

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**  
**Prepared on:** 6/23/04  
**Department Name:** Superior Court  
**Department No.:** 025  
**Agenda Date:** 7/6/04  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Gary M. Blair, Executive Officer  
Superior Court

**STAFF CONTACT:** Rayna Pinkerton  
Chief Fiscal Officer

**SUBJECT:** Extension of Contract for South County Conflict Defense Services

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**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve and sign an extension for the provision of conflict defense (alternate Public Defender) services in the south county Superior Court to Criminal Defense Associates (CDA) the period of July 1, 2004 through June 30, 2009 for the amount of \$58,879 per month commencing July 1, 2004.

**ALIGNMENT WITH BOARD STRATEGIC PLAN:**

This recommendation is primarily aligned with:

Goal II Community Health and Safety; and  
Goal III Organizational Effectiveness

**EXECUTIVE SUMMARY AND DISCUSSION:**

The current contract for the provision of conflict defense services in the south county courts expired at the end of FY 2003-04 but the terms and conditions of the contract continue to be observed through mutual agreement of the parties pending negotiations over a contract extension. Under terms and conditions of the contract, the contractor, Criminal Defense Associates (CDA), has graciously agreed to continue to provide services until the contract extension can be approved and executed.

Under the contract, a consortium of attorneys handles various defense cases in which the Public Defender cannot legally represent the defendant because of a conflict of interest. This primarily occurs in multiple defendant cases in which the Public Defender may only represent one defendant. The contractor is required to represent up to five (5) co-defendants in a given conflict case. Secondary conflicts are avoided because the various attorneys in the consortium are in separate law firms and economies of scale are achieved.

The contract method of providing conflict defense services has resulted in tremendous cost savings since its inception in 1983 in Santa Barbara County compared to the former method of compensating counsel on an hourly basis for each case handled. The court has set forth contracts, which essentially require the provision of such services on a “flat fee for all case basis.”

The Superior Court in the south county has been very satisfied with the quality of service provided by CDA and wishes to extend its contract for fiscal years 2004-05 through 2008-09.

**MANDATES AND SERVICE LEVELS:**

Penal Code §987.2 requires the appointment of counsel at county expense in criminal cases and juvenile cases in which the defendant is unable to employ counsel. It also provides that the reasonable sum for compensation and for necessary services may be determined by contract between the court and one or more responsible attorneys after consultation with the board of supervisors as to the total amount of compensation and expenses to be paid.

**FISCAL AND FACILITIES IMPACTS:**

The cost for the provision of such services in FY 2003-04 is \$57,443 per month for an annualized amount of \$689,316. This contract amendment will adjust the payment by an additional 2.5% commencing July 1, 2004 to \$58,879 for an annualized amount of \$706,548. The annual amount for 2004-05 will be based upon this latter amount and will include an annual adjustment yet to be determined. There are no facilities impacts.

**SPECIAL INSTRUCTIONS:**

None.

**CONCURRENCE:**

County Administrator  
County Counsel  
Risk Management



**MASTER CONTRACT FOR LEGAL REPRESENTATION  
OF ELIGIBLE INDIGENTS**

This contract, made this 6th day of July 1999, and amended on November 13, 2001 and July 6, 2004, between Criminal Defense Associates referred to as "Contractor" and the Superior Court of the State of California for the County of Santa Barbara (Anacapa and Figueroa Divisions and including juvenile court), and the County of Santa Barbara, hereinafter referred to as the "County."

**WHEREAS**, the Superior Court is by law, pursuant to Penal Code Section 987.2(a), to appoint alternative counsel in cases in which the Court finds that because of a legal conflict of interest or failure to act, the Public Defender has properly refused to represent the person accused; and

**WHEREAS**, based on current experience, it is estimated for reference purposes only, that the number of cases for the period July 1, 2003 through June 30, 2004 was approximately:

<u>Case Category</u>	<u>Approximate Number of Cases</u>
• *Capital Felony (punishable by death or life imprisonment without possibility of parole) .....	2
• Other Felony .....	300
• Misdemeanor.....	450
• Misdemeanor Appeals .....	10
• Probation Violation Hearings .....	200
(Felony or Misdemeanor including any cases where original appointed counsel was non-Contractor)	
• Witness in Jeopardy .....	5
• Other cases in which indigence representation is required by law but excluding cases under Soldiers & Sailors Relief Act .....	35
(Includes post-trial writ proceedings in the trial court)	
• Juvenile Dependency or Delinquency .....	450

(Including any and all periodic review hearings)

- All “Therapeutic Justice” cases including, but not limited to Juvenile Drug Court, Proposition 36, Substance Abuse Treatment Court (SATC), and Mental Health Treatment Court (MHTC).

