

Attachment A:
Coast Valley
Substance Abuse
Treatment
Center, FY 2019-
2020 Agreement

Board Contract Summary

BC _____ - _____

For use with Expenditure Contracts submitted to the Board for approval. Complete information below, print, obtain signature of authorized departmental representative, and submit this form, along with attachments, to the appropriate departments for signature. See also: *Auditor-Controller Intranet Policies->Contracts*.

D1.	Fiscal Year	2019-2020
D2.	Department Name	Probation
D3.	Contact Person	Kimberly Shean
D4.	Telephone	(805) 882-3675

K1.	Contract Type (<i>check one</i>):	<input checked="" type="checkbox"/> Personal Service	<input type="checkbox"/> Capital
K2.	Brief Summary of Contract Description/Purpose	Drug and alcohol and cognitive behavioral treatment services	
K3.	Department Project Number		
K4.	Original Contract Amount	\$	119,368
K5.	Contract Begin Date		07/01/2019
K6.	Original Contract End Date		06/30/2020
K7.	Amendment? (Yes or No)		No
K8.	- New Contract End Date		
K9.	- Total Number of Amendments		
K10.	- This Amendment Amount	\$	
K11.	- Total Previous Amendment Amounts	\$	
K12.	- Revised Total Contract Amount	\$	

B1.	Intended Board Agenda Date	
B2.	Number of Workers Displaced (<i>if any</i>)	
B3.	Number of Competitive Bids (<i>if any</i>)	
B4.	Lowest Bid Amount (<i>if bid</i>)	
B5.	If Board waived bids, show Agenda Date	
	and Agenda Item Number	
B6.	Boilerplate Contract Text Changed? (<i>If Yes, cite Paragraph</i>)	

F1.	Fund Number	0001
F2.	Department Number	022
F3.	Line Item Account Number	7460
F4.	Project Number (<i>if applicable</i>)	
F5.	Program Number (<i>if applicable</i>)	4099
F6.	Org Unit Number (<i>if applicable</i>)	4410 / 4430
F7.	Payment Terms	Net 30

V1.	Auditor-Controller Vendor Number	413009
V2.	Payee/Contractor Name	Coast Valley Substance Abuse Treatment
V3.	Mailing Address	1125 E Clark Ave, Suite A2
V4.	City State (two-letter) Zip (include +4 if known)	Santa Maria, CA 93455
V5.	Telephone Number	(805) 739-1512
V6.	Vendor Contact Person	Matt Hamlin
V7.	Workers Comp Insurance Expiration Date	07/01/2019
V8.	Liability Insurance Expiration Date	GL 06/01/2019; PL 06/01/2019
V9.	Professional License Number	
V10.	Verified by (print name of county staff)	

V11 Company Type (*Check one*): Individual Sole Proprietorship Partnership Corporation

I **certify** information is complete and accurate; designated funds available; required concurrences evidenced on signature page.

Date: 5/13/19 Authorized Signature: 

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Coast Valley Substance Abuse Treatment Center with an address at 1125 E. Clark Avenue Suite A2, Santa Maria, CA 93454 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

WHEREAS, CONTRACTOR represents that it is specially trained, skilled, experienced, and competent to perform the special services required by COUNTY and COUNTY desires to retain the services of CONTRACTOR pursuant to the terms, covenants, and conditions herein set forth;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. DESIGNATED REPRESENTATIVE

Kimberly Shean, Deputy Chief Probation Officer, at phone number (805) 882-3675 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Matt Hamlin at phone number (805) 739-1512 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES

Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: Santa Barbara County Probation
 117 E. Carrillo St.
 Santa Barbara, CA 93101
 Attention: Kimberly Shean, Deputy Chief Probation Officer

To CONTRACTOR: Coast Valley Substance Abuse Treatment Center
 1125 E. Clark Ave, Suite A2
 Santa Maria, CA 93455
 Attention: Matt Hamlin, Executive Director

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

3. SCOPE OF SERVICES

CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. TERM

CONTRACTOR shall commence performance on July 1, 2019, and end performance upon completion, but no later than June 30, 2020, unless otherwise directed by COUNTY or unless earlier terminated.

5. COMPENSATION OF CONTRACTOR

In full consideration for CONTRACTOR's services, CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2 NOTICES above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice.

6. INDEPENDENT CONTRACTOR

It is mutually understood and agreed that CONTRACTOR (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent contractor as to COUNTY and not as an officer, agent, servant, employee, joint venturer, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to control, supervise, or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions hereof. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

7. STANDARD OF PERFORMANCE

CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. DEBARMENT AND SUSPENSION

CONTRACTOR certifies to COUNTY that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

9. TAXES

CONTRACTOR shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

10. CONFLICT OF INTEREST

CONTRACTOR covenants that CONTRACTOR presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR. CONTRACTOR must promptly disclose to COUNTY, in writing, any potential conflict of interest. COUNTY retains the right to waive a conflict of interest disclosed by CONTRACTOR if COUNTY determines it to be immaterial, and such waiver is only effective if provided by COUNTY to CONTRACTOR in writing.

11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any of such items to other parties except after prior written approval of COUNTY.

Unless otherwise specified in Exhibit A, CONTRACTOR hereby assigns to COUNTY all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by CONTRACTOR pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). COUNTY shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. CONTRACTOR warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any Copyrightable Works or Inventions or other items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

12. NO PUBLICITY OR ENDORSEMENT

CONTRACTOR shall not use COUNTY's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. CONTRACTOR shall not use COUNTY's name or logo in any manner that would give the appearance that the COUNTY is endorsing CONTRACTOR. CONTRACTOR shall not in any way contract on behalf of or in the name of COUNTY. CONTRACTOR shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the COUNTY or its projects, without obtaining the prior written approval of COUNTY.

