



Contract Number

20-182

SAP Number

## Transitional Assistance Department

<b>Department Contract Representative</b>	Panda Harris, Contract Analyst
<b>Telephone Number</b>	(909) 388-0320
<b>Contractor</b>	Technical Employment Training, Inc.
<b>Contractor Representative</b>	Dr. William Clarke, President
<b>Telephone Number</b>	(909) 382-4141
<b>Contract Term</b>	07/01/20 through 06/30/23
<b>Original Contract Amount</b>	\$1,386,000
<b>Amendment Amount</b>	N/A
<b>Total Contract Amount</b>	\$1,386,000
<b>Cost Center</b>	5017601000

### IT IS HEREBY AGREED AS FOLLOWS:

**WHEREAS**, The County of San Bernardino, hereafter referred to as "County," desires Machine Trades Vocational Education/Training services for California Work Opportunity and Responsibility to Kids (CalWORKs) customers; and

**WHEREAS**, County has been allocated funds by the CalWORKs Single Allocation to provide such services; and

**WHEREAS**, County finds Technical Employment Training, Inc., hereafter referred to as "Contractor," qualified to provide Machine Trades vocational Education/Training services; and

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

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

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## I. DEFINITIONS

- A. California Work Opportunity and Responsibility to Kids (CalWORKs) – The program implemented through Assembly Bill 1542 to replace the Aid to Families with Dependent Children program in the State of California.
- B. Certificate of Completion – Issued by Contractor to the customer as evidence of successful vocational education/training program completion. Certificate at a minimum must include vocational education/training program title, customer's name, number of hours completed, and dates of participation.
- C. Complaint and Grievance Procedure (HS 39) – Required County form signed and signature portion kept on file for CalWORKs customers. The form provides guidelines for the customer to express views and complaints regarding delivery of service.
- D. Customers – Applicants and recipients of CalWORKs public assistance.
- E. Employment Services Specialist (ESS) – TAD Welfare-to-Work (WTW) staff responsible for providing case management, counseling, and referring customers to an appropriate activity and/or service needed to achieve self-sufficiency.
- F. Human Services (HS) – A system of integrated services, where the programs and resources of nine (9) County departments come together to provide a rich, more complete array of services to the citizens of San Bernardino County under one coordinated effort.
- G. Personally Identifiable Information (PII) – PII is information that can be used alone or in conjunction with any other information, to search for or identify a specific individual, or to access their files, whether electronic, paper, verbal, or recorded. Examples of PII include name, date of birth, Social Security Number, address, and case number.
- H. Program Services Referral (PLAN 109 C-IV form) – Required County form completed by the WTW staff to enroll customer into program activities. The referral form is presented to the Contractor to initiate enrollment of CalWORKs customers into program activities.
- I. Progress and Attendance Report (WTW 733.4 form) – Report prepared by the Contractor in a format approved by the County. At a minimum, the report shall contain customer's name, Social Security Number, attendance date, daily time in and time out, daily total attendance hours, weekly total attendance hours, narration of participant progress in course, customer's signature, instructor's signature, and date signed. Attendance is submitted weekly and Progress is submitted monthly to the County for each CalWORKs customer.
- J. Release of Information (TAD 228) – Required form used by Transitional Assistance Department (TAD) WTW staff to obtain customer authorization for release of information.
- K. Temporary Assistance for Needy Families (TANF) – The program under which CalWORKs is administered.
- L. Transitional Assistance Department (TAD) – The County department that determines the eligibility for CalWORKs cash benefits, Medi-Cal, and CalFresh.
- M. Unsubsidized Employment – Full or part-time employment in the private or public sector that is not subsidized by TANF or any other public program.
- N. Verification of Employment – Verification of Employment must include, at a minimum: company name, customer name, position title, hire date, wage rate, and a copy of the most recent paystub.
- O. Welfare-to-Work (WTW) – Program to help CalWORKs customers become self-sufficient by participating in activities designed to assist individuals to move from welfare dependency to employment.
- P. WTW Plan – A plan developed by TAD WTW staff with the customer based on the customer's assessment. The plan includes specific work activity assignments, the number of hours of participation, and services required that would move the customer into sustainable employment. Approved work activities may include subsidized or unsubsidized employment, on-the-job

training, job search and job readiness assistance, community service, work experience, and vocational and/or educational training.

## **II. CONTRACTOR SERVICE RESPONSIBILITIES**

Contractor shall:

- A. Provide certified instructor(s) and maintain curriculum approved by the National Institute of Machine Skills (NIMS) that is current and up-to-date to industry standards.
- B. Provide Machine Trades Vocational Education/Training to up to sixty (60) Transitional Assistance Department (TAD) referred CalWORKs Welfare-to-Work (WTW) customers per fiscal year.
- C. Verify eligibility and obtain approval from the County to provide services for any CalWORKs customer using the Program Services Referral (Plan 109 C-IV form).
- D. Enroll CalWORKs customers and provide them with vocational education ensuring skill attainment as required by NIMS for certification(s).
- E. Maintain the capability to accommodate and serve persons with:
  - 1. Limited English proficiency
  - 2. Learning disabilities
  - 3. Low academic skills
  - 4. Barriers to employment
- F. Perform periodic testing of applicable vocational skills at regularly scheduled intervals.
- G. Meet or exceed the performance benchmarks and standards as identified in Section V, Paragraph C, of this Contract.
- H. Have an automated reporting system in place to track customers throughout the program.
- I. Track and report customer daily attendance and monthly progress following PII Standards. Contractors will report customer attendance to WTW staff on a weekly basis, and report progress, at a minimum, on a monthly basis. WTW staff must be notified within three (3) working days if the customer drops from the vocational education/training program for any reason, including becoming employed.
- J. Provide detailed feedback in the required daily attendance and monthly progress reports, e.g. customer needs more time to grasp a concept; customer failed and needs to repeat required test(s); customer has other barriers such as low literacy or comprehension abilities that slow his or her advancement.
- K. Drop customers timely who are not attending or participating with the school's curriculum. Consultation with WTW ESS will be conducted prior to dropping a customer from training. The timely notification must be made with forty-eight (48) hours, or as soon as the Contractor has become aware of the problem with customer's progress, attendance, or behavior, whichever is shorter.
- L. Provide case management for all CalWORKs customers who receive services under the Contract. Case management includes, but is not limited to, maintaining a customer's case file while enrolled in vocational education/training services, continually assessing service(s) needed, and documenting customer's progress including success and problems. Each customer shall have an individual case file, which must be accurate and complete, and minimally contain the following information:
  - 1. Program Services Referral (PLAN 109 C-IV form)
  - 2. Release of Information (TAD 228 form)
  - 3. Progress and Attendance Report (WTW 733.4 form)
  - 4. Signed County Complaint and Grievance Procedure (HS 39) (Attachment A)

5. Copy of the Certificate of Completion
- M. Upon completion, issue certificate, which shall include the Machine Trades Vocational Education/Training program title, customer name, number of hours complete, and dates of participation.
- N. Provide Job Placement services within the field of education/training to include the following:
1. Perform employment related career counseling and utilization of job-seeker resources to make appropriate referrals to employment opportunities.
  2. Evaluate customer qualifications against employer requirements, referring qualified applicants to unsubsidized employment opportunities and facilitate the hiring of the applicant.
  3. Assist customer to enter into **related unsubsidized employment within ninety (90) days from the completion date of the education/training program.**
- O. Once customer becomes employed, submit a completed and signed copy of the County of San Bernardino Employment Verification form (Attachment B) to the WTW ESS within five (5) working days of the date of customer's employment.
- P. Provide the necessary facilities, equipment, tools and instructional aids, materials, books, supplies, test fees, and all other related expenses, at no additional cost to the County or customer. This shall include retest fees for failed tests for the maximum number of retests allowed by the certifying/licensing agency.
- Q. Provide additional services, as necessary, in order to be responsive to the special needs of the CalWORKs population. These services could include, but not be limited to, counseling and tutoring.
- R. Maintain consistent and timely communication with WTW ESS and/or the Vocational Education Coordinator, in both written and verbal form, throughout the term of the Contract.
- S. Provide invoices to the County within ten (10) days following the service month.
- T. Notify the HS Contracts Unit and HS Program Development Division contacts in writing immediately when there are any changes to the contracted training program(s), including training schedule, training site location, training term, cancellation, and/or termination.
- U. Provide drafts of marketing material six (6) weeks in advance of class Orientation date to give WTW staff time to refer customers to the training(s).

### III. CONTRACTOR GENERAL RESPONSIBILITIES

- A. 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 County of San Bernardino. Contractor agrees to comply with the applicable federal suspension and debarment regulations, including, but not limited to 7 Code of Federal Regulations (CFR) Part 3017, 45 CFR 76, 40 CFR 32, or 34 CFR 85. By signing this Contract, Contractor certifies that:
1. Neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
  2. Have not within a three-year period preceding this Contract been convicted of or had a judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; or a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction or records, making false statements, or receiving stolen property;
  3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph (A)(2) herein; and

4. Have not within a three-year period preceding this Contract had one (1) or more public transactions (Federal, State or local) terminated for cause or default.
- B. Contractor shall not be identified as suspended or debarred on the federal System for Award Management's (SAM) excluded list (<https://www.sam.gov>). If at any time during the term of this Contract, the County determines Contractor is identified as either suspended or debarred on the SAM, Contractor shall be considered in material breach of this Contract, and the County may proceed under the Correction of Performance Deficiencies at Section VII of this Contract, including immediate termination of this Contract. If Contractor becomes aware, at any point during the term of this Contract, that it is identified as suspended or debarred on the SAM excluded list, Contractor must immediately inform County. Such inclusion will be considered a material breach of the Contract and be sufficient grounds for immediate termination.
- C. Without the prior written consent of the Assistant Executive Officer for Human Services, this Contract is not assignable by Contractor either in whole or in part.
- D. 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, under the terms of this Contract.
- E. Contractor agrees to provide or has already provided information on former County of San Bernardino 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 (5) 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 member's staff, Chief Executive Officer of the County 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.
- F. If during the course of the administration of this Contract, the County determines that the 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.
- G. 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.
- H. Contractor agrees not to enter into any subcontracts for work contemplated under this Contract without first obtaining written approval from the Director of TAD through the HS Contracts Unit. The County may withhold such consent in its sole discretion.

