

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER GOVOPS-C2092	PURCHASING AUTHORITY NUMBER (If Applicable)
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Government Operations Agency

CONTRACTOR NAME

County of San Mateo

2. The term of this Agreement is:

START DATE

April 1, 2021

THROUGH END DATE

January 31, 2022

3. The maximum amount of this Agreement is:

\$750,000.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Purpose and Scope of Work	9
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C	General Terms and Conditions	5
+ - Exhibit D	Special Terms and Conditions	4
+ - Exhibit E	FEMA Provisions	8

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of San Mateo

CONTRACTOR BUSINESS ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Government Operations Agency

CONTRACTING AGENCY ADDRESS

915 Capitol Mall, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Justyn Howard

TITLE

Deputy Secretary, Fiscal Policy and Administration

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Emergency Contract in response to the Governor's Proclamation of a State of Emergency related to the COVID-19 pandemic.

EXHIBIT A
SCOPE OF WORK

1. AUTHORITY

This contract is necessary in order to respond to and mitigate the devastating effect of the COVID-19 pandemic on California, its economy, and residents. The California Government Operations Agency ("GovOps") and the County of San Mateo ("Contractor"), independently a "Party" and collectively "Parties," enter into this Agreement pursuant to paragraph 2 of Governor Gavin Newsom's Proclamation of a State of Emergency dated March 4, 2020, which is also consistent with Public Contract Code sections 1102 and 10340(b)(1).

2. GENERAL BACKGROUND

The COVID-19 pandemic has had a disproportionate impact amongst California's diverse population groups. The state must work to ensure a fair and equitable distribution, allocation, and administration of the COVID-19 vaccine to those population groups that have been most impacted. The goal of this agreement is to accelerate COVID-19 vaccinations to the most vulnerable, high-risk populations within the Contractor's jurisdiction. The expectation is that the Contractor will exclusively and quickly deploy the funding provided via this agreement for that sole purpose.

3. Contract Goal

San Mateo County proposes to use the funding provided through this agreement in two main areas for the purpose of administering vaccines in communities that are at increased risk of COVID-19 infection and hospitalization: a series of contracts with Community Based Organizations (CBO's) administered through the San Mateo County Office of Community Affairs (OCA); and a Management Analyst position through San Mateo County Health's division of Public Health Policy and Planning (PHPP). The following goals are proposed to improve COVID-19 vaccine uptake in Health Equity Quartile (HEQ) communities in San Mateo County:

- Office of Community Affairs CBO contracts:
 - Goal: In the early stages of the September 2020, OCA issued a request for proposals from community organizations to assist in outreach and education to communities disproportionately impacted by COVID-19. To ensure health equity and access to vaccine in communities disproportionately affected by COVID-

19, OCA intends to amplify its partnerships with community-based organizations to increase vaccine access, acceptance, uptake, and registration, in addition to maintaining the importance of mask-wearing, social distancing, and testing.

- Objective: The OCA will provide language and outreach services, and develop and manage a vaccine outreach educational provider network consisting of trusted community-based organizations within the County. OCA will focus all efforts on communities disproportionately impacted by COVID-19, with an intentional focus on reaching diverse communities in a culturally and linguistically tailored approach.
- Public Health Policy and Planning Management Analyst:
 - Goal: Ensure equitable distribution and administration of COVID-19 vaccines to targeted HEQ communities that show the lowest COVID-19 vaccine coverage within San Mateo County.
 - Objective: Improve collection of race/ethnicity and socioeconomic data.
 - Objective: Publicly report race/ethnicity and socioeconomic data.
 - Objective: Use data to identify populations experiencing greater barriers to vaccine access and uptake.
 - Goal: Increase COVID-19 vaccine confidence through education, outreach, community partnerships, and other trusted relationships in underserved communities of color.
 - Objective: Engage with County community affairs, public information officer, health officers and key stakeholders to create a targeted COVID-19 vaccination communication plan.
 - Objective: Identify and mobilize key community-based organizations, stakeholders, community leaders, elected officials, agency officials, key contracted/volunteer outreach and engagement entities, and trusted messengers to deliver services in language and through culturally-specific channels.
 - Goal: Develop and implement community collaboration and engagement strategies to promote COVID-19 vaccine efforts that reduce or eliminate cultural and systemic barrier to vaccine access.

