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Contract Number

24-762

SAP Number

### Probation Department

<b>Department Contract Representative</b>	Jennifer Villa
<b>Telephone Number</b>	(909) 387-5567
<b>Contractor</b>	Community Solutions, Inc.
<b>Contractor Representative</b>	Fernando J. Muniz
<b>Telephone Number</b>	(860) 683-7100
<b>Contract Term</b>	September 1, 2024 to August 31, 2027
<b>Original Contract Amount</b>	\$9,000,000
<b>Amendment Amount</b>	
<b>Total Contract Amount</b>	\$9,000,000
<b>Cost Center</b>	4810001000
<b>Grant Number (if applicable)</b>	

**IT IS HEREBY AGREED AS FOLLOWS:**

**WHEREAS**, San Bernardino County (County) desires to expand and enhance rehabilitative services for at risk youth and their families; and

**WHEREAS**, the County desires to contract with an external program administrator to provide Juvenile Program Administrative Services to manage treatment, rehabilitative, educational and vocational services, as further described below; and

**WHEREAS**, the County conducted a competitive process to find Community Solutions, Inc. (Contractor) to provide these services; and

**WHEREAS**, the County finds Contractor qualified to provide the Services; and

**WHEREAS**, the County desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below;

**NOW, THEREFORE**, the County and Contractor mutually agree to the following terms and conditions:

**A. DEFINITIONS**

**A.1 Board:** The San Bernardino County Board of Supervisors.

- A.2 Client(s): At-risk youth, including those under the supervision of the Probation Department and those at risk of entering the criminal justice system or developing delinquent behavior, and their families.
- A.3 At-risk Youth: Youth in the community, who are involved in, or at risk of, entering the criminal justice system or developing delinquent behavior.
- A.4 Contract: The Contract between the County and the Contractor.
- A.5 Probation or Probation Department: The County department that is responsible for building stronger families and safer communities by improving the lives of those Probation services through assessment, treatment, rehabilitative services and enforcement.
- A.6 Probation Program Manager: An individual employed by the County Probation Department that will manage the non-residential program in coordination with the Program Administrator.
- A.7 Program Administrator: Oversees the development, management, and administration of non-residential effective and cost-efficient rehabilitative programs and interventions that may help prevent or reduce Client recidivism and may help prevent Clients from becoming involved in the criminal justice system.
- A.8 Services: The requested services described in the Contract.
- A.9 Subcontractor: An individual, company, firm, corporation, partnership, or other organization, not in the employment of or owned by Contractor who is performing the Services on behalf of Contractor under the Contract or under a separate contract with or on behalf of Contractor.

**B. CONTRACTOR RESPONSIBILITIES**

- B.1 Under the purview of the Probation Program Manager, the Contractor will provide oversight of a non-residential day program (Program), designed to provide enhanced treatment and rehabilitative services, cognitive behavioral modification, education, and vocational programs that address the needs of Clients referred by the County and its collaborative partners.
- B.2 Contractor shall develop an implementation plan in coordination with local government, public safety, and community-based partners. The plan should include the development of an integrated, comprehensive local strategy for the non-residential day program. Collaboration with community partners is expected. Contractor must include the use of evidence-based strategies that have been found to reduce recidivism, substance abuse and antisocial behavior. Every Client assigned to the Program shall receive the appropriate Services through a defined number of hours or sessions per week as determined by the level of need.
- B.3 Contractor will enter into agreements with subcontractors and oversee the development, management and administration of non-residential programs that provide services for up to 1,500 justice-involved youth and/or At-risk youth and their families per month that will be referred by the County and its collaborative partners.
- B.4 Contractor's development of a successful and effective Program shall include, but not be limited to, the following:
  - B.4.1 Provide a socially and environmentally safe facility(s) located within the County that will provide an engaging and positive learning environment in a substance abuse free setting.
  - B.4.2 The ability to serve approximately 18,000 unduplicated Clients a year as determined by case plans. It is expected that some Clients will require minimal services following a risk and needs assessment.

- B.4.3** Case management and supervision, to include, at a minimum:
  - a. An intake which includes assessments and development of a case plan tailored to the individual needs of the Client.
  - b. Ongoing Client interaction and tracking, including documentation of interactions and participation.
  - c. Ongoing contact with the agency liaison or assigned Probation Officer.
  - d. Transition and after-care plan.
- B.4.4** Community services linkages to ensure that Clients have access to services needed for recovery and support services.
- B.4.5** Assistance in meeting and securing fundamental needs (housing, food, clothing, etc.).
- B.4.6** Assistance in applying for aid programs.
- B.4.7** Independent living skills programs (including but not limited to money management, healthy/safe lifestyles and relationship classes, employment readiness skills/ training and or vocational assessments).
- B.4.8** Parenting skills and family preservation activities.
- B.4.9** Operate non-residential day programs during normal business hours, late evenings, and weekends.
- B.4.10** Provide services within a structured time frame, as agreed to by the Contractor.
- B.4.11** Obtain and secure appropriate releases from Clients to allow reporting of individual participation and progress to Contractor personnel.
- B.4.12** Contractor shall use the Probation Department's approved tools to assess all County Clients' risks and needs. In addition, Contractor will use other assessments to evaluate specific needs as required. The County reserves the right to change the assessment tools used by Contractor at any time during the contract period.
- B.4.13** Individual Living Skills - Structural components of the programming, services, and treatment programs shall include:
  - a. Pre-enrollment and pre-discharge assessments using the approved assessment instruments described in the Contract to determine service needs and outcomes.
  - b. Enhanced Case Management and Coordinated Services.
  - c. Evidence-based cognitive/behavioral programming that targets criminal thinking, such as Moral Recognition Therapy or Thinking for a Change.
  - d. Substance Abuse and Mental Health Treatment Services (either on site or in cooperation with off-site vendors).
  - e. Remedial Education, Enrichment, and GED preparation.
  - f. Employment Readiness and Preparation.