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 Paragraph W of this Section III. All approved subcontractors shall be subject to the provision of this Contract applicable to Contractor Personnel, including removal pursuant to Paragraphs S and T of this Section III.

For any subcontractor, Contractor shall:

1. Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions;



2. Ensure that the subcontractor follows County's reporting formats and procedures as specified by County; and
  3. Include in the subcontractor's subcontract substantially similar terms as are provided in this Contract.
- I. Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.
- All records relating to the Contractor's personnel, contractors, subcontractors, service/scope of work and expenses pertaining to this Contract shall be kept in generally acceptable accounting format. Records should include, but are not limited to, monthly summary sheets, sign-in sheets, and other 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 also comply with the appropriate Code of Federal Regulations (CFR) that state the administrative requirements, cost principles and other standards for accountancy. Please refer to [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) for further information.
- All records shall be complete and current and comply with all contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.
- J. Contractor shall notify County in writing of any change in mailing address and/or physical location within ten (10) days of the change, and shall immediately notify County of changes in telephone or fax numbers.
- K. Contractor shall notify County within three (3) days of any continuing vacancies and any positions that become vacant during the term of this Contract that will result in reduction of services to be provided under this Contract. Upon notice of vacancies, the Contractor shall apprise County of the steps being taken to provide the services and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to County on each periodically required report for the duration of said vacancies and/or problems.
- L. Contractor shall designate an individual to serve as the primary point of contact for the Contract. Contractor shall notify the County when the primary contact will be unavailable/out of the office for one (1) or more workdays. Contractor or designee must respond to County inquiries within two (2) County business days. Contractor shall not change the primary contact without written notice to the County. Contractor will also designate a back-up point of contact in the event the primary contact is not available.
- M. Contractor shall provide a system, approved by the County, through which recipients of service shall have the opportunity to express and have considered their views and complaints regarding the delivery of services. The procedure must be in writing and posted in clear view of all recipients.
- N. Contractor will ensure that staff are knowledgeable on the San Bernardino County Human Services Procedure (Attachment A) and ensure that any complaints by recipients are referred to the County in accordance with the procedure within three (3) days.
- O. Contractor shall ensure that all staff, volunteers and/or subcontractors performing services under this Contract comply with the items below prior to providing any services. Additional information concerning these requirements is specified at <http://hss.sbcounty.gov/Privacy>. The information contained thereat is hereby incorporated by this reference.
1. Read, understand and comply with the Privacy and Security Requirements Summary.
  2. Ensure employees, sub-contractors, agents, volunteers and interns who have access to PII complete the Privacy and Security Training and execute the training acknowledgement form and other training materials annually.

3. Ensure employees, sub-contractors, agents, volunteers and interns who have access to PII sign the Confidentiality Statement annually.
  4. Report actual, suspected or potential breaches of PII immediately to the Human Services Privacy and Security Office via e-mail at: [HSPrivacySecurityOfficer@hss.sbcounty.gov](mailto:HSPrivacySecurityOfficer@hss.sbcounty.gov).
- P. Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to this Contract, except for statistical information not identifying any participant. The Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.
- Q. 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 memorialized and includes, but is not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.
- R. Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency or to the appropriate Child Protective Services agency. This responsibility shall include:
1. Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them.
  2. Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency.
  3. Provision for arrangement of training in child abuse reporting laws (Penal Code section 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.
- S. Contractor shall obtain from the Department of Justice (DOJ) records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment or volunteers for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code section 11105.3 prior to providing any services. This includes licensed personnel who are not able to provide documentation of prior DOJ clearance. A copy of a license from the State of California, which requires a DOJ clearance, is sufficient proof. The County must be immediately notified of any records showing a conviction. The County may instruct Contractor to take action to deny/terminate employment or terminate internship and/or volunteer services where the records show the person is unsuitable for employment, internship, or volunteer services.
- T. Contractor shall notify the County of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the County. In the County's discretion, the County may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the



investigation shows that the underlying conduct renders the person unsuitable for employment, internship, or volunteer services.

Contractor shall immediately notify the County concerning the arrest and/or conviction, for other than minor traffic offenses, of any paid employee, agent, consultant, intern, or volunteer staff, when such information becomes known to Contractor.

- U. In recognition of individual rights to work in a safe, healthful and productive workplace, as a material condition of this Contract, Contractor agrees that the Contractor and the Contractor's employees, while performing service for the County, on County property, or while using County equipment:
1. Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.
  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.
  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.

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.

- V. Contractor shall make every reasonable effort to prevent employees, consultants or members of its 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. In the event County determines a conflict of interest exists, any increase in costs associated with the conflict of interest may be disallowed by 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, agents, or employees 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 applicants and such persons have successfully competed for employment with other applicants on a merit basis.

- W. Contractor agrees to and shall comply with the following indemnification and insurance requirements:

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 indemnitees. The Contractor's 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.
2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the County and its officers, employees, agents and volunteers as additional insureds 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 2010.1185.