- Objective: Build robust community partnerships.
- Objective: Compensate community for time dedicated.
- Objective: Ensure engagements are culturally and linguistically appropriate, healing and trauma-informed
- Develop a plan for community engagement, input and feedback to guide COVID-19 vaccination efforts in priority communities

4. Tasks, Metrics, and Deliverables

A. Contractor agrees to perform all the following COVID-19 vaccine related activities:

- I. Conduct COVID-19 education and outreach, with an emphasis on vaccine outreach, to communities disproportionately impacted by COVID-19.
 - I. Develop and manage a vaccine outreach educational provider network consisting of community-based organizations within the County.
 - II. Provide outreach services and project coordination and ensure messaging is culturally relevant and linguistically appropriate.
 - III. Educate and inform residents on COVID-19 vaccination and how to access vaccination sites
 - IV. Encourage key messages such as mask wearing, physical distancing, participating in COVID-19 testing, and the importance of vaccination. Messages may expand based on evolving public health guidance.
 - V. Register community members for vaccine appointments and the State's MyTurn site.
 - VI. Conduct community/neighborhood outreach canvassing and flyer distribution to inform residents of COVID-19 events, such as community vaccine clinics or neighborhood testing sites.
 - VII. Distribute outreach material and resources, including face coverings and hand sanitizers, to the public.
 - VIII. Conduct virtual-based outreach and social media campaigns to raise awareness and educate the public about COVID-19 safety and vaccination.
 - IX. Provide linkages to County resources and services for residents who experience expected symptoms from the vaccine or have an adverse reaction.
 - X. Facilitate two-way communication between the community and San Mateo County to identify, elevate, and respond to any concerns about the vaccine among residents.

- XI. Provide information to residents on:
 - How to avoid and prevent the spread of COVID-19 infection;
 - Where to access health, medical and financial resources;
 - Where and how to get tested for COVID-19;
 - What to do after exposure;
 - How to access services available to those who test positive; and
 - The importance of responding to contact tracers.
- XII. Collect data on primary language spoken to improve community engagement and intervention.
- XIII. Work with epidemiological team to advocate for completeness of California Immunization Registry (CAIR2) race/ethnicity and socioeconomic data to identify emerging gaps.
- XIV. Publicly report disaggregated data on race/ethnicity in clear and useful ways to inform and drive shared decision-making in monitoring and planning COVID-19 vaccination efforts.
- XV. Engage with community stakeholders around data to understand context, recognize gaps, and identify opportunities for improvement.
- XVI. Make recommendations to County Health's vaccination operations and Leadership to direct targeted investments or shifts in strategies to advance racial equity in COVID-19 vaccination distribution.
- XVII. Coordinate the development of key messages and communication strategies for Latinx, African American, and Pacific Islander residents who live in HEQ communities that are the most under-reached through COVID-19 vaccination efforts.
- XVIII. Address structural barriers to COVID-19 vaccination access for specific audiences including limited English proficiency, ADA needs, and populations with limited access to internet and other electronic communications channels.
- XIX. Leverage stakeholders' expertise in language and culture to enhance outreach, education, engagement, vaccine registration, and onsite logistics and line support.
- XX. Develop and orient key stakeholders with fundamental outreach/engagement methods and skills including: 1) stages of change behavioral concepts, 2) motivational interviewing, 3) cultural humility, 4) COVID-19 risk mitigation, 5) health literacy, and 6) basic technology platform competence to facilitate pathways for vaccine acceptance and uptake.
- XXI. Ensure translation of vital public documents, materials, website/electronic social media information related to vaccine

