, the total amount County shall be obligated to pay shall not exceed EIGHTY-SEVEN THOUSAND DOLLARS (\$87,000) as per the following deliverable-based payment schedule:

Deliverable	Delivery Date	Cost for Co-location of PEI in Low-Income Housing	Cost for PIONEERS Program	Cost for Social Enterprise Cafe	TOTAL
Completion of annual data collection activities	8/31/22	\$5,500	\$5,500	\$17,000	\$28,000
Completion of Annual INN Evaluation Reports	12/31/21	\$12,000	\$12,000	\$30,000	\$54,000
Completion of annual data collection plan	3/31/23	\$1,000	\$1,000	\$3,000	\$5,000
Total		\$18,500	\$8,500	\$50,000	\$87,000

c. FY 2023 – 2024

For FY 2023-2024, the total amount County shall be obligated to pay shall not exceed EIGHTY-SEVEN THOUSAND DOLLARS (\$87,000) as per the following deliverable-based payment schedule:

Deliverable	Delivery Date	Cost for Co-location of PEI in Low-Income Housing	Cost for PIONEERS Program	Cost for Social Enterprise Cafe	TOTAL
Completion of annual data collection activities	8/31/23	\$5,500	\$5,500	\$17,000	\$28,000
Completion of Annual INN Evaluation Reports	12/31/23	\$12,000	\$12,000	\$30,000	\$54,000
Completion of annual data collection plan	3/31/24	\$1,000	\$1,000	\$3,000	\$5,000
Total		\$18,500	\$8,500	\$50,000	\$87,000

- C. Modifications to the allocations in Paragraph A of this Exhibit B may be approved by the Chief of the Health System or designee, subject to the maximum amount set forth in Paragraph 3 of this Agreement.
- D. In the event this Agreement is terminated prior to June 30, 2024, Contractor shall be paid on a prorated basis for only that portion of the contract term during which Contractor provided services pursuant to this Agreement. Such billing shall be subject to the approval of the Chief of the Health System or designee.
- E. Monthly Invoices and Payment
 - 1. Payment by County to Contractor shall be monthly. Claims that are received after the tenth (10th) working day of the month are considered to be late submissions and may be subject to a delay in payment. Claims that are received 180 days or more after the date of service are considered to be late claims. County reserves the right to deny invoices with late claims or claims for which completed service reporting forms or electronic service files are not received. Claims may be sent to:

County of San Mateo

Behavioral Health and Recovery Services
Attn: Contract Unit
2000 Alameda de Las Pulgas, suite 280
San Mateo, CA 94403

2. County reserves the right to modify the description of services as the County deems necessary.

F. Revenue and Performance

County anticipates revenues from various sources to be used to fund services provided by Contractor through this Agreement. Should actual revenues be less than the amounts anticipated for any period of this Agreement, the maximum payment obligation and/or payment obligations for specific services may be reduced at the discretion of the Chief of the Health System or designee.

G. Inadequate Performance

If County or Contractor finds that performance is inadequate, at the County's discretion, a meeting may be called to discuss the causes for the performance problem, to review documentation, billing and/or other reports, and to take appropriate corrective action, as needed, to resolve any identified discrepancies. This Agreement may be renegotiated, allowed to continue to end of term, or terminated pursuant to Paragraph 4 of this Agreement. Any unspent monies due to performance failure may reduce the following year's agreement, if any.

H. Claims Certification and Program Integrity

Anytime Contractor submits a claim to the County for reimbursement for services provided under Exhibit A of this Agreement, Contractor shall certify by signature that the claim is true and accurate by stating the claim is submitted under the penalty of perjury under the laws of the State of California.

The claim must include the following language and signature line at the bottom of the form(s) and/or cover letter used to report the claim.

"Under the penalty of perjury under the laws of the State of California, I hereby certify that this claim for services complies with all terms and conditions referenced in the Agreement with San Mateo County.

Executed at _____ California, on _____ 20____

Signed _____ Title _____

Agency _____ ”

End of Exhibit B