- g. Anger Management, Prosocial, and Conflict Resolution Skills.
- h. Community Service Projects and Restorative Justice Opportunities.
- i. Moral and Character Development.
- j. Vocational Skills Development and Educational Services.
- k. Individual, Group, and Family Counseling.
- l. Peer Mentoring or Coaching/Aftercare for at least six months after successful completion of the program.
- m. Life Skills training for effective communication, decision-making skills, time management skills, self-awareness, and the ability to accept constructive criticism.

**B.4.14** Contractor's staffing structure shall include but not be limited to:

- a. State Director (70% of total salary)
- b. Training and Quality Assurance Coach (15% of total salary)
- c. Program Director
- d. Case Manager
- e. Case Aide
- f. QA & Subcontractor Coordinator
- g. Administrative Assistant

Staffing resources may be modified based upon County needs.

**B.4.15** Data Management and Reports: Contractor shall track client attendance and results with measurable outcomes, and provide reports as follows:

- a. Monthly measurable outcome reports utilizing fidelity tools to assess progress and change.
- b. Monthly instructor reviews utilizing program measurement tools for quality assurance.
- c. Routinely conduct Services Satisfaction Surveys.
- d. Quarterly Program Reviews: Contractor will deliver a quarterly report to the County displaying the number of Clients who have been referred, enrolled, and attended each type of service, including those that were removed with the reason of removal.
- e. Annual Program Reviews: Contractor will deliver an annual report to the County displaying trending data from the Quarterly Program Reviews.

**B.5** Contractor will not directly provide services to Clients for purposes of separation of responsibilities and administrative control.

- B.6** Contractor will manage referrals from Probation and other partner entities of eligible youth and their families to attend, participate, and complete program requirements.
- B.7** Contractor will manage the utilization of County-approved day program facilities including maintenance of house-keeping resources, required treatment inventory and supplies, scheduling of Clients, service providers and business partners for coordinated needs assessments, and service provision.
- B.8** Contractor will maintain secured file storage for maintenance of personal information of Clients.
- B.9** Contractor will provide resources to Clients to address basic needs upon intake such as hygiene products, clothing and food, including snacks for Clients required to be physically present at program facilities for more than four hours a day.
- B.10** Contractor will have a contingency plan in place to handle problems related to the provision of transportation for Clients lacking their own transportation.
- B.11** Contractor will support and assist Clients with meeting program requirements and milestones to promote independence, self-reliance, and self-sufficiency.
- B.12** Contractor will maintain weekly reports including but not limited to the number of Clients received per week, the number of Clients referred to third-party service providers, the number of Clients successfully completing programs, and the number of Clients terminated and/or removed from programs (with supporting documentation).
- B.13** Contractor will work collaboratively with Department Program Manager(s) and be available to provide County representatives with information regarding facility utilization and administration, registered Clients, third-party service providers and program status updates.
- B.14** Contractor must be available for unannounced visits, monitoring, and inspections by County staff. The County will monitor Clients on an ongoing basis. The Contractor or its staff must be present for County visits.
- B.15** Contractor must be available to attend quarterly provider meetings scheduled by the County to discuss any concerns, issues, or items dealing with Client, service providers, programming, or facilities infrastructure.
- B.16** Contractor will ensure all service sites and facilities are maintained in a clean, safe, secure, and sanitary environment and remain compliant in accordance with federal, state, and local laws. All issues which affect the health and safety of the Clients or service providers shall be addressed within twenty-four (24) hours of discovery.
- B.17** Contractor will ensure that all food items are properly stored in accordance with packaging instructions. Food shall be kept off the floor. All cleaning solvents, detergents and supplies shall be stored separately and away from food, cooking supplies, and serving utensils.
- B.18** During a declared state of emergency (including, but not limited to a pandemic), in exigent circumstances at Probation Department's discretion, and only upon prior written approval, Contractor may coordinate services to Clients remotely using virtual mediums such as online video systems, and telecom portals. Contractor will track Client participation and maintain accountability while performing remote services. Contractor must terminate remote services immediately upon written request by Probation.
- B.19 Personnel Background and Confidentiality**

The County, through its Probation Department, shall have sole discretion to determine security acceptability of all of Contractor's Personnel and Subcontractors (collectively, "Personnel") at any time during the Contract period. Personnel found to be unacceptable security risks will not be permitted to provide Services. Violation of the below provisions may result in the loss of the security clearance of Contractor's Personnel. In addition to the terms and conditions listed in Section C.6 (Background Checks for Contractor Personnel) of this Contract, Contractor shall adhere to the following:

**B.19.1** Contractor shall provide a list of all Personnel who will render Services and enter any County, Probation, or Probation Detention Facility (collectively "County Facility") during the Contract period. Personnel may not be changed without written approval by Probation.

**B.19.2** Contractor shall immediately notify the County regarding any Personnel reassignments, discharges, or terminations so that they may be removed from the County Facility access list. Contractor notifications regarding such action shall be submitted verbally to the Probation Professional Standards Unit Division Director at (909) 387-6085 within twenty-four (24) hours of its knowledge of any reassignment, discharge or termination, followed by written notification within five (5) business days to the following:

Probation Administration  
Attn: Probation Professional Standards Division Director II  
175 West 5<sup>th</sup> Street, 4<sup>th</sup> Floor  
San Bernardino, CA 92415

All Contractor Personnel shall possess a government issued photo identification and shall meet Probation's requirements for admission into any County Facility. Additionally, Probation shall maintain information on Contractor's Personnel for safety and security purposes.

**B.19.3** Contractor Personnel may be required to complete additional forms, including non-disclosure agreements, at any time. Non-disclosure agreements acknowledge that information Contractor Personnel may encounter while at any County Facility is confidential and proprietary. Any unauthorized release of confidential or proprietary information by Contractor or its Personnel shall constitute a breach of this Contract and will be punishable by law. The County reserves the right to enforce any available remedy at law, or in equity, in the event of such breach.