- education, registration, and vaccine site location communications.
- XXII. Ensure bilingual staffing roster through recruitment, orientation, and training for partners engaged in outreach and onsite vaccine activities.
 - XXIII. Create and monitor key indicators to evaluate effectiveness of message dissemination, penetration, and effectiveness in increasing COVID-19 vaccine understanding, acceptance, and uptake in priority communities.
 - XXIV. Create partnerships with key CBOs, other non-profits, and trusted community leaders who can steer COVID-19 vaccination efforts in an equitable and effective direction.
 - XXV. Create a community advisory board.
 - XXVI. Conduct all engagement activities in language and through culturally appropriate channels.
 - XXVII. Value the time and wisdom of community partners that have deep connections to communities most impacted by health inequities and serve in COVID-19 vaccination efforts.
 - XXVIII. Acknowledge the historical and current role of government in causing trauma in certain populations, intentionally and inadvertently.
 - XXIX. All information, communications and material will be translated into all threshold languages.
 - XXX. Develop and implement a Rapid Equity Assessment Tool as a mechanism to identify needs, concerns and gaps for equity considerations in design and implementation of COVID-19 vaccination implementation efforts.
 - XXXI. Develop and implement brief surveys, informant interviews, and focus groups to gain and understanding of residents' experiences and barriers obtaining access to COVID-19 vaccine information, resources, and vaccine opportunities.

Contractor shall provide the following deliverables no later than the due dates set forth in the table below:

<u>Office of Community Affairs CBO</u> <u>Contracts:</u> Description	Deliverable Due Date
Host a virtual orientation for outreach partners to learn County and State vaccine outreach goals and objectives and complete training for the State's MyTurn system.	Within 2 weeks after Agreement execution.
Host Monthly Regional Meetings with outreach partners to share County and	On a monthly basis throughout the term of the Agreement.

State updates and monitor outreach progress.	
Submit ongoing Outreach Summary Reports or required reports to the State to document the outreach activities accomplished and number of residents reached.	As requested.
Provide additional reporting information necessary to monitor and assess the contractor's progress and/or the contractor's compliance with the agreement.	As requested.

<u>Public Health Policy and Planning Management Analyst</u> Description	Deliverable Due Date
Work with County Health epidemiologists, public information officers, and information technologists to update website daily with COVID-19 vaccination coverage numbers and percentages of population by race/ethnicity and city/census tract areas to monitor effectiveness of COVID-19 vaccination efforts in priority communities.	Completed by end of term of contract; progress updates to be made available as requested.
Deploy a regional network of racially/ethnically diverse, bilingual individuals and entities to provide culturally and linguistically appropriate COVID-19 vaccination messages, consultations, and referrals for additional educational resources; and facilitate linkages to vaccine appointments, referrals for physical accessibility and transportation to vaccine sites, and support onsite vaccine site logistics	Completed by end of term of contract; progress updates to be made available as requested.
Establishment of a collaborative community engagement model that meets regularly to transform government practices and stakeholder relationships into shared, bi-directional decision-making models that serve as a central element in reducing and eliminating health inequities related to access and uptake of COVID-19 vaccinations can be supported at all levels of government and community engagement	Completed by end of term of contract; progress updates to be made available as requested.

- B. Contractor agrees to track the following quantitative and/or qualitative data and report on this data as part of the required progress report and final report mandated in Section 4 C:
- I. Documentation of outreach activities accomplished
 - II. Number of community outreach partners
 - III. Number of canvassing or outreach events completed
 - IV. Number of residents reached
 - V. Number of residents registered for vaccine appointments
 - VI. Number of media impressions
 - VII. Difficulties encountered
 - VIII. Number of subcontractors located in geographical city/census tracts where residents of impacted communities live and work
 - IX. Number of staff/volunteers representative of affected low-income Latinx, Black, and Tongan communities
 - X. Number of staff/volunteers trained in 1) stages of change behavioral concepts, 2) cultural humility, 3) COVID-19 risk mitigation, 4) health literacy, and 5) basic technology platform competence
 - XI. Number of materials distributed in priority communities (i.e., fliers, announcements, invitations, electronic media, etc.)
 - XII. Number of informational briefings, educational sessions designed to address information gaps, misinformation, and myths
 - XIII. Number of outreach contacts, engagements in one-on-one conversations, provision of referrals for more information
 - XIV. Number of scheduled vaccine appointments, consultations to support vaccine acceptance,
 - XV. Number of referrals provided to reduce linguistic, physical/logistical, transportation and/or other barriers related to disabilities
 - XVI. Number of partially and fully vaccinated from priority populations in priority areas
 - XVII. Average amount of time between 1st and 2nd dose
 - XVIII. Number of advisory meetings, focus groups, brief surveys, key informant interviews, weekly subcontractor outreach meetings
 - XIX. Number of Rapid Equity Assessment Tools completed