13. COUNTY PROPERTY AND INFORMATION

All of COUNTY's property, documents, and information provided for CONTRACTOR's use in connection with the services shall remain COUNTY's property, and CONTRACTOR shall return any such items whenever requested by COUNTY and whenever required according to the Termination section of this Agreement. CONTRACTOR may use such items only in connection with providing the services. CONTRACTOR shall not disseminate any COUNTY property, documents, or information without COUNTY's prior written consent.

14. RECORDS, AUDIT, AND REVIEW

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, CONTRACTOR shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, CONTRACTOR shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY as specified by COUNTY in the notification.

15. INDEMNIFICATION AND INSURANCE

CONTRACTOR agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

16. NONDISCRIMINATION

COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

17. NONEXCLUSIVE AGREEMENT

CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

18. NON-ASSIGNMENT

CONTRACTOR shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

19. TERMINATION

A. **By COUNTY.** COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for non-appropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.

1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing

unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.

2. **For Non-appropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.
 3. **For Cause.** Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance. The date of termination shall be the date the notice is received by CONTRACTOR, unless the notice directs otherwise.
- B. **By CONTRACTOR.** Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this Agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY of such late payment.
- C. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit CONTRACTOR to retain. Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not affect any right or remedy which COUNTY may have in law or equity.

20. **SECTION HEADINGS**

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

21. **SEVERABILITY**

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

22. REMEDIES NOT EXCLUSIVE

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

23. TIME IS OF THE ESSENCE

Time is of the essence in this Agreement and each covenant and term is a condition herein.

24. NO WAIVER OF DEFAULT

No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

25. ENTIRE AGREEMENT AND AMENDMENT

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

26. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

27. COMPLIANCE WITH LAW

CONTRACTOR shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

28. CALIFORNIA LAW AND JURISDICTION

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

29. EXECUTION OF COUNTERPARTS

This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

30. **AUTHORITY**

All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

31. **SURVIVAL**

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

32. **PRECEDENCE**

In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

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Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Coast Valley Substance Abuse Treatment Center**.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

COUNTY OF SANTA BARBARA:

By: _____
Deputy Clerk

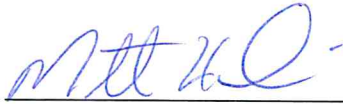
By: _____
Steve Lavagnino
Chair, Board of Supervisors

Date: _____

**RECOMMENDED FOR APPROVAL:
PROBATION DEPARTMENT**

By: 
Tanja Heitman, Chief
Department Head

**CONTRACTOR:
COAST VALLEY SUBSTANCE ABUSE
TREATMENT CENTER**

By: 
Authorized Representative
Name: Matt Hamlin
Title: Executive Director

APPROVED AS TO FORM:

Michael C. Ghizzoni
County Counsel

By: 
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Schaffer, CPA
Auditor-Controller

By: 
Deputy
On behalf of

APPROVED AS TO FORM:

Risk Management

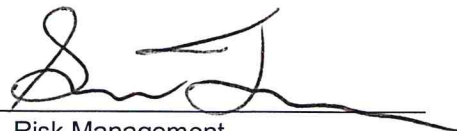
By: 
Risk Management

EXHIBIT A

STATEMENT OF WORK

I. Outpatient Substance Abuse Treatment

A. CONTRACTOR shall provide the following enhanced treatment services and related recovery and re-entry services for offenders supervised on felony probation in Lompoc, funded through SB678.

1. Service Component:

- a. CONTRACTOR will provide Moral Reconciliation Therapy (MRT), a substance abuse treatment, to high risk felony probation clients referred by the Santa Barbara County Probation Department (COUNTY). MRT is an evidence-based cognitive behavioral treatment program for substance abuse and for the offender population, which targets a reduction in recidivism.

2. Description of Component:

- a. MRT will be delivered for up to twelve (12) clients per group. The group will focus on MRT in accordance with the MRT training and model requirements. This substance abuse treatment will include the use of the relapse prevention workbook and lessons. The group times and the number of groups will be determined by CONTRACTOR, who must obtain COUNTY's agreement, and based on the number of offender referrals. Random urinalysis of clients shall also be provided by CONTRACTOR staff.
- b. MRT will be delivered by a Drug and Alcohol Treatment Counselor (Counselor), who is MRT certified. Additionally, Counselors must be fully trained to facilitate the MRT curriculum and are at minimum a Marriage and Family Therapist (MFT), Intern receiving clinical supervision from a licensed mental health professional, or a State of California Certified Drug and Alcohol Counselor who is receiving clinical supervision from a licensed mental health professional.
- c. Counselor shall refer pregnant clients to perinatal specialized services, as clinically indicated.
- d. CONTRACTOR shall notify COUNTY prior to making any staffing changes.
- e. CONTRACTOR will adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, develop and maintain comprehensive patient confidentiality policies and procedures, and demonstrate reasonable effort to secure written and/or electronic client information.
- f. CONTRACTOR shall cooperate in making available necessary witnesses for court hearings and trials, including staff that have provided treatment to a client referred by COUNTY.
- g. CONTRACTOR shall submit client sign-in rosters for each group held with their monthly invoices.