**B.19.4 Escorted Access**

- a. In addition to Section C.6 of this Contract, Contractor's Personnel shall be required to undergo a background check that will include, but is not limited to, DMV, Central Name Index, and Live Scan (includes DOJ/FBI/Criminal Check) prior to providing any Services and/or accessing any County Facility.
- b. After clearing the background check to the satisfaction of Probation, a Prison Rape Elimination Act/Security compliance review, which consists of a short video and acknowledgement of willingness to abide by State, Federal, and County guidelines, as well as Probation Facility requirements, shall be conducted before entry into any County Treatment or Detention Facility, usually by the Probation Safety/Security staff, but may be conducted by any one of Probation Staff.
- c. While on County property, Contractor's Personnel shall be escorted and supervised by Probation staff at all times. Supervision is required whether or not the Personnel have audio/visual contact with detained minors. This requirement will not be waived without prior written approval by the Chief Probation Officer or her/his designee.

### **B.19.5 Unescorted Access**

Contractor's Personnel shall be required to comply with the requirements listed in B.19.4, (a) and (b) above, regarding Escorted Access. In addition, all Contractor Personnel must complete Department of Justice/Criminal Justice Information Services (DOJ/CJIS) security training before being cleared to access any County Facility. DOJ/CJIS security training is a biennial online training.

## **C. GENERAL CONTRACT REQUIREMENTS**

### **C.1 Recitals**

The recitals set forth above are true and correct and incorporated herein by this reference.

### **C.2 Contract Amendments**

Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract and approved by the person(s) authorized to do so on behalf of Contractor and County.

### **C.3 Contract Assignability**

Without the prior written consent of the County, the Contract is not assignable by Contractor either in whole or in part.

### **C.4 Contract Exclusivity**

This is not an exclusive Contract. The County reserves the right to enter into a contract with other contractors for the same or similar services. The County does not guarantee or represent that the Contractor will be permitted to perform any minimum amount of work, or receive compensation other than on a per order basis, under the terms of this Contract.

### **C.5 Attorney's Fees and Costs**

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorney's fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney's fees directly arising from a third-party legal action against a party hereto and payable under Indemnification and Insurance Requirements.

### **C.6 Background Checks for Contractor Personnel**

Contractor shall ensure that its personnel (a) are authorized to work in the jurisdiction in which they are assigned to perform Services; (d) do not use legal or illegal substances in any manner which will impact their ability to provide Services to the County; and (c) are not otherwise disqualified from performing the Services under applicable law. If requested by the County and not in violation of applicable law, Contractor shall conduct a background check, at Contractor's sole expense, on all its personnel providing Services. If requested by the County, Contractor shall provide the results of the background check of each individual to the County. Such background check shall be in the form generally used by Contractor in its initial hiring of employees or contracting for contractors or, as applicable, during the employment-screening process but must, at a minimum, have been performed within the preceding 12-month period. Contractor personnel who do not meet the County's hiring criteria, in County's sole discretion, shall not be assigned to work on County property or Services, and County shall have the right, at its sole option, to refuse access to any Contract personnel to any County facility.

The Parties agree to comply with the national standards to prevent, detect, and respond to prison rape, including monitoring and reporting requirements, pursuant to the Prison Rape Elimination Act (PREA) of 2003, 28 C.F.R. Part 115, Subpart D – Standards for Juvenile Facilities. The Parties are required to complete PREA Training prior to providing services and receive continuous PREA Training bi-annually, which will be provided by Probation.

### **C.7 Change of Address**

Contractor shall notify the County in writing, of any change in mailing address within ten (10) business days of the change.

**C.8 Choice of Law**

This Contract shall be governed by and construed according to the laws of the State of California.

**C.9 Compliance with County Policy**

In performing the Services and while at any County facilities, Contractor personnel (including subcontractors) shall (a) conduct themselves in a businesslike manner; (b) comply with the policies, procedures, and rules of the County regarding health and safety, and personal, professional and ethical conduct; (c) comply with the finance, accounting, banking, Internet, security, and/or other applicable standards, policies, practices, processes, procedures, and controls of the County; and (d) abide by all laws applicable to the County facilities and the provision of the Services, and all amendments and modifications to each of the documents listed in subsections (b), (c), and (d) (collectively, "County Policies"). County Policies, and additions or modifications thereto, may be communicated orally or in writing to Contractor or Contractor personnel or may be made available to Contractor or Contractor personnel by conspicuous posting at a County facility, electronic posting, or other means generally used by County to disseminate such information to its employees or contractors. Contractor shall be responsible for the promulgation and distribution of County Policies to Contractor personnel to the extent necessary and appropriate.

County shall have the right to require Contractor's employees, agents, representatives and subcontractors to exhibit identification credentials issued by County in order to exercise any right of access under this Contract.

**C.10 Confidentiality**

Contractor shall protect from unauthorized use or disclosure the names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any purpose other than carrying out the Contractor's obligations under this Contract, except as may otherwise be required by law. This provision will remain in force even after the termination of the Contract.

**C.11 Primary Point of Contact**

Contractor will designate an individual to serve as the primary point of contact for the Contract. Contractor or designee must respond to County inquiries within two (2) business days. Contractor shall not change the primary contact without written acknowledgement to the County. Contractor will also designate a back-up point of contact in the event the primary contact is not available.

**C.12 County Representative**

The Chief Probation Officer or his/her designee shall represent the County in all matters pertaining to the services to be rendered under this Contract, including termination and assignment of this Contract, and shall be the final authority in all matters pertaining to the Services/Scope of Work by Contractor. If this contract was initially approved by the San Bernardino County Board of Supervisors, then the Board of Supervisors must approve all amendments to this Contract.

**C.13 Damage to County Property**

Contractor shall repair, or cause to be repaired, at its own cost, all damages to County vehicles, facilities, buildings or grounds caused by the willful or negligent acts of Contractor or its employees or agents. Such repairs shall be made immediately after Contractor becomes aware of such damage, but in no event later than thirty (30) days after the occurrence.

