



Contract Number

SAP Number

Workforce Development Department

Department Contract Representative	Marlena Sessions
Telephone Number	(909) 387-9862
Contractor	San Bernardino Community College District
Contractor Representative	Deanna Krehbiel
Telephone Number	(909) 382-4066
Contract Term	January 15, 2020 – March 31, 2022
Original Contract Amount	\$343,980
Amendment Amount	N/A
Total Contract Amount	\$343,980
Cost Center	571 114 2260

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the County of San Bernardino (County) desires to provide services, training and employment placement for eligible justice involved and/or formerly incarcerated individuals across the Inland Empire; and

WHEREAS, the County of Riverside, through its Economic Development Agency, conducted a competitive process on behalf of the Inland Empire Regional Planning Unit (IERPU) to find providers of these services for the Prison to Employment Initiative (P2E), and

WHEREAS, the IERPU is designated by the California Workforce Development Board and is comprised of the San Bernardino County Workforce Development Board and Riverside County Workforce Development Board, and

WHEREAS, the County finds San Bernardino Community College District (Contractor) qualified to provide P2E program services; and

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

A. DEFINITIONS

- A.1** Case Management – Case Management is tracking, collecting information on, and working closely with participants, maintaining a high level of involvement through multiple face-to-face

contacts with the intent to provide access to services that address each participant's employment goals and transitional needs.

- A.2** Formerly Incarcerated Individual – A Formerly Incarcerated individual is a person who has at any time served a custody sentence in any adult or juvenile federal, state, or local detention facility or in any alternative custody program such as home detention.
- A.3** Individual Employment Plan (IEP) – The Individual Employment Plan records participants' goals, objectives, and services concerning their employment program(s). The IEP shall be reviewed with the Participant on an ongoing basis to reflect the changes and updates as the Participant moves throughout the program.
- A.4** Inland Empire Regional Planning Unit (IERPU) – The IERPU is designated as a regional planning unit by the California Workforce Development Board for the purpose of building a regional workforce system and is comprised of the Riverside County Workforce Development Board (RCWDB) and the San Bernardino County Workforce Development Board (SBCWDB).
- A.5** Justice-involved Individual – A Justice-involved Individual is an adult or juvenile who is on parole, probation, mandatory supervision, post-release community supervision, or is otherwise part of the supervised population as defined in Penal Code section 1234(d) and/or under the jurisdiction of a county or the California Department of Corrections and Rehabilitation. This also includes individuals who are on county informal probation, county deferred entry of judgement, or any other county diversion program such as drug courts, veterans courts, community courts or other specialty courts.
- A.6** Participant – For the purpose of the P2E grant, a participant is defined as an eligible Justice-involved or Formerly Incarcerated Individual.
- A.7** Prison to Employment (P2E) Initiative – The purpose of the initiative is to connect formerly incarcerated and other justice-involved individuals to high demand jobs in the labor market with the goal of reducing recidivism. Focuses on regional collaboration with Corrections, Probation, Sheriff's Departments, other County Departments, education providers, and community-based organizations in the region to assist the justice-involved population in becoming job ready through training and supportive services.
- A.8** Riverside County Workforce Development Board (RCWDB) – The Riverside County Workforce Development Board is a policy-making entity empowered by the Workforce Innovation and Opportunity Act (WIOA) to educate and train local workers and support businesses in Riverside County. The RCWDB is charged with addressing major workforce issues in Riverside County, the RCWDB's role is to convene parties around these issues, create-dialogue among relevant groups, and develop solutions.
- A.9** San Bernardino County Workforce Development Board (SBCWDB) – The San Bernardino County Workforce Development Board is a policy-making entity empowered by WIOA to educate and train local workers and support businesses in San Bernardino County. The SBCWDB is charged with addressing major workforce issues in San Bernardino County. The SBCWDB's role is to convene parties around these issues, create-dialogue among relevant groups, and develop solutions.
- A.10** Transitional Employment – Transitional Employment is immediate subsidized employment in which the Contractor (the employer of record) places Participants in positions through public and/or private sector work-crews or other positions and pays the Participants' daily or weekly wages, while building skills and assisting in the placement for these Participants into unsubsidized, regular employment.