3. Budgeted Service Level:
 - a. Group sessions rate of \$29.57 per session, individual counseling \$69.59/hour; drug testing \$2.50/per test. This portion of the contract shall not exceed \$10,000.
4. Location of Service: 133 N. F Street, Lompoc, CA.
5. Hours of Operation:
 - a. Monday through Friday during the hours of 10:00 a.m. to 7:00 p.m.
6. Qualifications of Position:
 - a. Staff hired to work directly with clients shall have competence and experience in working with clients with substance use disorders and co-occurring disorders, as required by State regulation.
 - b. Counselor shall be trained in and utilize the Motivational Interviewing (MI) techniques.
 - c. CONTRACTOR shall ensure that all staff providing services are fully trained and certified in the specific curriculum being utilized. CONTRACTOR will also ensure that all staff receive appropriate clinical supervision.
7. Client Referral & Attendance Monitoring:
 - a. CONTRACTOR will accept all referrals and upon receipt of referral will enroll the client within two (2) business days.
 - b. CONTRACTOR shall conduct an individual intake and discharge appointment with the client.
 - c. The CONTRACTOR will be responsible for documenting group participation in client files for all attendees and will also have a group sign-in log that will be provided to COUNTY for verification of attendance.
 - d. Discharge planning shall be conducted by CONTRACTOR. The plan shall include recommendations for post-discharge; linkages to other services, if appropriate; reason for discharge; and clinical discharge summary. A copy of the discharge plan will be provided to the COUNTY two (2) weeks before successful discharge from treatment.
 - e. On a case-by-case basis, the following may be cause for client exclusion or termination from the program: client threat of or actual violence, or rude or disruptive behavior that cannot be redirected. CONTRACTOR will notify COUNTY of client exclusion or termination within 24 hours.
8. Performance Measures:
 - a. Eighty-five percent (85%) of Individual intakes appointments with clients by CONTRACTOR will occur within one week of enrollment
 - b. Ninety percent (90%) of clients that are successfully discharged from treatment will receive a written discharge plan from CONTRACTOR two (2) weeks before discharge.

- c. Data correlating to these performance measures will be provided to the COUNTY on a quarterly basis after quarter-end, beginning October 1, 2019.

B. CONTRACTOR shall provide the following enhanced treatment services and related recovery and re-entry services for Post Release Community Supervision (PRCS), Post Sentence Supervision (PSS) and/or clients under jail supervision in Lompoc, funded through AB109.

1. Service Component:

- a. CONTRACTOR will provide MRT for up to twelve (12) clients per group. The group will focus on MRT, a substance abuse treatment, in accordance with the MRT training and model requirements. This substance abuse treatment will include the use of the relapse prevention workbook and lessons. The group times and the number of groups will be determined by CONTRACTOR, who must obtain COUNTY's agreement, and based on the number of offender referrals. Random urinalysis of clients shall also be provided by CONTRACTOR.

2. Description of Component:

- a. Upon referral, CONTRACTOR shall conduct a thorough assessment of the client, including the use of the Addiction Severity Index (ASI), a Trauma History questionnaire, as well as a mental health screening. CONTRACTOR shall develop a case plan addressing the development of problem solving skills, interpersonal skills, and relapse prevention skills. CONTRACTOR shall use gender specific interventions in all phases of treatment.
- b. Groups will consist of up to 12 clients per group. Each group will use MRT and will be staffed by a Drug and Alcohol Certified Counselor (Counselor). The group times and the number of groups will be determined by CONTRACTOR as agreed to by COUNTY, and based on the number of offender referrals. Random urinalysis of clients shall also be provided by CONTRACTOR staff.
- c. MRT will be delivered by a Drug and Alcohol Treatment Counselor (Counselor), who is MRT certified. Additionally, Counselors must be fully trained to facilitate the MRT curriculum and are at minimum a Marriage and Family Therapist (MFT), Intern receiving clinical supervision from a licensed mental health professional, or a State of California Certified Drug and Alcohol Counselor who is receiving clinical supervision from a licensed mental health professional.
- d. Counselor shall refer pregnant clients to perinatal specialized services, as clinically indicated.
- e. CONTRACTOR shall notify COUNTY prior to making any staffing changes.
- f. CONTRACTOR will adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, develop and maintain comprehensive patient confidentiality policies and procedures, and demonstrate reasonable effort to secure written and/or electronic client information.
- g. CONTRACTOR shall cooperate in making available necessary witnesses for court hearings and trials, including staff that have provided treatment to a client referred by COUNTY.
- h. CONTRACTOR shall submit client sign-in rosters for each group held with their monthly invoices.