If the Contractor fails to make timely repairs, the County may make any necessary repairs. The Contractor, as determined by the County, shall repay all costs incurred by the County for such



repairs, by cash payment upon demand, or County may deduct such costs from any amounts due to the Contractor from the County, as determined at the County's sole discretion.

**C. 14 Debarment and Suspension**

Contractor certifies that neither it nor its principals or subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (See the following United States General Services Administration's System for Award Management website <https://www.sam.gov>). Contractor further certifies that if it or any of its subcontractors are business entities that must be registered with the California Secretary of State, they are registered and in good standing with the Secretary of State.

**C.15 Drug and Alcohol Free Workplace**

In recognition of individual rights to work in a safe, healthful and productive work place, as a material condition of this Contract, the Contractor agrees that the Contractor and the Contractor's employees, while performing service for the County, on County property, or while using County equipment:

- C.15.1** Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.
- C.15.2** Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal or controlled substance.
- C.15.3** Shall not sell, offer, or provide alcohol or an illegal or controlled substance to another person, except where Contractor or Contractor's employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

The Contractor shall inform all employees that are performing service for the County on County property, or using County equipment, of the County's objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for default or breach of this Contract and any other Contract the Contractor has with the County, if the Contractor or Contractor's employees are determined by the County not to be in compliance with above.

**C.16 Duration of Terms**

This Contract, and all of its terms and conditions, shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties, provided no such assignment is in violation of the provisions of this Contract.

**C.17 Employment Discrimination**

During the term of the Contract, Contractor shall not discriminate 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, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

**C.18 Environmental Requirements**

In accordance with County Policy 11-08, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials

must perform satisfactorily and be available at a reasonable price. The County requires Contractor to use recycled paper for any printed or photocopied material created as a result of this Contract. Contractor is also required to use both sides of paper sheets for reports submitted to the County whenever practicable.

To assist the county in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB 939), Contractor must be able to annually report the County's environmentally preferable purchases. Contractor must also be able to report on environmentally preferable goods and materials used in the provision of their service to the County, utilizing a County approved form.

**C.19 Improper Influence**

Contractor shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of the Contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of the Contract or shall have any relationship to the Contractor or officer or employee of the Contractor.

**C.20 Improper Consideration**

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate this Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Contractor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

**C.21 Informal Dispute Resolution**

In the event the County determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this Contract or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

**C.22 Legality and Severability**

The parties' actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. The provisions of this Contract are specifically made severable. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall remain in full effect.

**C.23 Licenses, Permits and/or Certifications**

Contractor shall ensure that it has all necessary licenses, permits and/or certifications required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations. The Contractor shall maintain these licenses, permits and/or certifications in effect for the duration of this Contract. Contractor will notify County immediately of loss or suspension of any such licenses, permits and/or certifications. Failure to maintain a required license, permit and/or certification may result in immediate termination of this Contract.

**C.24 Material Misstatement/Misrepresentation**

If during the course of the administration of this Contract, the County determines that Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.

**C.25 Mutual Covenants**

The parties to this Contract mutually covenant to perform all of their obligations hereunder, to exercise all discretion and rights granted hereunder, and to give all consents in a reasonable manner consistent with the standards of "good faith" and "fair dealing".

**C.26 Nondisclosure**

Contractor shall hold as confidential and use reasonable care to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, confidential information that is either: (1) provided by the County to Contractor or an agent of Contractor or otherwise made available to Contractor or Contractor's agent in connection with this Contract; or, (2) acquired, obtained, or learned by Contractor or an agent of Contractor in the performance of this Contract. For purposes of this provision, confidential information means any data, files, software, information or materials in oral, electronic, tangible or intangible form and however stored, compiled or memorialize and includes, but is not limited to, technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.

**C.27 Notice of Delays**

Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, that party shall, within twenty-four (24) hours, give notice thereof, including all relevant information with respect thereto, to the other party.

**C.28 Ownership of Documents**

All documents, data, products, graphics, computer programs and reports prepared by Contractor pursuant to the Contract shall be considered property of the County upon payment for services (and products, if applicable). All such items shall be delivered to County at the completion of work under the Contract, subject to the requirements of Section IV–Term of the Contract. Unless otherwise directed by County, Contractor may retain copies of such items.

**C.29 Participation Clause**

The County desires that Municipalities, School Districts, and other Tax Districts within the San Bernardino County requiring the same services provided herein may at their option and through the County Purchasing agent, avail themselves of this Contract. Upon notice, in writing, the Contractor agrees to the extension of the terms of a resultant contract with such governmental bodies as though they have been expressly identified in this bid, with the provisions that:

**C.29.1** Such governmental body does not have and will not have in force any other contract for like purchases.

**C.29.2** Such governmental body does not have under consideration for award any other bids or quotations for like purchases.

Such governmental body shall make purchases directly through and to the Contractor. The County will not be liable for any such purchase made between the Contractor and another governmental body who avails themselves of this contract.

**C.30 Air, Water Pollution Control, Safety and Health**

Contractor shall comply with all air pollution control, water pollution, safety and health ordinances and statutes, which apply to the work performed pursuant to this Contract.

**C.31 Records**

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records shall be considered grounds for withholding of payments for invoices submitted and/or termination of the Contract.

All records relating to the Contractor's personnel, consultants, subcontractors, Services/Scope of Work and expenses pertaining to this Contract shall be kept in a generally acceptable accounting format. Records should include primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must comply with the appropriate Office of Management and Budget (OMB) Circulars, which state the administrative requirements, cost principles and other standards for accountancy.

**C.32 Relationship of the Parties**

Nothing contained in this Contract shall be construed as creating a joint venture, partnership, or employment arrangement between the Parties hereto, nor shall either Party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto.

**C.33 Release of Information**

No news releases, advertisements, public announcements or photographs arising out of the Contract or Contractor's relationship with County may be made or used without prior written approval of the County.

**C.34 Representation of the County**

In the performance of this Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the San Bernardino County.

**C.35 Strict Performance**

Failure by a party to insist upon the strict performance of any of the provisions of this Contract by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Contract thereafter.