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.
4. 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.
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.
6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the County Department administering the Contract evidencing the insurance coverage, including endorsements, as required, 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.
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".
8. Deductibles and Self-Insured Retention – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to Risk Management.
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.
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.

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. The type(s) of insurance required is determined by the scope of the contract services.

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:

- a. Workers' Compensation/Employers 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.

- b. 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:

1. Premises operations and mobile equipment.
2. Products and completed operations.
3. Broad form property damage (including completed operations).
4. Explosion, collapse and underground hazards.
5. Personal injury.
6. Contractual liability.
7. \$2,000,000 general aggregate limit.

- c. 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 (1) 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.

- d. 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.
  - e. Cyber (internet) and Electronic Data Processing (EDP) 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 claims involving 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.
- X. Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all licenses and pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Failure to comply with the provisions of this section may result in immediate termination of this Contract.
- Y. Contractor shall comply with all applicable local health and safety clearances, including fire clearances, for each site where services are provided under the terms of this Contract.
- Z. Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program, Employment Discrimination, and Civil Rights Compliance requirements:
- 1. Equal Employment Opportunity Program – The Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and all rules and regulations adopted pursuant thereto: Executive Orders 11246, as amended by Executive Order 11375, 11625, 12138, 12432, 12250; Title VII of the Civil Rights Act of 1964; Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000), the California Fair Employment and Housing Act; and other applicable federal, state, and county laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.
  - 2. Employment Discrimination – During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment or service recipient 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 VII of the Civil Rights Act of 1964, the California Fair Housing and Employment 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.
  - 3. Civil Rights Compliance – The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by state regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the County Human Services Contracts Unit within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the County shall supply a sample of the Plan format. The Contractor shall be monitored by the County for compliance with provisions of its Civil Rights Plan. Contractor is required to maintain and provide a current Civil Rights Plan for the duration of the Contract and submit the Assurance of Compliance form (Attachment C) annually. Additionally, the Contractor shall

submit to County an Assurance of Compliance with the California Department of Social Services Nondiscrimination in State and Federally Assisted Programs Statement annually.

- AA. Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA).
- BB. Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations title 20, section 1401 et seq.).
- CC. If the amount available to Contractor under this Contract, as specified in Section V, Paragraph A, exceeds \$100,000, Contractor agrees to comply with the Clean Air Act (42 U.S.C. Section 7606), section 508 of the Clean Water Act (33 U.S.C. section 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 C.F.R. section 1.1 et seq.).
- DD. 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. Contractors must also be able to report on environmentally preferable goods used in the provision of Services to the County, utilizing a County approved form.

- EE. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the County shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.
- FF. Contractor agrees that any news releases, advertisements, public announcements or photographs arising out of the Contract or Contractor's relationship with County shall not be made or used without prior written approval of the TAD Director or their designee, and shall include County approved branding.
- GG. IRAN CONTRACTING ACT 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 (<https://www.documents.dgs.ca.gov/pd/poliproc/IRAN%20CONTRACTING%20ACT.pdf>) 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. Contractor agrees that signing the Contract shall constitute signature of this Certification.

- HH. Contractor shall comply with the Environmental Tobacco Smoke/Pro-Children Act of 1994 (20 U.S.C 6081 et seq.).

#### **IV. COUNTY RESPONSIBILITIES**

County shall:

- A. Refer customers to the Contractor for enrollment into training services, as needed.
- B. Complete the County portion of the Program Services Referral (PLAN 109 C-IV) form) to be sent with the customer at the time of enrollment into the Contractor's educational services.



- C. Provide Contractor with appropriate County forms.
- D. Monitor and evaluate the performance of Contractor in meeting terms of the Contract, and the quality and effectiveness of services provided, based on criteria determined by County. County staff shall monitor the performance of Contractor at least annually, or as deemed necessary by County.
- E. Compensate Contractor for approved expenses in accordance with Section V of this Contract, provided the Contractor provides the County with timely invoices and all the required supporting documentation.
- F. Work closely with the Contractor's staff to assist customer in successfully completing the program.

**V. FISCAL PROVISIONS**

- A. The maximum amount of payment under this Contract shall not exceed \$1,386,000, of which up to \$1,386,000 may be federally funded and shall be subject to the availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for Contractor's services and expenses incurred in the performance hereof, including travel and per diem.
- B. Contractor will be paid on a fee-for-service basis in a maximum amount of \$7,700 per student for Machine Trades Vocational Education/Training. The cost of training shall include all required tools, instructional aides, books, supplies, and test fees. Under no circumstance shall an additional claim be made to the County or a customer be charged for any additional fees or expenses required to complete the program and enter into unsubsidized employment.
- C. Contractor will be paid in three (3) benchmark payments, as follows:
  - 1. Enrollment

40% of the total cost of training upon completion of one (1) week attendance in program. Copies of Program Services Referral (PLAN 109 C-IV form) and enrollment/attendance verification must be attached to invoice.
  - 2. Completion

40% of the total cost of training upon completion of program. Copies of Program Services Referral (PLAN 109 C-IV form) completion certificate, passing test scores and/or skill levels to include copies of NIMS certification(s), and attendance/progress verification must be attached to invoice.
  - 3. Job Placement

20% of the total cost of training upon entering into related unsubsidized employment within ninety (90) days from the completion date of the training program. San Bernardino County Employment Verification form (Attachment B) must be attached to invoice.