- A.11** Unsubsidized Employment – Unsubsidized Employment is regular employment in which the employer pays the Participant’s full wage which is not reimbursed or subsidized in part or in whole by another program or entity (including, but not limited to, the Contractor).
- A.12** Work Experience – Work Experience is a short-term and/or part-time work assignment with an employer or private non-profit agency. It is subsidized or unsubsidized and provides the Participant with the opportunity to acquire skills, appropriate work habits and behaviors necessary to perform a job.
- A.13** Workforce Development Department (WDD) – The San Bernardino County Workforce Development Department is one of two departments within the County’s Economic Development Agency umbrella. The WDD administers and operates programs under the Department of Labor’s Workforce Innovation and Opportunity Act. The County’s Workforce Development Board oversees the programs offered through WDD.
- A.14** Workforce Innovation and Opportunity Act (WIOA) – The Workforce Innovation and Opportunity Act is a federal law designed to strengthen and improve our nation’s public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and helps employers obtain skilled workers. WIOA supports initiative strategies to keep pace with changing economic conditions and seeks to improve coordination between the core WIOA and other programs that support employment services, job training, adult education and literacy, and vocational rehabilitation activities.

B. CONTRACTOR RESPONSIBILITIES

Contractor shall provide the following Services/Scope of Work including but not limited to:

- B.1** Operate the P2E program to provide Justice-involved and/or Formerly Incarcerated Individuals living in the Inland Empire with employment services leading to full-time, Unsubsidized Employment.
- B.2** Provide successful Transitional Employment placements for sixty (60) justice-involved and/or formerly incarcerated San Bernardino County and Riverside County residents as follows:
- Twenty-four (24) Riverside County residents; and
 - Thirty-six (36) San Bernardino County residents
- B.3** Implement employment strategies for Participants described in B.2 that include the following:
- Placement into Subsidized Transitional Employment,
 - Job development and placement into Unsubsidized Employment,
 - Soft skills/job readiness activities,
 - Supportive services, and
 - Case management of participants.
- B.4** Place participants in short-term training programs that build skill and provide wages while assisting in long term Unsubsidized Employment placement.
- B.5** Create customized short-term training programs that capitalize on the local labor market. Determine the training schedule to reflect the needs of the justice-involved and/or formerly incarcerated populations. Which includes offering Forklift Operations training program to all participants. In addition the Contractor has the option to offer the following trainings based on funding availability:
- Warehouse Logistics
 - Mechanical Craft
 - Basic Machine Operator
 - Food Handler Certification Card
 - Industrial Mechanics (IMM)

- Shielded Metal Arc Welding (SMAW)

- B.6** Conduct comprehensive assessment to identify Participant's skills, aptitudes, interests, barriers to employment and supportive service needs. Create Individual Employment Plans (IEP) based on particular needs and detailing Participant's individualized pathway to gainful employment, ensuring all participants have access to the full range of support services. The IEP will be reviewed with the Participant on an ongoing basis to reflect the changes and updates as the Participant moves throughout the program.
- B.7** Provide a flexible work schedule, customized training programs and linkages to community based organizations to accommodate the needs of Participants.
- B.8** Develop an Annual Expenditure and Work Plan in collaboration with the IERPU that describes how funding will be allocated and Contractor responsibilities will be met and submit.
- B.9** Provide quarterly reports in narrative form describing Participant progress and outcomes for the term of the Contract. Completed quarterly reports shall be subject to the review and approval of the County, which approval shall not be withheld unreasonably. The first quarter for which Contractor shall provide a report is the quarter commencing on the date of Contract execution and completing on March 31, 2020. Subsequent reports will cover three-month intervals. Quarterly reports are due no later than the following dates:

June 30, 2021
September 30, 2021
December 31, 2021
March 31, 2022

The final report of outcomes, including, but not limited to job retention, employment status and/or education status as requested by the County is due within one (1) year of the Contract end date.

- B.10** Enter and track data using CalJOBS and supplemental forms as required by the IERPU, California Workforce Development Board, and/or the Employment Development Department. Data includes, but is not limited to:
- Eligibility documentation,
 - Application information,
 - Activity codes, as needed,
 - Creating an Individual Employment Plan (IEP)
 - Closing information
 - Follow-up information, as needed,
 - Follow-up activity codes, as needed,
 - Upload documentation as needed, and
 - Case Notes.
- B.11** Determine eligibility for Participants referred or recommended for services under this Contract from the Contractor's partners or other sources. Obtain documentation to support a Participant's formerly incarcerated or justice-involved status as required to establish P2E eligibility. Eligibility requirements and processes, including forms, are set by the California Workforce Development Board and are subject to change. Contractor shall follow guidelines provided by CalJOBS, the

State, County of Riverside and County of San Bernardino, as appropriate, including following data entry timeframe requirements.