**C.36 Subcontracting**

Contractor shall obtain County's written consent, which County may withhold in its sole discretion, before entering into Contracts with or otherwise engaging any subcontractors who may supply any part of the Services to County. At County's request, Contractor shall provide information regarding the subcontractor's qualifications and a listing of a subcontractor's key personnel including, if requested by the County, resumes of proposed subcontractor personnel. Contractor shall remain directly responsible to County for its subcontractors and shall indemnify County for the actions or omissions of its subcontractors under the terms and conditions specified in Section G. All approved subcontractors shall be subject to the provisions of this Contract applicable to Contractor Personnel.

For any subcontractor, Contractor shall:

**C.36.1** Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions; and

**C.36.2** Ensure that the subcontractor follows County's reporting formats and procedures as specified by County.

**C.36.3** Include in the subcontractor's subcontract substantially similar terms as are provided in Sections B. Contractor Responsibilities and C. General Contract Requirements.

Upon expiration or termination of this Contract for any reason, County will have the right to enter into direct Contracts with any of the Subcontractors. Contractor agrees that its arrangements with Subcontractors will not prohibit or restrict such Subcontractors from entering into direct Contracts with County.

**C. 37 Subpoena**

In the event that a subpoena or other legal process commenced by a third party in any way concerning the Goods or Services provided under this Contract is served upon Contractor or County, such party agrees to notify the other party in the most expeditious fashion possible following receipt of such subpoena or other legal process. Contractor and County further agree to cooperate with the other party in any lawful effort by such other party to contest the legal validity of such subpoena or other legal process commenced by a third party as may be reasonably required and at the expense of the party to whom the legal process is directed, except as otherwise provided herein in connection with defense obligations by Contractor for County.

**C.38 Termination for Convenience**

The County reserves the right to terminate the Contract, for its convenience, with or without cause, with a thirty (30) day written notice of termination. Such termination may include all or part of the services described herein. Upon such termination, payment will be made to the Contractor for services rendered and expenses reasonably incurred prior to the effective date of termination. Upon receipt of termination notice Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports. The Contractor reserves the right to terminate the Contract, for any reason, with a thirty (30) day written notice of termination.

**C.39 Time of the Essence**

Time is of the essence in performance of this Contract and of each of its provisions.

**C.40 Venue**

The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, San Bernardino County, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County, San Bernardino District.

**C.41 Conflict of Interest**

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, or subcontractors and the County. Contractor shall make a reasonable effort to prevent employees, Contractor, or members of governing bodies from using their positions for purposes that are or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family business, or other ties. Officers, employees, and agents of cities, counties, districts, and other local agencies are subject to applicable conflict of interest codes and state law. In the event the County determines a conflict of interest situation exists, any increase in costs, associated with the conflict of interest situation, may be disallowed by the County and such conflict may constitute grounds for termination of the Contract. This provision shall not be construed to prohibit employment of persons with whom Contractor's officers, employees, or agents have family, business, or other ties so long as the

employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicant.

**C.42 Former County Administrative Officials**

Contractor agrees to provide or has already provided information on former San Bernardino County administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Executive Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

**C.43 Disclosure of Criminal and Civil Procedures**

The County reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in a termination of the Contract. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor may also be requested to provide information to clarify initial responses. Negative information discovered may result in Contract termination.

Contractor is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

**C.44 Reserved**

**C.45 Artwork, Proofs and Negatives**

All artwork, proofs, and/or negatives in either print or digital format for anything produced under the terms of this Contract are the property of the County. These items must be returned to the County within ten (10) days, upon written notification to the Contractor. In the event of a failure to return the documents, the County is entitled to pursue any available legal remedies. In addition, the Contractor will be barred from all future solicitations, for a period of at least six (6) months.

**C.46 Iran Contracting Act**

IRAN CONTRACTING ACT OF 2010, Public Contract Code sections 2200 et seq. (Applicable for all Contracts of one million dollars (\$1,000,000) or more). In accordance with Public Contract

Code section 2204(a), the Contractor certifies that at the time the Contract is signed, the Contractor signing the Contract is not identified on a list created pursuant to subdivision (b) of Public Contract Code section 2203 as a person (as defined in Public Contract Code section 2202(e)) engaging in investment activities in Iran described in subdivision (a) of Public Contract Code section 2202.5, or as a person described in subdivision (b) of Public Contract Code section 2202.5, as applicable.

Contractors are cautioned that making a false certification may subject the Contractor to civil penalties, termination of existing contract, and ineligibility to bid on a contract for a period of three (3) years in accordance with Public Contract Code section 2205.

**C.47 Reserved**

**C.48 California Consumer Privacy Act**

To the extent applicable, if Contractor is a business that collects the personal information of a consumer(s) in performing Services pursuant to this Contract, Contractor must comply with the provisions of the California Consumer Privacy Act (CCPA). (Cal. Civil Code §§1798.100, et seq.). For purposes of this provision, “business,” “consumer,” and “personal information” shall have the same meanings as set forth at Civil Code section 1798.140. Contractor must contact the County immediately upon receipt of any request by a consumer submitted pursuant to the CCPA that requires any action on the part of the County, including but not limited to, providing a list of disclosures or deleting personal information. Contractor must not sell, market or otherwise disclose personal information of a consumer provided by the County unless specifically authorized pursuant to terms of this Contract. Contractor must immediately provide to the County any notice provided by a consumer to Contractor pursuant to Civil Code section 1798.150(b) alleging a violation of the CCPA, that involves personal information received or maintained pursuant to this Contract. Contractor must immediately notify the County if it receives a notice of violation from the California Attorney General pursuant to Civil Code section 1798.155(b).

**C. 49 Executive Order N-6-22 Russia Sanctions**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>), as well as any sanctions imposed under state law (<https://www.dgs.ca.gov/OLS/Ukraine-Russia>). The EO directs state agencies and their contractors (including by agreement or receipt of a grant) to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should it be determined that Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. Contractor shall be provided advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the County.