3. Budgeted Service Level:
 - a. Group sessions rate of \$29.57 per session, Individual Counseling \$69.59/hour; drug testing \$2.50/per test, physician rate of \$75.00/per 30 minutes. This portion of the contract shall not exceed \$38,000.
4. Location of Service: 133 N. F Street, Lompoc, CA.
5. Hours of Operation:
 - a. Monday through Friday during the hours of 10:00 a.m. to 7:00 p.m.
6. Qualifications of Position:
 - a. Staff hired to work directly with clients shall have competence and experience in working with clients with substance use disorders and co-occurring disorders, as required by State regulation.
 - b. Counselor shall be trained in and utilize the Motivational Interviewing (MI) techniques.
 - c. CONTRACTOR shall ensure that that all staff providing services are fully trained and certified in the specific curriculum being utilized. CONTRACTOR will also ensure that all staff receive appropriate clinical supervision.
7. Client Referral & Attendance Monitoring:
 - a. CONTRACTOR will accept all referrals and upon receipt of referral will enroll the client within two (2) business days.
 - b. CONTRACTOR shall conduct an individual intake and discharge appointment with the client.
 - c. The CONTRACTOR will be responsible for documenting group participation in client files for all attendees and will also have a group sign-in log that will be provided to COUNTY for verification of attendance.
 - d. Discharge planning shall be conducted by CONTRACTOR. The plan shall include recommendations for post-discharge; linkages to other services, if appropriate; reason for discharge; and clinical discharge summary. A copy of the discharge plan will be provided to the COUNTY two (2) weeks before successful discharge from treatment.
 - e. On a case-by-case basis, the following may be cause for client exclusion or termination from the program: client threat of or actual violence, or rude or disruptive behavior that cannot be redirected. CONTRACTOR will notify COUNTY of client exclusion or termination within 24 hours.
8. Performance Measures:
 - a. Eighty-five percent (85%) of Individual intakes appointments will occur within one week of enrollment.
 - b. Ninety percent (90%) of clients that are successfully discharged from treatment will receive a written discharge plan two (2) weeks before discharge.
 - c. Data correlating to these performance measures will be provided to the COUNTY on a quarterly basis after quarter-end, beginning October 1, 2019.

C. **CONTRACTOR shall provide the following enhanced treatment services and related recovery and re-entry services for a dual diagnosis population of PRCS, PSS and/or clients under jail supervision in Santa Maria Valley, funded through AB109.**

1. Service Component:

- a. CONTRACTOR will provide enhanced treatment services and related recovery and re-entry services to a dual diagnosis population of PRCS and/or PSS clients, under Probation supervision and returning to the Santa Maria Valley following incarceration as referred by COUNTY Probation Department. Clients will be referred for a minimum of a six (6) month course of treatment. CONTRACTOR may reduce or extend treatment to clients with COUNTY's pre-approval.

2. Description of Component:

- a. Upon referral, CONTRACTOR shall conduct a thorough assessment of the client, including the use of the Addiction Severity Index (ASI), a Trauma History questionnaire, as well as a mental health screening. CONTRACTOR shall develop a case plan addressing the development of problem solving skills, interpersonal skills, and relapse prevention skills. CONTRACTOR shall use gender specific interventions in all phases of treatment.
- b. CONTRACTOR will provide MRT for up to twelve (12) clients per group. The group will focus on MRT, a substance abuse treatment, in accordance with the MRT training and model requirements. This substance abuse intervention will include the use of the relapse prevention workbook and lessons. The group times and the number of groups will be determined by CONTRACTOR, who must obtain COUNTY's agreement, and based on the number of offender referrals. Random urinalysis of clients shall also be provided by CONTRACTOR.
- c. MRT will be delivered by a Drug and Alcohol Treatment Counselor (Counselor), who is MRT certified. Additionally, Counselors must be fully trained to facilitate the MRT curriculum and are at minimum a Marriage and Family Therapist (MFT), Intern receiving clinical supervision from a licensed mental health professional, or a State of California Certified Drug and Alcohol Counselor who is receiving clinical supervision from a licensed mental health professional.
- d. Dual Diagnosis treatment services will be provided to clients through the above interventions, including physician visits and medication review as appropriate. For those offenders receiving prescribed medications, they will be seen monthly for medication monitoring.
- e. CONTRACTOR shall stay informed on and implement MRT evidence-based curriculum in providing treatment services.
- f. Counselor shall refer pregnant clients to perinatal specialized services, as clinically indicated.
- g. CONTRACTOR shall notify COUNTY prior to making any staffing changes.
- h. CONTRACTOR will adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, develop and maintain comprehensive patient confidentiality policies and procedures, and demonstrate reasonable effort to secure written and/or electronic client information.
- i. CONTRACTOR shall cooperate in making available necessary witnesses for court hearings and trials, including staff that have provided treatment to a client referred by COUNTY.

- j. CONTRACTOR shall submit client sign-in rosters for each group held with their monthly invoices.
3. Budgeted Service Level:
- a. Group sessions rate of \$29.57 per session, Individual Counseling \$69.59/hour; drug testing \$2.50/per test, physician rate of \$75.00/per 30 minutes. This portion of the contract shall not exceed \$2,000.
 - b. Location of Service: 112 E. Clark, Suite A2, Santa Maria, CA.
4. Hours of Operation:
- a. Monday through Friday during the hours of 10:00 a.m. to 7:00 p.m.
5. Qualifications of Position:
- a. Staff hired to work directly with clients shall have competence and experience in working with clients with substance use disorders and co-occurring disorders, as required by State regulation.
 - b. Counselor shall be trained in and utilize the Motivational Interviewing (MI) techniques.
 - c. CONTRACTOR shall ensure that all staff providing services are fully trained and certified in the specific curriculum being utilized. CONTRACTOR will also ensure that all staff receive appropriate clinical supervision.
6. Client Referral & Attendance Monitoring:
- a. CONTRACTOR will accept all referrals and upon receipt of referral will enroll the client within two (2) business days.
 - b. CONTRACTOR shall conduct an individual intake and discharge appointment with the client.
 - c. The CONTRACTOR will be responsible for documenting group participation in client files for all attendees and will also have a group sign-in log that will be provided to COUNTY for verification of attendance.
 - d. Discharge planning shall be conducted by CONTRACTOR. The plan shall include recommendations for post-discharge; linkages to other services, if appropriate; reason for discharge; and clinical discharge summary. A copy of the discharge plan will be provided to the COUNTY two (2) weeks before successful discharge from treatment.
 - e. On a case-by-case basis, the following may be cause for client exclusion or termination from the program: client threat of or actual violence, or rude or disruptive behavior that cannot be redirected. CONTRACTOR will notify COUNTY of client exclusion or termination within 24 hours.
7. Performance Measures:
- a. Eight-five percent (85%) of Individual intakes appointments by CONTRACTOR will occur within one week of enrollment.
 - b. Ninety percent (90%) of clients that are successfully discharged from treatment will receive a written discharge plan completed by CONTRACTOR within two (2) weeks before discharge.