Contractor agrees that the metrics being tracked as described above shall be compared against an established baseline for the activities described in Section 4 A.

- C. Upon execution of this agreement, Contractor agrees to perform all the Activities described in Section 4 A and 4 B over the course of the remaining portion of the 2021 calendar. Contractor agrees that all activities will be completed no later than December 31, 2022. Both Parties may extend this date by up to six months if it is determined more time is needed to complete the activities described in Section 4A and 4B. Any agreement shall be done in writing via emails between the Project Representatives listed in Section 5.

Contractor agrees to submit to GovOps a progress report on September 30, 2021 describing all activities conducted up until that date, and a final report describing activities completed along with the associated metrics tracked by July 31, 2022. The final report due date shall be extended to match the end of the term of the contract if the parties agree to extend the activities deadline as allowed in the paragraph above.

5. Reporting & Ways of Working

During the term of this contract, the Contractor shall report to Justyn Howard, Deputy Secretary, California Government Operations Agency. Contractor shall also engage collaboratively with other entities and individuals, as designated by Justyn Howard, who are involved with the operations, distribution, and administration of the COVID-19 vaccine throughout the State of California.

The Project representatives during the term of this Agreement shall be:

Government Operations Agency

Name: Justyn Howard
Phone: (916) 651-9011
Email: Justyn.Howard@govops.ca.gov

County of San Mateo

Name: Ankita Tandel
Phone: 650-381-4154
Email: Atandel@smcgov.org

All inquiries related to this agreement shall be directed to:

Government Operations Agency

County of San Mateo

Name: Michael Miyao

Phone: (916) 651-9011

Email: Michael.Miyao@govops.ca.gov

Name: Ankita Tandel

Phone: 650-381-4154

Email: Atandel@smcgov.org

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENT

- A. The State agrees to compensate the Contractor for the services described in Exhibit A Section 4.
- B. Upon execution of the agreement, Contractor shall submit to the state on Contractor letterhead a certification that both parties have fully executed this agreement and that Contractor has in place appropriate fiscal controls to manage the funding that will be provided to the Contractor pursuant to this agreement. This certification letter shall serve as the invoice for payment. The certification shall be emailed to:
covid19vaccine@govops.ca.gov.
- C. Within fifteen (15) business days after receiving the certification letter the state will advance to Contractor the full contract amount of \$750,000.
- D. Advancing the full contract amount is deemed necessary in order to accelerate vaccinations to the most at-risk population groups and mitigate the potential loss of life.
- E. Any unused amounts of the funding provided shall be remitted back to the state within thirty (30) days of submission of Contractor's final report.

2. BUDGET CONTINGENCY CLAUSE

- A. This contract is valid and enforceable only if sufficient funds are made available by the Budget Act of the appropriate fiscal year for the purpose of this program.
- B. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other consideration under this Agreement and the Contractor shall not be obligated to perform any provisions of this Agreement.
- C. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel

this Agreement with no liability occurring to the State, or offer an Agreement Amendment to the Contractor to reflect the reduced amount.

- D. This contract is subject to any additional restrictions, limitations or conditions enacted by the Legislature that may affect the provisions, terms or funding of this contract in any manner.