**C.50 Campaign Contribution Disclosure (SB 1439)**

Contractor has disclosed to the County using Attachment B - Campaign Contribution Disclosure Senate Bill 1439, whether it has made any campaign contributions of more than \$250 to any member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, Auditor-Controller/Treasurer/Tax Collector and the District Attorney] within the earlier of: (1) the date of the submission of Contractor’s proposal to the County, or (2) 12 months before the date this Contract was approved by the Board of Supervisors. Contractor acknowledges that under Government Code section 84308, Contractor is prohibited from making campaign contributions of more than \$250 to any member of the Board of Supervisors or other County elected officer for 12 months after the County’s consideration of the Contract.

In the event of a proposed amendment to this Contract, the Contractor will provide the County a written statement disclosing any campaign contribution(s) of more than \$250 to any member of the Board of Supervisors or other County elected officer within the preceding 12 months of the date of the proposed amendment.

Campaign contributions include those made by any agent/person/entity on behalf of the Contractor or by a parent, subsidiary or otherwise related business entity of Contractor.

**C.51 Reserved**

**D. TERM OF CONTRACT**

This Contract is effective as of September 1, 2024 and expires August 31, 2027, and may be extended for one (1) additional two year period, or two (2) additional one-year periods, upon written agreement by the County and the Contractor, and County Board of Supervisors' approval, but may be terminated earlier in accordance with provisions of this Contract.

**E. COUNTY RESPONSIBILITIES**

- E.1** Determine which Clients to refer to Contractor for Services.
- E.2** Monitor and evaluate the performance of Contractor in meeting the terms of the Contract. This shall include, but is not limited to, service quality and effectiveness.
- E.3** Provide adequate office space and equipment for Contractor to perform business as appropriate at the County-leased facilities which are all located in the County for the term of the Contract.
- E.4.** Provide Contractor with relevant documentation on required operating standards and performance goals including audit requirements and guidelines.
- E.5** Provide monitoring and inspections of Contractor's program contents, accounting processes, and general administrative practices, as well as Clients' progress on an ongoing basis.
- E.6.** Provide Contractor with adequate funding for security measures as determined and agreed upon by Contractor and the County.
- E.7** Exercise no control or supervision over Contractor's staff. Any concerns or suggestions shall be taken to Probation Program Manager or his/her designee, except in the event of immediate safety concerns.

**F. FISCAL PROVISIONS**

- F.1** The maximum amount of reimbursement under this Contract shall not exceed \$9,000,000 for the term of the Contract. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's Services and expenses incurred in the performance hereof, including travel and per diem. Invoices shall be issued with a net sixty (60) day payment term with corresponding Purchase Order and/or Contract number stated on the invoice.
- F.2 Payment for Services**
  - F.2.1** Payment for services under this Contract will be on a cost reimbursement basis, per the attached budget (see Attachment A).
  - F.2.2** Probation will audit to ensure Contractor is billing for actual Program costs and staff hours spent on program activities.
- F.3** Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall



promptly comply with directions and accurately complete forms provided by County required to process EFT payments.

- F.4 Contractor shall provide County complete itemized monthly invoices by the 28<sup>th</sup> day of the following month.
- F.5 County is exempt from Federal excise taxes and no payment shall be made for any personal property taxes levied on Contractor or on any taxes levied on employee wages. The County shall only pay for any State or local sales or use taxes on the services rendered or equipment and/or parts supplied to the County pursuant to the Contract.
- F.6 Costs for services under the terms of this Contract shall be incurred during the Contract period except as approved by County. Contractor shall not use current year funds to pay prior or future year obligations.
- F.7 Funds made available under this Contract shall not supplant any federal, state or any governmental funds intended for services of the same nature as this Contract. Contractor shall not claim reimbursement or payment from County for, or apply sums received from County with respect to that portion of its obligations that have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining funds from another revenue source without prior written approval of the County.
- F.8 Contractor shall adhere to the County's Travel Management Policy (8-02 and 08-02SP1) when travel is pursuant to this Contract and for which reimbursement is sought from the County. In addition, Contractor is encouraged to utilize local transportation services, including but not limited to, the Ontario International Airport.

## **G. INDEMNIFICATION AND INSURANCE REQUIREMENTS**

### **G.1 Indemnification**

The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. The Contractor indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782.

### **G.2 Additional Insured**

All policies, except for Worker's Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

### **G.3 Waiver of Subrogation Rights**

The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

**G.4 Policies Primary and Non-Contributory**

All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

**G.5 Severability of Interests**

The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

**G.6 Proof of Coverage**

The Contractor shall furnish Certificates of Insurance to the County Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

**G.7 Acceptability of Insurance Carrier**

Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

**G.8 Deductibles and Self-Insured Retention**

Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.

**G.9 Failure to Procure Coverage**

In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

**G.10 Insurance Review**

Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

- G.11** The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

- G.11.1** Workers' Compensation/Employer's Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this contract.

If Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

- G.11.2** Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:
- a. Premises operations and mobile equipment.
  - b. Products and completed operations.
  - c. Broad form property damage (including completed operations).
  - d. Explosion, collapse and underground hazards.
  - e. Personal injury.
  - f. Contractual liability.
  - g. \$2,000,000 general aggregate limit.

- G.11.3** Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

- G.11.4** Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary

coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

**G.11.5** Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim and two million (\$2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance – Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the state of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

**G.11.6** **Reserved**

**G.11.7** **Cyber Liability Insurance** - Cyber Liability Insurance with limits of no less than \$1,000,000 for each occurrence or event with an annual aggregate of \$2,000,000 covering privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy shall protect the involved County entities and cover breach response cost as well as regulatory fines and penalties.

**Abuse/Molestation Insurance** – Contractor shall have abuse or molestation insurance providing coverage for all employees for the actual or threatened abuse or molestation by anyone of any person in the care, custody, or control of any insured, including negligent employment, investigation and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than one million dollars (\$1,000,000) with a two million dollars (\$2,000,000) aggregate limit.