- B.12** Enroll all eligible participants into the Title 1 application in CalJOBS following guidelines provided the State, County of Riverside and County of San Bernardino, as appropriate. Ensure all required documentation is obtained and scan all original eligibility determination documentation into the WDD system, as needed.
- B.13** Ensure a Memorandum of Understanding (MOU) and/or agreement is in place with partnering agencies for services under this Contract, including but not limited to public and/or private agencies serving as participant worksites. Provide copies of such existing agreements to the County within 30 calendar days of execution of this Contract. For future executed agreements, Contractor will provide copies within 30 calendar days of execution with partnering agency.
- B.14** Attend all meetings and trainings scheduled by WDD and/or IERPU. The Program Manager of the agency shall attend and/or invite other essential agency staff to attend as appropriate.
- B.16** Develop or assist in the development of, and participate in, a referral process designed to complement supportive activities for each participant with partnering agencies including, but not limited to: the IERPU, San Bernardino County America's Job Centers, Riverside County America's Job Centers, San Bernardino County Sheriff, Riverside County Sheriff, California Department of Corrections and Rehabilitation Institutes and Parole, San Bernardino County Probation, and Riverside County Probation.

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 fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney 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.

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 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 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.

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 Internship Initiative

Contractor agrees to be contacted by the County to solicit its participation in an internship initiative known as GenerationGo! Career Pathways, involving the potential placement and hiring of interns by Contractor's business. Contractor is encouraged, and agrees to make good faith efforts, to utilize the County's program to aid the **County's Vision for a skilled workforce and jobs that**

create countywide prosperity, and its *goal to Create, Maintain and Grow Jobs and Economic Value in the County*. The County's objective with its internship initiative is to focus on training, education, employment and support services to develop a more highly-educated and trained workforce. When participating in the County's internship initiative, the Contractor remains an independent contractor and shall not be construed as agents, officers, or employees of the County. More information about the County's GenerationGo! Career Pathways Program can be located at <http://wp.sbcounty.gov/workforce/career-pathways/>.

C.13 County Representative

The Director of Workforce Development Department 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.14 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. 15 Debarment and Suspension

Contractor certifies that neither it nor its principals or subcontracts is presently disbarred, 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.16 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.16.1** Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.
- C.16.2** 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.16.3** 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.17 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.18 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.19 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.20 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.21 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.22 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.23 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.24 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.25 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.26 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.27 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.28 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.29 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.30 *Reserved*

C.31 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.32 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.33 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.34 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.35 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 County of San Bernardino.

C.36 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.37 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:

- 37.1** Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions; and
- 37.2** Ensure that the subcontractor follows County's reporting formats and procedures as specified by County.
- 37.3** 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. 38 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.39 Termination for Convenience

The County and the Contractor each reserve the right to terminate the Contract, for any reason, 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.

C.40 Time of the Essence

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

C.41 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, County of San Bernardino, 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, County of San Bernardino, San Bernardino District.

C.42 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.43 Former County Administrative Officials

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 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.44 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 also may 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.45 Copyright

County shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies,

information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of this Contract shall acknowledge the County of San Bernardino as the funding agency and Contractor as the creator of the publication. No such materials, or properties produced in whole or in part under this Contract shall be subject to private use, copyright or patent right by Contractor in the United States or in any other country without the express written consent of County. Copies of all educational and training materials, curricula, audio/visual aids, printer material, and periodicals, assembled pursuant to this Contract must be filed with the County prior to publication.

C.46 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.47 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) concerning the Services provided under this Contract.

D. TERM OF CONTRACT

This Contract is effective as of January 15, 2020 and expires March 31, 2022 but may be terminated earlier in accordance with provisions of this Contract. The County and Contractor may extend the term of this Contract for two additional, one (1) year terms in a writing signed by both parties.

E. COUNTY RESPONSIBILITIES

- E.1** Develop the Annual Expenditure and Work Plans in collaboration with Contractor.
- E.2** Assign IERPU and/or WDD staff to establish a communication process with the Contractor to answer questions regarding P2E grant requirements.
- E.3** Provide timely response for Contractor questions including Participant eligibility determination and acceptable eligibility documentation.
- E.4** Provide additional guidance as appropriate for CalJOBS and the California Workforce Development Board's Data Reporting Guide for the Prison to Employment Initiative.

- E.5** Work in partnership with the Contractor, on a continuous basis, to ensure program participants receive the assistance they need to be successful in their program.
- E.6** Review program performance on a quarterly basis, allowing for timely technical assistance and/or other action.
- E.7** Provide workshops, conferences, trainings, and/or meetings to inform and update Contractor regarding program policies and developments.
- E.8** Implement corrective action plans, if needed, which will include deadlines for compliancy.
- E.9** Have the right to visit Contractor during normal business hours and monitor the specific training provided under this Contract during the term of the Contract with, at minimum; a five (5) day prior notification to the Contractor.
- E.10** Provide timely payments to the Contractor, in accordance with Fiscal Provisions, following receipt of invoices.