3. PROMPT PAYMENT CLAUSE

- A. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

4. CONTRACTOR INCOMPLETE WORK

- A. If the State determines that the Contractor fails to complete a deliverable, the State will seek recovery immediately upon discovery by: (a) calling the Contractor's accounting office to request a refund of one half of the contract amount.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records, except that this agreement shall not constitute a waiver of any applicable attorney-client or work product privilege, or any other applicable privileges. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute except to the extent that the State withholds funding for performance of the continued responsibilities.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments for future performance should the Contractor fail to

perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code § 12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§ 11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, § 11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

10. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

11. TIMELINESS: Time is of the essence in this Agreement.

12. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

13. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

14. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

a. The Government Code Chapter on Antitrust claims contains the following definitions:

1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code. 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

15. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

16. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

17. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code § 10353.

18. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)

b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the

prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

19. LOSS LEADER: If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

1. STANDARD CONDITIONS OF SERVICE

- A. Contractor will abide by all State and Federal laws in performance of this contract.
- B. The Contractor shall maintain all license(s) required by law for accomplishing any work required with this agreement. In the event any license(s) expire at any time during the term of this agreement, Contractor agrees to provide to the State a copy of the renewed license(s) within thirty (30) days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s), the State may, in addition to any other remedies it may have, terminate this agreement upon occurrence of such event.
- C. The Contractor certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.
- D. If signing this contract as a sole proprietor, Contractor certifies that it is not an alien that is ineligible for state and local benefits, as defined in Subtitle B of the Personal Responsibility and Work Opportunity Act (8 U.S.C. § 1601 et seq.).
- E. Pursuant to Public Contract Code section 10295.4, persons or companies identified as the largest tax delinquents by the Franchise Tax Board (FTB) or the California Department of Tax and Fee Administration (CDTFA) are ineligible to enter into any contract with the state for non-IT goods or services. Any contract entered into in violation of section 10295.4 is void and unenforceable.

2. RIGHT TO TERMINATE

- A. The State reserves the right to cancel all or a portion of the service for any reason, subject to thirty (30) days written notice to the Contractor. If the state cancels this agreement pursuant to this section, the State and the Contractor shall meet and confer to determine the amount of unspent funding that should be remitted back to the state.
- B. This agreement can be immediately terminated for cause. The term "for cause" means that the Contractor fails to meet the terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on the State's notification to the Contractor.

3. RESOLUTION OF CONTRACT DISPUTES

- A. In the event of a dispute, Contractor will attempt resolution with the State's Contract Administrator with a written explanation of the situation. If no resolution is found, Contractor shall file a "Notice of Dispute" with the State within ten (10) days of the failed resolution at the following address:

Attn: Justyn Howard, Deputy Secretary, Fiscal Policy &
Administration
California Government Operations Agency
915 Capitol Mall, Suite 200
Sacramento, CA 95814

- B. State's designee shall meet with the Contractor for purposes of resolving the dispute. The decision of the State's designee shall be final. In the event of a dispute, the language contained within this agreement and its attendant Exhibits shall prevail over any other language.
- C. Neither the pendency of a dispute nor its consideration by the State will excuse the Contractor from full and timely performance in accordance with the terms of the Agreement.

4. SUBCONTRACTORS

- A. Nothing contained in this Agreement or otherwise, shall create any contractual relationship between the State and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to pay the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.

5. INSURANCE REQUIREMENT

- A. General Provisions Applying to All Policies
- 1) Coverage Term – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least thirty (30) days prior to the expiration of this insurance. Any new insurance must still comply to the original terms of the contract.

- 2) Policy Cancellation or Termination & Notice of Non-Renewal – Contractor is responsible to notify the State within 5 business days of any cancellation, non-renewal or material change that affects required insurance coverage. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
 - 3) Deductible – Contractor is responsible for any deductible or self-insured retention contained within their insurance program.
 - 4) Primary Clause – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
 - 5) Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
 - 6) Inadequate Insurance – Inadequate or lack of insurance does not negate the contractor's obligations under the contract.
 - 7) Satisfying an SIR - All insurance required by this contract must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.
 - 8) Available Coverages/Limits - All coverage and limits available to the contractor shall also be available and applicable to the State.
 - 9) Subcontractors - In the case of Contractor and/or Permittee's utilization of subcontractors to complete the contracted scope of work, contractor and/or Permittee shall include all subcontractors as insured's under Contractor and/or Permittee's insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor and/or Permittee.
- B. The County of Santa Clara (Contractor) shall maintain or cause to be maintained the following insurance coverage: (i) comprehensive general and automobile liability with limits of liability not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate; (ii) workers' compensation providing statutory coverage; (iii) employer's liability with liability limits of \$1,000,000; and (iv) and such other insurance or self-insurance as shall be necessary to insure it against any claim or claims for damages arising under the Agreement. The requirements of this section maybe satisfied through a self-insurance program. A certificate of coverage will be produced upon request.