## **H. RIGHT TO MONITOR AND AUDIT**

**H.1** The County, State and Federal government shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation, in any auditing or monitoring conducted. Contractor shall cooperate with the County in the implementation, monitoring, and evaluation of this Contract and comply with any and all reporting requirements established by the County.

**H.2** All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County representatives for a period of three years after final payment under this Contract or until all pending County, State and Federal audits are completed, whichever is later.

## **I. CORRECTION OF PERFORMANCE DEFICIENCIES**

**I.1** Failure by Contractor to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract.

- I.2** In the event of a non-cured breach, County may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
- a. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at the sole discretion of County; and/or
  - b. Discontinue reimbursement to Contractor for and during the period in which Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or
  - c. Withhold funds pending duration of the breach; and/or
  - d. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to Item "b" of this paragraph; and/or
  - e. Terminate this Contract immediately and be relieved of the payment of any consideration to Contractor. In the event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

**J. NOTICES**

All written notices provided for in this Contract or which either party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by facsimile, or deposited in the United States mail, postage prepaid, and addressed to the other party as follows:

*San Bernardino County  
Chief Probation Officer  
San Bernardino County Probation Department  
175 West 5<sup>th</sup> Street, 4<sup>th</sup> Floor  
San Bernardino, CA 92415-0460*

*Community Solutions, Inc.  
Chief Executive Officer  
175 Addison Rd., Suite 3  
Windsor, CT 06095*

Notice shall be deemed communicated two (2) County working days from the time of mailing if mailed as provided in this paragraph.

**K. ENTIRE AGREEMENT**

This Contract, including all Exhibits and other attachments, which are attached hereto and incorporated by reference, and other documents incorporated herein, represents the final, complete and exclusive agreement between the parties hereto. Any prior agreement, promises, negotiations or representations relating to the subject matter of this Contract not expressly set forth herein are of no force or effect. This Contract is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read this Contract and signs the same of its own free will.

**L. ELECTRONIC SIGNATURES**

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

**IN WITNESS WHEREOF**, the San Bernardino County and the Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

► *Dawn Rowe*  
Dawn Rowe, Chair, Board of Supervisors

Dated: AUG 20 2024

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

*Lynna Monel*  
Clerk of the Board of Supervisors of the San Bernardino County

B  
y *[Signature]*  
Deputy



Community Solutions, Inc.  
(Print or type name of corporation, company, contractor, etc.)

B  
y ► *Fernando J. Muniz*  
DD28EF18FCCB43D  
(Authorized Signature - sign in blue ink)

Name Fernando J. Muñoz  
(Print or type name of person signing contract)

Title Chief Executive Officer  
(Print or Type)

Dated: 7/26/2024

Address 175 Addison Rd., Suite 3  
Windsor, CT 06095

**FOR COUNTY USE ONLY**

Approved by Legal Form  
► *Maria Insixiengmay*  
2734D63A728E438  
Maria Insixiengmay, Deputy County Counsel  
Date 7/26/2024

Reviewed for Contract Compliance  
► \_\_\_\_\_  
Date \_\_\_\_\_

Reviewed and Approved by Department  
► *Tracy Reece*  
7E119380E86F42A  
Tracy Reece, Chief Probation Officer  
Date 8/1/2024

## ATTACHMENT A COST

Juvenile Program Administrator Budget Distribution			
Fixed Staffing Costs: Remains unchanged regardless of the number of service locations	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027
State Director (70% of total salary)	\$ 52,416	\$ 55,037	\$ 57,789
Training & Quality Assurance Coach (15% of total salary)	\$ 8,094	\$ 8,499	\$ 8,924
<b>Total fixed staffing costs</b>	<b>\$ 60,510</b>	<b>\$ 63,536</b>	<b>\$ 66,713</b>
Variable Staffing Costs: Subject to change with additional service locations			
Program Director (1 per location; 3 FTE)	\$ 256,212	\$ 269,023	\$ 282,474
Administrative Assistant (1 per location; 3 FTE)	\$ 149,772	\$ 157,248	\$ 165,111
Case Manager (50-100 Clients per Case Manager ratio; 6 FTE)	\$ 312,938	\$ 346,639	\$ 363,971
Case Aides (1 per location; 3 FTE)	\$ 113,682	\$ 143,237	\$ 150,399
QA & Subcontractor Coordinator (1 FTE)	\$ 66,540	\$ 69,867	\$ 73,360
<b>Total variable staffing costs</b>	<b>\$ 899,144</b>	<b>\$ 986,014</b>	<b>\$ 1,035,315</b>
Other Staffing costs / Fringe Benefits			
Employee Benefits (FICA, Workers Comp, Unemployment, Health, Dental, 401K, etc.)	\$ 209,847	\$ 231,654	\$ 243,237
Travel/Training (Staff)	\$ 37,914	\$ 39,811	\$ 41,801
Outside payroll Service	\$ 7,481	\$ 7,855	\$ 8,248
Employee relations & recognition	\$ 506	\$ 531	\$ 558
Employee Fees (Background checks, medical expenses, help wanted advertising)	\$ 3,159	\$ 3,317	\$ 3,483
Employee dues and subscriptions	\$ 200	\$ 210	\$ 221
<b>Total Other Staffing costs / Fringe Benefits</b>	<b>\$ 259,107</b>	<b>\$ 283,378</b>	<b>\$ 297,548</b>
	<b>\$ 1,218,761</b>	<b>\$ 1,332,928</b>	<b>\$ 1,399,576</b>
<b>Administrative Fees (27% of Staffing Costs)</b>	<b>\$ 259,107</b>	<b>\$ 283,378</b>	<b>\$ 297,548</b>
<b>Total Staffing Costs and Administrative Fees</b>	<b>\$ 1,477,868</b>	<b>\$ 1,616,306</b>	<b>\$ 1,697,124</b>
Operating Expenses			
Dining Supplies: Paper supplies (\$250 per month per location)	\$ 9,000	\$ 9,450	\$ 9,923
Client Vehicle Lease and related expenses: Includes lease, maintenance, fuel, insurance, registration	\$ 84,750	\$ 86,108	\$ 87,533
Conference Sites: Off site conference rooms for quarterly engagement plus holiday and graduation events	\$ 30,000	\$ 31,500	\$ 33,075
Property Liability Insurance (includes Umbrella)	\$ 14,400	\$ 15,120	\$ 15,876
Staff computers, network gear and infrastructure; Annual replacement computer as needed	\$ 49,289	\$ 2,500	\$ 2,500
Furniture, minor equip. and decor for offices, break rooms, training rooms, client rec area	\$ 10,522	\$ 2,520	\$ 2,646
Cyber Insurance	\$ 3,600	\$ 3,780	\$ 3,969
Office & Clerical Supplies	\$ 14,400	\$ 15,120	\$ 15,876
Postage	\$ 1,800	\$ 1,890	\$ 1,985
Telephone	\$ 4,104	\$ 4,309	\$ 4,524
IT Management Contractor Services, IT support and supplies (includes one-time wiring, setup, and install)	\$ 20,535	\$ 14,537	\$ 15,264
<b>Total Operating Expenses</b>	<b>\$ 242,400</b>	<b>\$ 186,834</b>	<b>\$ 193,171</b>
Direct Program Costs			
Other Client Service: ~\$40 per client (450 month), Bus Passes, Graduation event (\$20,000)	\$ 236,000	\$ 290,486	\$ 283,015
Food and Beverage: \$600 per month per location (snacks & engagement)	\$ 21,600	\$ 22,680	\$ 23,814
Direct Program Costs (Sub-Contractors)	\$ 753,814	\$ 953,604	\$ 1,001,284
<b>Total Direct Program Costs</b>	<b>\$ 1,011,414</b>	<b>\$ 1,266,770</b>	<b>\$ 1,308,113</b>
<b>Total annual contract amount**</b>	<b>\$ 2,731,682</b>	<b>\$ 3,069,910</b>	<b>\$ 3,198,408</b>
<b>3- Year Total Budget</b>	<b>\$9,000,000</b>		