The County may approve payment upon entering related unsubsidized employment beyond ninety (90) days to be determined on a case by case basis.
- D. Contractor invoices (Attachment D) are to be submitted monthly to the County within ten (10) days following the service month. The County reserves the right to refuse to pay invoices that are submitted over ninety (90) days late. Monthly invoices, along with all supporting documentation, are to be sent to:

County of San Bernardino  
Human Services/Administrative Support Division  
Attention: Contracts Unit  
150 South Lena Road  
San Bernardino, CA 92415-0515

- E. 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. 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.
- G. 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.
- H. County is not liable for the payment of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless County would otherwise be liable for the payment of such taxes in the course of its normal business operations.

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

- A. County shall have the absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract.
- B. County or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, 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. Full cooperation shall be given by Contractor in any auditing or monitoring conducted. Contractor shall repay to the County within thirty (30) days of receipt of audit findings any reimbursements made by County to Contractor that are determined by subsequent audit to be unallowable pursuant to the terms of this Contract or by law.
- C. Contractor shall cooperate with County in the implementation, monitoring and evaluation of this Contract and comply with any and all reporting requirements established by this Contract.
- D. All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by county, federal and state representatives for a period of three (3) years after final payment under the Contract or until all pending county, state, and federal audits are completed, whichever is later. Records of the Contractor which do not pertain to the services under this Contract may be subject to review or audit unless provided in this or another Contract. Technical program data shall be retained locally and made available upon the County's reasonable advance written notice or turned over to County. If said records are not made available at the scheduled monitoring visit, Contractor may, at County's option, be required to reimburse County for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and may be deducted from the following month's claim for reimbursement.
- E. Contractor shall provide all reasonable facilities and assistance for the safety and convenience of County's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.
- F. Upon County request, Contractor shall hire a licensed Certified Public Accountant, approved by the County, who shall prepare and file with County, within sixty (60) days after the termination of the Contract, a certified fiscal audit of related expenditures during the term of the Contract and a program compliance audit.
- G. Pursuant to Code of Federal Regulations (CFR) – Title 2 CFR 200.501, Contractors expending \$750,000 or more in federal funds within the Contractor's fiscal year must have a single audit or program-specific audit performed. A copy of the audit performed in accordance with Code of

Federal Regulations (CFR) – Title 2 CFR 200.501 shall be submitted to the County within thirty (30) days of completion, but no later than nine (9) months following the end of the Contractor's fiscal year. Please refer to [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1501&rgn=dv8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1501&rgn=dv8) for further information.

- H. The following closely related programs identified by the Catalog of Federal Domestic Assistance (CFDA) number are to be considered as an "Other cluster" for purposes of determining major programs or whether a program specific audit may be elected. The Contractor shall communicate this information to the independent auditor conducting the organization's single audit.

US Department of Health and Human Services:  
93.558 – Temporary Assistance for Needy Families (TANF)

- I. County is required to identify the Contractor Data Universal Numbering System (DUNS) numbers and Federal Award Identification Number (FAIN) in all County contracts that include Federal funds or pass through of Federal funds. This information is required in order for the County to remain in compliance with 2CFR Section 200.331, and remain eligible to receive Federal funding. The Contractor shall provide the Contractor name as registered in DUNS, as well as the DUNS number to be included in this Contract. Related FAIN will be included in this Contract by the County.

Contractor Name as registered in DUNS	Technical Employment Training, Inc.
DUNS	962477845
FAIN	1801CATANF

## VII. CORRECTION OF PERFORMANCE DEFICIENCIES

- A. In the event of a problem or potential problem that could impact the quality or quantity of work, services, or the level of performance under this Contract, Contractor shall notify the County within one (1) working day, in writing and by telephone.
- B. 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.
- C. 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.
1. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at sole discretion of County; and/or
  2. 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
  3. Withhold funds pending duration of the breach; and/or
  4. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to Item "2" of this paragraph; and/or
  5. Terminate this Contract immediately and be relieved of the payment of any consideration to Contractor. In 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.
- D. Unless a remedy is specifically designated as exclusive, no remedy conferred by any of the specific provisions of the Contract is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder, now or hereafter existing at law or in equity or by statute or otherwise. The election of any one (1) or more remedies by either Party shall not constitute a waiver of the right to pursue other available remedies.

## **VIII. TERM**

This Contract is effective as of July 1, 2020 and expires June 30, 2023, but may be terminated earlier in accordance with provisions of Section IX of the Contract. The Contract term may be extended for two (2) additional one-year periods by mutual agreement of the parties.