- c. Data correlating to these performance measures will be provided to the COUNTY on a quarterly basis after quarter-end, beginning October 1, 2019.

II. Cognitive Behavioral Treatment

A. CONTRACTOR shall provide the cognitive behavioral evidence-based intervention, "Thinking For A Change", to offenders supervised on felony probation in Lompoc, funded through SB678.

1. Service/Description of Component:

- a. CONTRACTOR will provide cognitive behavioral interventions to probation clients in the Lompoc area referred by COUNTY through the delivery of the evidence-based curriculum "Thinking For A Change". This curriculum is an integrated cognitive restructuring, social skills development, and development of problem solving skills.
- b. CONTRACTOR will provide twelve (12) week modified open group sessions and group size will be limited to 15 to 20 people. The groups will occur two (2) times a week for each 12 week session.
- c. CONTRACTOR shall only use group facilitators that have been certified by "Thinking For A Change" to deliver the curriculum and facilitate the groups. CONTRACTOR will also ensure that all staff receive appropriate clinical supervision.
- d. CONTRACTOR shall submit client sign-in rosters for each group held with their monthly invoices.

2. Budgeted Service Level:

- a. "Thinking For A Change" curriculum delivery shall be compensated at a group rate of \$73.00 per group. This portion shall not exceed \$15,184.

3. Location of Service:

- a. CONTRACTOR will provide the service at a Coast Valley Substance Abuse Treatment Center facility at 133 N. F. Street, Lompoc, CA.

4. Performance Measures:

- a. Eighty-five percent (85%) of referrals from COUNTY will be scheduled to begin their first group session with CONTRACTOR within two weeks of referral by COUNTY.
- b. Data correlating to these performance measures will be provided to the COUNTY on a quarterly basis after quarter-end, beginning October 1, 2019.

B. CONTRACTOR shall provide the cognitive behavioral evidence-based intervention, "Thinking For A Change", to PRCS, PSS, and/or clients under jail supervision in Lompoc, funded through AB109.

1. Service/Description of Component:

- a. CONTRACTOR will provide cognitive behavioral intervention to probation clients in the Lompoc area referred by County through the delivery of the evidence-based curriculum "Thinking For A Change". This curriculum is an integrated cognitive restructuring, social skills development, and development of problem solving skills.
- b. CONTRACTOR will provide twelve (12) week modified open group sessions and group size will be limited to 15 to 20 people. The groups will occur two (2) times a week for each 12 week session.
- c. CONTRACTOR shall only use group facilitators that have been certified by "Thinking For A Change" to deliver the curriculum and facilitate the groups. CONTRACTOR will also ensure that all staff receive appropriate clinical supervision.
- d. CONTRACTOR shall submit client sign-in rosters for each group held with their monthly invoices.

2. Budgeted Service Level:

- a. "Thinking For A Change" curriculum delivery shall be compensated at a group rate of \$73.00 per group. This portion shall not exceed \$15,184.

3. Location of Service:

- a. CONTRACTOR will provide the service at a Coast Valley Substance Abuse Treatment Center facility at 133 N. F. Street, Lompoc, CA.

4. Performance Measures:

- a. Eighty-five percent (85%) of referrals from COUNTY will be scheduled to begin their first group session with CONTRACTOR within two weeks of referral by COUNTY.
- b. Data correlating to these performance measures will be provided to the COUNTY on a quarterly basis after quarter-end, beginning October 1, 2019.

III. Transitional Sober Living

A. CONTRACTOR shall provide the following services for Transitional Sober Living in Lompoc and Santa Maria for the Post Release Community Supervision and Post Sentence Supervision offenders under probation supervision, funded through Realignment (AB109):

1. Service Component:

- a. CONTRACTOR shall provide two (2) guaranteed beds on an ongoing basis at Coast Valley Men's Home of Santa Maria, one (1) guaranteed bed on an ongoing basis at Miracle House Women's Home of Lompoc, and beds, as needed, on an ongoing basis at Sunset Recovery Farm in Lompoc .

- b. COUNTY may refer additional clients, as needed, beyond the beds listed above, at the negotiated rate per the budget indicated below and in Attachment B-1, but CONTRACTOR is not required to hold any additional beds. For non-guaranteed beds, CONTRACTOR shall not bill for any services for a client after that client is absent for two (2) consecutive days from the residence.
- c. CONTRACTOR shall accept all COUNTY referrals requiring a clean and sober living environment other than those offenders who have been previously banned from the facility as part of this Agreement or those required to register as a sex offender pursuant to the Sex Offender Registration Act (California Penal Code §290 et seq.). Appropriateness for placement at the Sunset Recovery Farm will be determined by the CONTRACTOR. While every effort shall be made to accept COUNTY referrals, CONTRACTOR may, at its option, refuse referrals based on previous history or unsuitability of clients for the communal living environment. CONTRACTOR shall immediately notify COUNTY of any refusal.
- d. CONTRACTOR understands that the goals of the program include the client becoming self-sufficient.