\*\* Any unspent budget can be rolled over to the subsequent Fiscal Year.



## ATTACHMENT B Campaign Contribution Disclosure (SB 1439)

### **DEFINITIONS**

Actively supporting the matter: (a) Communicate directly with a member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, District Attorney, Auditor-Controller/Treasurer/Tax Collector] for the purpose of influencing the decision on the matter; or (b) testifies or makes an oral statement before the County in a proceeding on the matter for the purpose of influencing the County's decision on the matter; or (c) communicates with County employees, for the purpose of influencing the County's decision on the matter; or (d) when the person/company's agent lobbies in person, testifies in person or otherwise communicates with the Board or County employees for purposes of influencing the County's decision in a matter.

Agent: A third-party individual or firm who, for compensation, is representing a party or a participant in the matter submitted to the Board of Supervisors. If an agent is an employee or member of a third-party law, architectural, engineering or consulting firm, or a similar entity, both the entity and the individual are considered agents.

Otherwise related entity: An otherwise related entity is any for-profit organization/company which does not have a parent-subsidary relationship but meets one of the following criteria:

- (1) One business entity has a controlling ownership interest in the other business entity;
- (2) there is shared management and control between the entities; or
- (3) a controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

For purposes of (2), "shared management and control" can be found when the same person or substantially the same persons own and manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a regular and close working relationship between the entities.

Parent-Subsidiary Relationship: A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

**Contractors must respond to the questions on the following page. If a question does not apply respond N/A or Not Applicable.**



1. Name of Contractor: Community Solutions Inc.
2. Is the entity listed in Question No.1 a nonprofit organization under Internal Revenue Code section 501(c)(3)?  
 Yes  If yes, skip Question Nos. 3-4 and go to Question No. 5 No
3. Name of Principal (i.e., CEO/President) of entity listed in Question No. 1, if the individual actively supports the matter and has a financial interest in the decision: **Not Applicable**
4. If the entity identified in Question No.1 is a corporation held by 35 or less shareholders, and not publicly traded ("closed corporation"), identify the major shareholder(s):  
  
**Not Applicable**
5. Name of any parent, subsidiary, or otherwise related entity for the entity listed in Question No. 1 (see definitions above):

Company Name	Relationship
Collins Group, Inc.	Subsidiary

6. Name of agent(s) of Contractor:

Company Name	Agent(s)	Date Agent Retained (if less than 12 months prior)
Not Applicable	Not Applicable	Not Applicable

7. Name of Subcontractor(s) (including Principal and Agent(s)) that will be providing services/work under the awarded contract if the subcontractor (1) actively supports the matter and (2) has a financial interest in the decision and (3) will be possibly identified in the contract with the County or board governed special district.

Company Name	Subcontractor(s):	Principal and//or Agent(s):
Not Applicable	Not Applicable	Not Applicable

8. Name of any known individuals/companies who are not listed in Questions 1-7, but who may (1) actively support or oppose the matter submitted to the Board and (2) have a financial interest in the outcome of the decision:

Company Name	Individual(s) Name
Not Applicable	Not Applicable

9. Was a campaign contribution, of more than \$250, made to any member of the San Bernardino County Board of Supervisors or other County elected officer within the prior 12 months, by any of the individuals or entities listed in Question Nos. 1-8?

No  If **no**, please skip Question No. 10.

Yes  If **yes**, please continue to complete this form.

10. Name of Board of Supervisor Member or other County elected officer: Not Applicable

Name of Contributor: Not Applicable

Date(s) of Contribution(s): Not Applicable

Amount(s): Not Applicable

Please add an additional sheet(s) to identify additional Board Members or other County elected officers to whom anyone listed made campaign contributions.

By signing the Contract, Contractor certifies that the statements made herein are true and correct. Contractor understands that the individuals and entities listed in Question Nos. 1-8 are prohibited from making campaign contributions of more than \$250 to any member of the Board of Supervisors or other County elected officer while award of this Contract is being considered and for 12 months after a final decision by the County.