## **IX. EARLY TERMINATION**

- A. The County may terminate the Contract immediately under the provisions of Section VII, Paragraph C, Item 5 of the Contract. In addition, the Contract may be terminated without cause by the County by serving a written notice to the Contractor thirty (30) days in advance of termination. The Assistant Executive Officer for Human Services is authorized to exercise the County's rights with respect to any termination of this Contract.
- B. Contractor shall only be reimbursed for costs and uncancelable obligations incurred prior to the date of termination. Contractor shall not be reimbursed for costs incurred after the date of termination.
- C. 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.

## **X. GENERAL PROVISIONS**

- A. Contractor understands that County guarantees no minimum or maximum number of students to be trained under this Contract.
- B. When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Technical Employment Training, Inc.  
194 Leland Norton Way  
San Bernardino, CA 92408

County: County of San Bernardino  
Human Services  
Attn: Contracts Unit  
150 S. Lena Road  
San Bernardino, CA 92415-0515

- C. 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.
- D. 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 any 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 to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

- E. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under the Contract shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- F. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this Contract. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.
- G. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable (giving effect to the intention of the Parties) and the remaining provisions of the Contract shall not be affected.
- H. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The Parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.
- I. 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.
- J. 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 and enforceability of the remaining provisions shall remain in full effect.
- K. In the event that a subpoena or other legal process commenced by a third party in any way concerning the 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 proceed herein in connection with defense obligations by Contractor for County.

## **XI. CONCLUSION**

- A. This Contract, consisting of nineteen (19) pages and Attachments A, B, C, and D is the full and complete document describing services to be rendered by Contractor to County, including all covenants, conditions, and benefits.
- B. The signatures of the Parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

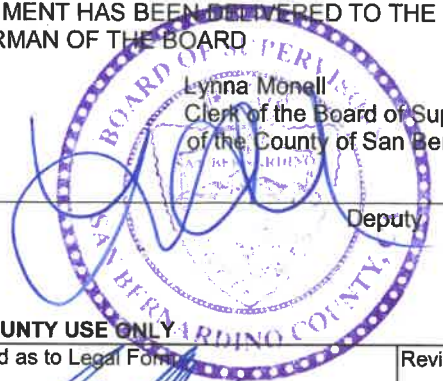


C. IN WITNESS WHEREOF, the Board of Supervisors of the County of San Bernardino has caused this Contract to be subscribed to by the Clerk thereof, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officers, the day, month, and year written.

COUNTY OF SAN BERNARDINO

►   
Curt Hagman, Chairman, Board of Supervisors

Dated: APR 07 2020  
SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

  
Lynna Monell  
Clerk of the Board of Supervisors  
of the County of San Bernardino

By  Deputy

TECHNICAL EMPLOYMENT TRAINING, INC.

By ►   
(Authorized signature - sign in blue ink)

Name Dr. William Clarke (ORIGINAL)

Title President

(Print or Type)

Dated: 3-6-2020

Address 194 Leland Norton Way

San Bernardino, CA 92408

**FOR COUNTY USE ONLY**

Approved as to Legal Form

►   
Adam Ebright, County Counsel

Date 3/10/20

Reviewed for Contract Compliance

►   
Jennifer Mulhall-Dauder, HS Contracts

Date 3/11/2020

Reviewed/Approved by Department

►   
Gilbert Ramos, Director

Date 3/24/20



Human Services

## COMPLAINT AND GRIEVANCE PROCEDURE

**INSTRUCTIONS: THE CUSTOMER IS TO READ AND RECEIVE THE TOP PORTION OF THIS FORM. THE BOTTOM PORTION OF THE FORM IS TO BE SIGNED BY SERVICE RECIPIENT AND PLACED IN THE CONTRACTOR'S RECORDS.**

If you believe you have been discriminated against, or that there has been a violation of any laws or regulations, or if you have a problem regarding services received, you have the right to file a complaint or tell us your grievance.

The following procedures are to be followed when filing a complaint or grievance.

### STEP ONE:

Write down your complaint or grievance and talk to the service provider. Keep a copy for yourself and write down the date you talked to the service provider.

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Two.

### STEP TWO:

Send a copy of your written complaint or grievance, or discuss the complaint or grievance with your County Caseworker. Write down the date you spoke to your Caseworker or send the complaint and keep it with your copy.

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Three.

### STEP THREE:

Send a copy of your written complaint or grievance to the Program Specialist. If you would like a response, include your name, address and telephone number. Your personal information and your complaint and grievance details will be kept confidential.

HS Program Development Division, Contracts Support Unit  
ATTN: Program Specialist  
825 E. Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0079

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Four.

### STEP FOUR:

Send a copy of your written complaint or grievance to the Contract Analyst at:  
HS Administrative Support Division, ATTN: Contracts Unit  
150 S. Lena Road  
San Bernardino, CA 92415-0515

You will be contacted within 10 calendar days if you have provided contact information.

**Please note:** Each of these steps must be completed in the sequence shown.

..... **Detach here** .....

### COMPLAINT AND GRIEVANCE PROCEDURE CERTIFICATION

This certifies I have read, understood, and received the Complaint and Grievance Procedures.