2. Description of Component:

- a. CONTRACTOR shall provide a Sober Living Environment (SLE) having onsite kitchens with necessary appliances (including, but not limited to, oven/stove, refrigerator, microwave, and a sink), space for participants to prepare three (3) meals a day, and storage for participant's food. Three meals per day are included in the daily rate.
- b. The SLE shall meet all applicable California health, safety and fire code standards to include, but not limited to, the requirements under California Health and Safety Code Sections 13113.7 and 17910 - 17995.5.
- c. COUNTY referred clients must concurrently attend non-residential drug and alcohol treatment (e.g. Alcoholics Anonymous/Narcotics Anonymous [AA/NA], substance abuse treatment, ROSC, etc.) CONTRACTOR shall notify COUNTY, within twenty-four (24) hours of CONTRACTOR's knowledge, that a referred individual in its facility is failing to attend non-residential services or has submitted a urine sample that has tested positive for a controlled substance or for a medication for which they do not have a physician's prescription. After notification, COUNTY shall re-assess for an appropriate course of action, which may include termination of SLE services.
- d. CONTRACTOR must maintain Policy and Procedures governing staff conduct, client rights, and client co-pay, client property and other matters pertaining to house rules affecting the living conditions or privileges of the client. A signed copy of the client's rights must be given to the client at intake by CONTRACTOR.
- e. CONTRACTOR shall report all discharges, departures, and program violations to COUNTY immediately, but in any event not later than within 24 hours.
- f. CONTRACTOR shall inform COUNTY, within twenty-four (24) hours upon learning of any allegation of staff misconduct and/or sexual conduct between client and staff, and/or client and client. CONTRACTOR shall respect the rights of clients and staff, conduct appropriate investigations so that facts can be ascertained, ensure that staff be cleared if the allegation is found to be without merit, ensure that offending staff be dealt with appropriately, and that corrective action be taken if necessary to reduce the possibility of future occurrences. CONTRACTOR shall keep COUNTY informed and shall cooperate with COUNTY in the investigation and resolution of the situation.

- g. CONTRACTOR shall not require the client to relinquish any part of any government aid while in the program unless reviewed and approved by COUNTY.
 - h. CONTRACTOR will provide clients with the full range of services which include but are not limited to, Individualized Service Plans, housing assistance upon discharge, monitored medication distribution, providing assistance in facilitating refills, transportation, crisis management, court advocacy, and other case management services as required. This includes transportation to programming or appointments at the Probation Report and Resource Center. Individualized Service Plans will be provided to COUNTY on a monthly basis and are to be attached to monthly invoice.
 - i. Contractor will maintain data on all referred clients which will include, but not be limited to offender specific case plan and goals, progress towards those goals, and program exit outcomes and exit status.
3. Budgeted Service Level:
- a. Guaranteed beds at \$750, per month, per bed. Additional referrals at \$30, per day.
 - b. Total Maximum Contract amount of \$46,000
4. Location of Service:
- a. Coast Valley Men's Home of Santa Maria – 830 W. Church, Santa Maria, CA 93454
 - b. Miracle House Women's Home of Lompoc – 133 N. F Street, Lompoc, CA 93436
 - c. Sunset Recovery Farm – 300 W. Willow, Lompoc, CA 93436
5. Performance Measures:
- a. Ninety percent (90%) of Individualized Service Plans will be completed within one (1) week of entry into the SLE facility.
 - b. Ninety percent (90%) of clients that are successfully discharged from treatment will receive a written discharge plan completed by CONTRACTOR within two (2) weeks before discharge.
 - c. Data correlating to these performance measures will be provided to the COUNTY on a quarterly basis after quarter-end, beginning October 1, 2019.

IV. Other Requirements for Service Delivery Staff

A. Criminal Records Check

1. Ensure that all existing staff and prospective staff and volunteers performing services as part of, related to, or in connection with this Agreement whose duties do not require his/her presence at the herein referenced locations shall have a criminal record check and pay for any and all associated costs. The criminal record check shall be through one of the local law enforcement agencies and consist of a local law enforcement record check, a California Department of Motor Vehicle check, and a Live Scan submitted to the California Department of Justice (CDOJ). CONTRACTOR shall complete and submit the Staff Records Check form (attached hereto as ATTACHMENT A-1) as appropriate for existing and prospective staff or volunteers.
2. For existing staff and prospective staff and volunteers performing services as part of, related to, or in connection with this Agreement whose duties require his/her physical presence at the herein referenced locations, COUNTY will conduct a criminal records check.

3. Prospective CONTRACTOR staff or volunteer may commence services only after the results of the live scan have been and the person is deemed suitable for work by COUNTY.
4. Failure by CONTRACTOR to comply with the criminal records check requirements may result in withholding of invoice payments until compliant.

B. Staff Professional Standards

1. Warrant that all employees and volunteers under this contract have background, training, work experience, licenses, and supervision necessary for the performance of services in a manner of, and according to the standards observed by, a practitioner of the same profession and in keeping with all Federal, State and County Laws. CONTRACTOR shall provide a list of current employees and copies of permits, licenses, certifications or other documents certifying staff training and qualifications upon demand from COUNTY.

C. Drugs and Alcohol

1. CONTRACTOR shall not allow the use or possession of drugs, including alcohol, in the workplace or facility.

D. Incident Reporting

1. CONTRACTOR shall report the following incidents to COUNTY within 24 hours (excluding holidays and weekends) of occurrence while clients are receiving services under this Agreement:
 - a. Physical confrontation between staff and client, between clients, clients and non-staff, between staff and non-staff, and any threats of violence, including self-inflicted violence.
 - b. Any law violation.
 - c. Possession of any illegal drugs, paraphernalia, weapons or other contraband.
 - d. Failure or refusal to participate in or receive services.
 - e. Participant discharge or disqualification, exclusion, or termination from receiving services and reasons for said discharge or disqualification.