F. FISCAL PROVISIONS

F.1 For the services satisfactorily rendered and upon receipt and approval of all invoices, WDD agrees to compensate the Contractor up to a not-to-exceed amount of \$343,980, of which \$343,980 may be federally funded, and shall be subject to availability of other funds to the County. Contractor shall be paid in accordance with Attachment A-Annual Expenditure and Work Plan and Attachment B-Budget Summary which attachments are subject to amendment by the mutual agreement of the Contractor and the County Representative designated in Section C.13 hereunder.

F.2 Payments to the Contractor, upon completion of deliverables and timely submission of invoices, will correspond with a set Annual Expenditure and Work Plan that follows the Contractor's Responsibilities described in Section B.

Exact timelines for services described in the Annual Expenditure and Work Plan and specific expectations for assignments/projects will be mutually agreed upon between the County and the Contractor on an annual basis and will align with Section B.

F.3 The Contractor shall invoice the County no later than the fifth (5th) day of the following month in which services were rendered. The invoice shall include a line item detail of the total cost to the Contractor for each budgeted line item and a full description of activities and how they align with the Annual Expenditure and Work Plan. Invoices and documentation shall be submitted for reimbursement to:

San Bernardino County
Workforce Development Department Administration
Attn: Shanice Johnson
290 N. D St, Suite 600
San Bernardino, CA 92415-0046

F.4 Payments shall be issued no later than 60 calendar days, after receipt by WDD Fiscal of the Contractor's claim for reimbursement, if feasible, and provided Contractor's claim and supporting documentations are sufficient and correct.

F.5 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.6** 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.7** 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.8** 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.9** 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

Neither the County nor any officer or employee of the County shall be responsible for any damage or liability occurring by reason of any acts or omissions on the part of the Contractor under or in connection with any work, authority, nor jurisdiction delegated to or determined to be the responsibility of the Contractor under this Contract. It is also understood and agreed that, pursuant to Government Code, Section 895.4, Contractor shall fully indemnify, defend and hold the County harmless from any liability imposed for injury (as defined by Government Code section 810.8) occurring by reason of any acts or omissions on the part of the Contractor under or in connection with any work, authority or jurisdiction delegated to or determined to be the responsibility of the Contractor under this Contract.

Neither the Contractor nor any officer or employee of the Contractor shall be responsible for any damage or liability occurring by reason of any acts or omissions on the part of the County under or in connection with any work, authority or jurisdiction delegated to or determined to be the responsibility of the County under this Contract. It is also understood and agreed that, pursuant to Government Code, Section 895.4, County shall fully indemnify, defend and hold the Contractor harmless from any liability imposed for injury (as defined by Government Code section 810.8) occurring by reason of any acts or omissions on the part of the County under or in connection with any work, authority or jurisdiction delegated to or determined to be the responsibility of the County under this Contract.

In the event the County and/or the Contractor is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Contract, the Contractor and/or the County shall indemnify the other to the extent of its comparative fault.

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 Insurance

The County and Contractor are self-insured public entities for the purposes of Professional Liability, General Liability, and Workers' Compensation. County and Contractor warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities out of County's and Contractor's performance of this Contract.

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.

Original certificates of insurance and other proof of coverage should be sent to:

C/O Exigis Insurance Compliance Services
ECM #35050
P.O. Box 4668
New York, NY 10163-4668
Email: certificates-sbc@riskworks.com

Prior to start of Contract, a copy of above certificates of insurance should be sent to:

San Bernardino County
Workforce Development Department Administration
Attention: Shanice Johnson
290 North D St., Suite 600
San Bernardino, CA 92415-0046

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.

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
Workforce Development Department
290 North D. St., Suite 600
San Bernardino, CA 92415-0046
Attn: Shanice Johnson

San Bernardino Community College District
Attn: Deanna Khrebiel
114 S. Del Rosa Dr.
San Bernardino, CA 92408

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

K. ELECTRONIC SIGNATURES

The Parties agree that this Contract may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument, and that a photocopy or facsimile may serve as an original. If this Contract is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this Contract. The Parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF, or other email 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 Contract upon request.

L. 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.

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

COUNTY OF SAN BERNARDINO

►
Curt Hagman, Chairman, Board of Supervisors

Dated: _____
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

San Bernardino Community College District

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

By ► 
(Authorized signature - sign in blue ink)

Name Steven J. Sutorus
(Print or type name of person signing contract)

Title Business Manager
(Print or Type)

Dated: 04/27/2021

Address 550 E Hospitality Lane Suite 200
San Bernardino CA 92408

FOR COUNTY USE ONLY

Approved as to Legal Form
► 
Sophie A. Akins, Deputy County Counsel

Date May 11, 2021

Reviewed for Contract Compliance
► _____
Bradley Gates, Assistant Director

Date _____

Reviewed/Approved by Department
► _____
Marlena Sessions, Director

Date _____