---

Client Signature

---

Date



Human Services

## COMPLAINT AND GRIEVANCE PROCEDURE

**THIS INFORMING NOTICE IS TO BE DISPLAYED IN CLEAR VIEW IN AREAS WHERE CLIENT WILL OBTAIN THE DIRECT SERVICE OR AS DELINEATED IN THE CORRESPONDING COUNTY CONTRACT. CLIENT IS TO BE PROVIDED A COPY OF THIS PROCEDURE UPON REQUEST.**

If you believe you have been discriminated against, or that there has been a violation of any laws or regulations, or if you have a problem regarding the services you received, you have the right to file a complaint or tell us your grievance.

The following procedures are to be followed when filing a complaint or grievance.

### STEP ONE:

Write down your complaint or grievance and talk to the service provider. Keep a copy for yourself and write down the date you talked to the service provider.

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Two.

### STEP TWO:

Send a copy of your written complaint or grievance or discuss the complaint or grievance with your County Caseworker. Write down the date you spoke to your Caseworker or sent the complaint and keep it with your copy.

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Three.

### STEP THREE:

Send a copy of your written complaint or grievance to the Program Specialist. If you would like a response, include your name, address and telephone number. Your personal information and your complaint and grievance details will be kept confidential.

HS Program Development Division  
Attn: Contracts Support Unit  
825 E. Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0079  
909-383-9700

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Four.

### STEP FOUR:

Send a copy of your written complaint or grievance to the Contract Analyst at:

HS Administrative Support Division  
Contracts Unit  
150 S. Lena Road  
San Bernardino, CA 92415-0515

You will be contacted within 10 calendar days if you have provided contact information.

**Please note:** Each of these steps must be completed in the sequence shown.



Human Services

## PROCEDIMIENTO DE QUEJAS

**INSTRUCCIONES: EL CLIENTE TIENE QUE LEER Y RECIBIR LA PARTE DE ARRIBA DE ESTA HOJA. LA PARTE DE ABAJO DE ESTA PÁGINA TIENE QUE SER FIRMADA POR LA PERSONA QUE RECIBE LOS SERVICIOS Y GUARDADA CON LOS ARCHIVOS DEL CONTRATISTA.**

Si usted piensa que fue discriminado, u ocurrió una violación de cualquier ley o regulación, o si tiene un problema con los servicios que está recibiendo, usted tiene el derecho de hacer una denuncia o decirnos sus quejas.

Tiene que seguir los siguientes procedimientos para presentar su queja.

### PRIMER PASO:

Presente su queja por escrito y hable con el proveedor de servicios. Haga una copia del escrito para usted y escriba la fecha en la que habló con el proveedor de servicios.

Si en este paso recibió respuesta o resolvió el problema, no tiene que hacer nada más.

Si no soluciona el problema en 10 días consecutivos, siga al Segundo Paso.

### SEGUNDO PASO:

Mande una copia de su queja escrita, o hable con su Trabajador de Caso del Condado sobre su queja. Escriba la fecha en la que habló o envió su queja a su Trabajador de Caso y manténgalo en sus archivos.

Si en este paso recibió respuesta o resolvió el problema, no tiene que hacer nada más.

- Si no soluciona el problema en 10 días consecutivos, siga al Tercer Paso.

### TERCER PASO:

Mande una copia de su queja escrita al especialista de programa. Si quiere una respuesta por favor incluya su nombre, dirección y número de teléfono. Su información personal y los detalles de su queja será confidencial.

HS Program Development Division, Contracts Support Unit

ATTN: Program Specialist

825 E. Hospitality Lane, 2<sup>nd</sup> Floor

San Bernardino, CA 92415-0079

Si en este paso recibió respuesta o resolvió el problema, no tiene que hacer nada más.

- Si no soluciona el problema en 10 días consecutivos, siga al Cuarto Paso.

### CUARTO PASO:

Mande una copia de su queja escrita al Analista de Contratos a:

HS Administrative Support Division, ATTN: Contracts Unit

150 S. Lena Road

San Bernardino, CA 92415-0515

Estaremos en comunicación con usted dentro de 10 días si proporcionó su nombre, número de teléfono y dirección.

**Por favor note:** Cada uno de estos pasos tiene que ser hecho en el orden que se indica.

..... **Corte acá** .....

### CERTIFICACIÓN DEL PROCEDIMIENTO DE QUEJAS

Esto certifica que yo e leído, entiendo, y recibí el Procedimiento de Quejas.

\_\_\_\_\_  
Firma del Cliente

\_\_\_\_\_  
Fecha



Human Services

## PROCEDIMIENTO PARA QUEJAS

**ESTA NOTIFICACIÓN DE INFORMACIÓN TIENE QUE ESTAR EN ÁREAS VISUALES DONDE EL CLIENTE RECIBIRÁ SERVICIOS DIRECTOS O COMO ESTÁ DELINEADO EN EL CONTRATO DEL CONDADO CORRESPONDIENTE. CUANDO EL CLIENTE LO PIDA, TIENE QUE RECIBIR UNA COPIA DE ESTE PROCEDIMIENTO.**

Si usted piensa que fue discriminado, u ocurrió una violación de cualquier ley o regulación, o si tiene un problema con los servicios que está recibiendo, usted tiene el derecho de hacer una denuncia o decirnos sus quejas.