E. Confidentiality

1. CONTRACTOR agrees to maintain the confidentiality of client records and/or client information pursuant to: Title 42 United States Code (USC) Section 290 dd-2; Title 42 Code of Federal Regulations (CFR), Part 2; Title 22 California Code of Regulations (CCR) Section 51009; Welfare & Institutions Code (W&IC) Sections 14100.2 and 5328; Health and Safety Code (HSC) Sections 11812 and 11845.5; Civil Code Sections 56 – 56.37, 1798.80 – 1798.82, and 1798.85; and Penal Code (PC) Sections 11140, 11142 and 13303. Client records and/or information must comply with all appropriate State and Federal requirements. CONTRACTOR shall ensure that no list of persons receiving services under this Agreement is published, disclosed, or used for any purpose except for the direct administration of these services or other uses authorized by law that are not in conflict with requirements for confidentiality contained in the preceding codes.

F. Status Reports

1. CONTRACTOR shall complete the Services Summary Worksheet (please refer to ATTACHMENT A-2) to include a complete list of clients served and services provided. CONTRACTOR shall submit the Services Summary Worksheet electronically in Excel format with invoices monthly. COUNTY shall provide an electronic version to CONTRACTOR at start of contract period.

G. Training

1. Contractor will insure all employees maintain a valid First Aid and CPR certification.
2. Contractor staff will participate in at least one (1) training on Evidence-Based Practices per year in addition to any training requirements related to the intervention curriculum certification

ATTACHMENT A-1

CONTRACTOR STAFF (EMPLOYEES/VOLUNTEERS/SUB-CONTRACTORS) RECORD CHECKS

Contractor or Agency Name

Program

Contractor's Signature

Date

NAME(S) OF PERSON(S)	E=EMPLOYEE V=VOLUNTEER S=SUB-CONTRACTOR	LOCAL RECORD CHECK	CRIMINAL RECORD DECLARATION	LIVESCAN	
		Date Completed	Date Signed	Date Sent	Date Received

ATTACHMENT A-2

SUMMARY OF SERVICES WORKSHEET

Thinking for Change

Lompoc, AB109/SB678

Client Name	PIN	Referral Date	First Session Date

**ATTACHMENT A-2
SUMMARY OF SERVICES WORKSHEET
Transitional Sober Living**

Client Name	PIN	Referral Date	Entry Date	Individualized Service Plan Date	Discharge Date	Exit Status #	Written Discharge Plan Date	Exit Status Explanation

- 1 – Program Completed
- 2 - Program Failed
- 3 – Client Exited Through No Fault of His/Her Own

EXHIBIT B

PAYMENT ARRANGEMENTS

Periodic Compensation (with attached Schedule of Fees)

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed **\$119,368**.
- B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** and **ATTACHMENT A-1** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges and hourly rates for personnel, as defined in **ATTACHMENT B-1** (Schedule of Fees). Invoices submitted for payment that are based upon **ATTACHMENT B-1** must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A** and **ATTACHMENT A-1**.
- C. Monthly, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of **ATTACHMENT B-1** shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.
- D. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.
- E. CONTRACTOR MONTHLY INVOICING REQUIREMENTS

- 1. Invoice Format

Monthly invoices shall be in a COUNTY pre-approved format. The invoice shall list costs by staff position (including total hours by position) and operating expense and equipment costs consistent with the line items on the attached ATTACHMENT B-1. All costs claimed by CONTRACTOR for reimbursement by COUNTY shall be identified in the specific format required by COUNTY.

- 2. Invoice Linkage to ATTACHMENT B-1 Budget Positions

Any invoiced costs for staff positions or equipment costs not listed in ATTACHMENT B-1 of this Agreement will not be reimbursed by the COUNTY unless approved in advance by the COUNTY.

- 3. Invoice Timely Submission

CONTRACTOR shall submit monthly invoices by the tenth of each subsequent month to the COUNTY DESIGNATED REPRESENTATIVE (i.e. representative listed in paragraph 2, Notices, of the main body of this Agreement).

4. Invoice Signature

Invoices shall be signed and dated by an authorized CONTRACTOR's Designated Representative, as well as, identifying the name and title of the CONTRACTOR's Designated Representative preparing the invoice.

5. Client Monthly Status Report Format

Client Monthly Status Reports shall be in a COUNTY pre-approved format and shall list client first and last names, PIN, date of referral, date of enrollment, number of individual/group sessions attended, cumulative monthly attendance, date of discharge, exit status, and comments. Client Monthly Status Report shall be provided to COUNTY with each monthly invoice. **IMPORTANT: Monthly invoices will not be considered valid until copies of all required Client Monthly Status Reports are received by the COUNTY.**

6. Copies of Payroll Ledgers, Timecards, and Group/Individual Sign-In Logs

Copies of payroll ledgers and timecards for the invoice service period for each CONTRACTOR's Designated Representative directly claimed on the invoice, as well as group/individual sign-in logs, shall be attached to the invoice. CONTRACTOR shall be notified if any invoice is missing copies of required payroll ledgers, timecards, and group/individual sign-in logs. **IMPORTANT: Monthly invoices will not be considered valid until copies of all required payroll ledgers, timecards, and group/individual sign-in logs are received by the COUNTY.**

7. Administrative/Overhead Costs

Allocated Administrative/Overhead costs shall not be reimbursable and shall not be claimed unless such costs are identified and budgeted in ATTACHMENT B-1 of this Agreement.