C. Certificate of Insurance - The Contractor shall furnish a Certificate of Insurance. The Certificate of Insurance will provide the above listed liability coverages and the Certificate Holder shall read:

Attn: Michael Miyao
Government Operations Agency
915 Capitol Mall, Suite 200
Sacramento, CA 95814
Michael.Miyao@govops.ca.gov

6. **AGENCY LIABILITY**: The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
7. **EVALUATION**: For consulting services contracts, the State will complete a post-evaluation form reporting on the Contractor's performance. (Public Contract Code section 10369.)
8. **NEWS RELEASES**: Contractor will send news releases pertaining to award of or work performed as a result of contract to:

Attn: Amy Palmer
Government Operations Agency
915 Capitol Mall, Suite 200
Sacramento, CA 95814
Amy.Palmer@govops.ca.gov

EXHIBIT E
FEMA PROVISIONS

1. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- C. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- D. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section,

and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- E. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- F. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- G. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- H. The contractor will include the portion of the sentence immediately preceding paragraph A and the provisions of paragraphs A through H in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal

opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon

2. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

Compliance with the Contract Work Hours and Safety Standards Act.

- A. **Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- B. **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in paragraph 2.A. of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 2.A. of this section, in the sum of \$27 for each calendar day on which such individual was

required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 2.A. of this section.

- C. **Withholding for unpaid wages and liquidated damages.** The State of California shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally- assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2.B. of this section.
- D. **Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph 2.A. through 2.D. and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 2.A. through 2.D.

3. CLEAN AIR ACT

- A. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. Section 7401 et seq.
- B. The contractor agrees to report each violation to the California Air Resources Board and understands and agrees that the California Air Resources Board will, in turn, report each violation as required to assure notification to the State, Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office.
- C. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

4. THE FEDERAL WATER POLLUTION CONTROL ACT

- A. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as

amended, 33 U.S.C. Sections 1251 et seq.

- B. The contractor agrees to report each violation to the State Water Resources Control Board and understands and agrees that the State Water Resources Control Board will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office.
- C. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

5. DEBARMENT AND SUSPENSION CLAUSE

- A. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- B. The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- C. This certification is a material representation of fact relied upon by the State of California. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of California, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- D. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

6. BYRD ANTI-LOBBYING CLAUSE

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of

Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18- CERTIFICATION REGARDING LOBBYING

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official Date

7. PROCUREMENT OF RECOVERED MATERIALS

- A. In the performance of this contract the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired-
 - i. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - i. Meeting contract performance requirements; or
 - i. At a reasonable price.

- B. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/>. The list of EPA-designate items is available at <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

- C. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

8. ACCESS TO RECORDS

The following access to records requirements applies to this contract:

- A. The Contractor agrees to provide the State of California, the FEMA Administrator, the Controller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

- B. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever of to copy excerpts and transcriptions as reasonably needed.
- C. The contractor agrees to provide the FEMA Administrator or his authorized representative access to construction or other work sites pertaining to the work being completed under the contract.
- D. In compliance with the Disaster Recovery Act of 2018, the State of California and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

9. DHS SEAL, LOGO, AND FLAGS

The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

10. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract only. The contractor will comply with all federal law, regulations, executive orders, FEMA policies, procedures, and directives.

11. NO OBLIGATION BY FEDERAL GOVERNMENT

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

12. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The contractor acknowledges the 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's action pertaining to this contract