Tiene que seguir los siguientes procedimientos para presentar una queja.

### PRIMER PASO:

Presente su queja por escrito y hable con el proveedor de servicios. Haga una copia del escrito para usted y escriba la fecha en la que habló con el proveedor de servicios.

- Si en este paso recibió respuesta o resolvió el problema, no tiene que hacer nada más.
- Si no soluciona el problema en 10 días consecutivos, siga al Segundo Paso.

### SEGUNDO PASO:

Mande una copia de su queja escrita, o hable con su Trabajador de Caso del Condado sobre su queja. Escriba la fecha en la que habló o envió su queja a su Trabajador de Caso y manténgalo en sus archivos.

- Si en este paso recibió respuesta o resolvió el problema, no tiene que hacer nada más.
- Si no soluciona el problema en 10 días consecutivos, siga al Tercer Paso.

### TERCER PASO:

Mande una copia de su queja escrita al especialista de programa. Si quiere una respuesta por favor incluya su nombre, dirección y número de teléfono. Su información personal y los detalles de su queja será confidencial.

HS Program Development Division,  
ATTN: Contracts Support Unit  
825 E. Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0079  
909-383-9700

- Si en este paso recibió respuesta o resolvió el problema, no tiene que hacer nada más.
- Si no soluciona el problema en 10 días consecutivos, siga al Cuarto Paso.

### CUARTO PASO:

Mande una copia de su queja escrita al Analista de Contratos a:

HS Administrative Support Division  
Contracts Unit  
150 S. Lena Road  
San Bernardino, CA 92415-0515

Estaremos en comunicación con usted dentro de 10 días si proporcionó su nombre, número de teléfono y dirección.

**Por favor note:** Cada uno de estos pasos tiene que ser hecho en el orden que se indica.



**COUNTY OF SAN BERNARDINO**  
**EMPLOYMENT VERIFICATION**

**Employee Information**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

I have read or had read to me this document. This release is valid for one (1) year from the date signed unless I choose to revoke it. I hereby authorize my employer to release the following information to the service provider listed below.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Service Provider Information**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Employment Information** *(To be completed by Employer)*

Company Name: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee's Position/Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ Wage Rate: \_\_\_\_\_/hour Hours worked/week: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ASSURANCE OF COMPLIANCE STATEMENT

### ASSURANCE OF COMPLIANCE WITH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS

TECHNICAL EMPLOYMENT TRAINING, INC.  
NAME OF THE CONTRACTING AGENCY

(Hereinafter called the "Agency")

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Food Stamp Act of 1977-Section 272.6, The Americans with Disabilities Act of 1990, Government Code (GC) Section 1135 and California Code of Regulations (CCR) Title 22 Section 9800-98413, Title 24 of the California Code of Regulations, Section 310A(e) and other applicable federal and state laws, as well as their implementing regulations (including 45 CFR, Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFS Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVES ASSURANCE THAT, it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal state assistance; and THE AGENCY HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the agency agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the agency directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted annually with the required Civil Rights Plan Update.

DATE	SIGNATURE
	Technical Employment Training, Inc.
	ORGANIZATION
	194 Leland Norton Way San Bernardino, CA 92408
	ADDRESS

**County of San Bernardino  
Transitional Assistance Department  
Machine Trades Vocational Education and Training Programs Invoice # \_\_\_\_\_**

<b>CalWORKs Participant Information</b>	
Name: _____	SSN (Last 4 digits): _____
<b>Contractor Information</b>	
Contractor Name: _____	Remit Payment To: _____
Contact Person: _____ Telephone: _____	Address: _____
<b>Training Program Information</b>	
Training Program: _____  Total Program Duration: _____ Anticipated Enrollment Date: _____ Training Period: _____ to _____ (Training Period May Vary Depending on Actual Start Date)	Send Invoice To: _____  County of San Bernardino - Human Services Attn: Contracts Unit 150 S. Lena Road San Bernardino, CA 92415-0515  Total Program Cost <u>\$7,700.00</u>
<b>Benchmarks for Payment</b>	
<b>1) Enrollment</b> 40% of the total cost upon one (1) week attendance of program. \$ _____ Attach Copies: Referral to Activity form and enrollment/attendance verification.	
<b>2) Completion</b> 40% of the total cost upon completion of program. \$ _____ Attach Copies: Referral to Activity form, passing test scores and/or skill levels including copies of NIMS Certification(s), completion certificate, and attendance/progress verification.	
<b>3) Job Placement</b> 20% of the total cost upon entering into related <b>unsubsidized</b> employment within ninety (90) days from the completion date of the education/training program. \$ _____	
<b>Attach Verification of Employment</b>	
<b>CONTRACTOR CERTIFICATION</b>	
I (Contractor) certify under penalty of perjury that the invoice amount listed on this page is accurate and is eligible for the requested payment in accordance with the terms and provisions of the Contract. I further certify that this invoice constitutes certification of satisfactory achievement by the participant and that this is not a duplicate request for payment.	
Signature (Authorized Representative) _____  Printed Name and Title _____	Date _____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> For HS use only  HS  Approval _____  Date Received _____  Stamp _____ </div>