8. Administrative/Overhead Documentation

Annually, COUNTY may require the CONTRACTOR to submit written documentation to support the calculation of the set percentage and basis used to allocate administrative/overhead costs for the fiscal year in question, as well as, identifying all administrative/overhead costs by line item and by staff position for salaries.

9. Board of Directors List

To the first monthly invoice submitted under this Agreement, the CONTRACTOR shall attach a list of the CONTRACTOR's Board of Directors including addresses, phone numbers and titles of officers who are members of the Board. **IMPORTANT: No invoice shall be considered valid until a copy of this list of the Board of Directors is received by the COUNTY.**

F. OTHER FINANCIAL REQUIREMENTS:

1. CPA Prepared Financial Audit Report

CONTRACTOR shall provide a copy of the most recent CONTRACTOR financial audit report and related management letter (prepared by a Certified Public Accountant) to the County along with the first monthly invoice under this Agreement and annually thereafter with the same calendar month invoice

if this Agreement covers multiple years. The submission of the aforementioned audit report and management letter shall be a condition precedent for payment for each year covered by this Agreement.

2. Delivery of Service Commitment

CONTRACTOR is expected to deliver the level of services (by fiscal year) as specified on the attached ATTACHMENT B-1. CONTRACTOR understands and acknowledges that the failure to timely expend funds for any given fiscal year of this Agreement may jeopardize the ability to meet performance measures or legal requirements and may raise questions about the need for services and viability of providing funds for these services.

3. Fiscal Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the CONTRACTOR's performance of the Agreement in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from support documentation to the accounting record to the financial reports and billings. CONTRACTOR shall keep such records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and as required by law and shall maintain such records for the greater of four (4) years following the termination of this Agreement or as otherwise stated by law and shall be subject to examination and audit by authorized State or COUNTY representatives at any time during CONTRACTOR's regular business hours upon reasonable notice.

4. Inspection of Records

Make sure books, records, documents and other evidence is available to the COUNTY, or its Designated Representative, during the term of the Agreement or final audit, and for four (4) years after the termination of this Agreement or as otherwise required by law, whichever is later, and provide suitable facilities for access, monitoring, inspection, and copying thereof.

5. Access to Staff and Facilities

Permit the COUNTY, or its Designated Representative, to have access to CONTRACTOR's staff and facilities wherever CONTRACTOR has been or is performing this Agreement and shall provide proper facilities for access, monitoring and inspection.

**ATTACHMENT B-1
SCHEDULE OF FEES**

AB109 Budget:

Lompoc Treatment for PRCS, PSS and/or clients under Jail Supervision:

Group counseling (\$29.57/session)
Individual counseling (\$69.59/hr)
Drug testing (\$2.50 per test)
Physician rate (\$75/per 30 min)
Contract maximum for this portion of contract: \$ 30,000

Santa Maria Treatment (DDX) for PRCS, PSS and/or clients under Jail Supervision:

Group counseling (\$29.57/session)
Individual counseling (\$69.59/hr)
Drug testing (\$2.50 per test)
Physician rate (\$75/per 30 min)
Contract maximum for this portion of contract: \$ 2,000

Lompoc Cognitive Treatment for PRCS, PSS and/or clients under Jail Supervision:

\$73/group (4x/week, 52 weeks) \$ 15,184

Lompoc & Santa Maria Transitional Sober Living

Three (3) Guaranteed Beds @ \$750 each/day
Rate of Additional Beds \$30/Day
Contract maximum for this portion of contract: \$ 46,000

Stipend for MRT or other trainings, as approved by County \$ 1,000

Total AB109 Cost: \$ 94,184

SB678 Budget:

Lompoc Treatment for Supervised Felony Probationers:

Group counseling (\$29.57/session)
Individual counseling (\$69.59/hr)
Drug testing (\$2.50 per test)
Contract maximum for this portion of contract: \$ 10,000

Lompoc Cognitive Treatment for Supervised Felony Probationers:

\$73/group (4x/week, 52 weeks) \$ 15,184

Total SB678 Cost: \$ 25,184

Total Contract Amount: \$ 119,368

EXHIBIT C

Indemnification and Insurance Requirements (For Professional Contracts)

INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless COUNTY and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by COUNTY on account of any claim except where such indemnification is prohibited by law. CONTRACTOR's indemnification obligation applies to COUNTY's active as well as passive negligence but does not apply to COUNTY's sole negligence or willful misconduct.

NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

CONTRACTOR shall notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

INSURANCE

CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, his agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CONTRACTOR has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions)** Insurance appropriate to the CONTRACTOR'S profession, with limit of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONTRACTOR maintains higher limits than the minimums shown above, the COUNTY requires and shall be entitled to coverage for the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
2. **Primary Coverage** – For any claims related to this Agreement, the CONTRACTOR's insurance coverage shall be primary insurance as respects the COUNTY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, agents or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the COUNTY. The COUNTY may require the CONTRACTOR to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
6. **Acceptability of Insurers** – 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 A.M. Best's Insurance Guide rating of "A- VII".
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR's obligation to provide them. The CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.
9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors.
10. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
 - i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

- ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
- iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

11. **Special Risks or Circumstances** – COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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

Any failure, actual or alleged, on the part of 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 COUNTY.