**WHEREAS**, pursuant to Penal Code Section 987.2(b), the sum provided for in Penal Code Section 987.2(a) may be determined by contract between the County and responsible attorneys; and

**WHEREAS**, Contractor is an association of attorneys who are qualified by reason of education, professional accreditation, experience, preparation, equipment, organization, staffing and facilities to provide the services contemplated by this contract on behalf of the County; and

**WHEREAS**, the County has determined that the program contemplated herein to be performed by Contractor is within its legal authority to grant and will provide competent legal representation to indigent citizens financially unable to employ counsel; and

**WHEREAS**, it is in the public interest that the County contract with Contractor to render the usual and customary legal services where required by law to be provided to individuals and in such circumstances where the Public Defender declares a legal conflict of interest or fails to act;

*NOW, THEREFORE, the parties hereto agree:*

#### **I. DUTIES**

1. Contractor shall provide legal representation for accused indigents in the Santa Barbara Superior Court (Anacapa, Figueroa, and Juvenile Divisions), when appointed as required by law, after a determination by the Court that the Public Defender is unable to represent the accused indigent due to a legal conflict of interest or failure to act.
2. Contractor's legal representation shall be of sufficient quality to meet all constitutional, statutory and case law requirements.
3. Contractor shall complete all legal representation and support services for indigent persons if properly appointed to represent consistent with Section 27706(a) of the Government Code, but excluding post-trial appeals to the Appellate and Supreme courts. Such services shall include but not be limited to:

- All necessary court appearances.
  - Legal research.
  - Investigative services (with access to Penal Code 987.9 funds if necessary).
  - Services of an interpreter that is required outside of court.
  - Defense requested medical, psychiatric, laboratory, and other diagnostic services and fees for testimony of percipient and expert witnesses not statutorily mandated.
  - Preparation and necessary appearances in pretrial or during trial writ proceedings.
  - Preparation of briefs and other necessary legal documents.
  - Defense-required court reporter transcripts not statutorily mandated.
  - Assistance to indigents in filing notice of appeal and other legal documents pursuant to Section 1240.1 of the Penal Code.
  - Provision a second defense counsel pursuant to the California Supreme Court's ruling in Keenan vs. Superior Court (1982) 31 Cal.3d 424.
4. Contractor shall render all professional legal services reasonably required from the time of appointment to and including final adjudication or disposition in the Superior Court and, as necessary, filing notice of appeal, if any, and other legal documents pursuant to Penal Code Section 1240.1.
  5. Contractor shall maintain all appropriate attorney case records and shall assure prompt inspection or transmission of copies of same upon order of the Court to any successor Contractor, to the State Public Defender or private counsel on appeal, or to the person represented.
  6. Contractor will be required to assist represented indigents in any reimbursement hearings and in preparation and filing of any necessary financial documents to enable the Court to determine reimbursement to the County for services under Penal Code Sections 987.4 and 987.8, (to be heard at the time of the probation and sentencing hearing or immediately following verdict or judgment of acquittal).

7. Contractor may be required to screen clients for indigence using approved County forms that may be inspected by the Court solely for the purpose of determining indigence and the propriety of the appointment of counsel. The County reserves the right to make the final determination of eligibility for appointment of counsel and of the defendant's financial ability to pay for the costs, or any portion of the costs, of the provision of legal services by such court appointed counsel.
8. Contractor shall also provide, in addition to those services specified in Section I, Paragraph 3 herein, all other personnel ancillary to the furnishing of legal services, and office space, all materials, equipment, facilities, document and tape copying, and supplies necessary for the support of personnel in the performance of the legal services under this contract.
9. Contractor shall not be required to assume the cost of Court-appointed interpreters for Court proceedings or for other service costs incurred strictly on the Court's own motion and without request of the represented indigent or Contractor.
10. Contractor shall not be permitted to decline Court appointment in any case, except for legal conflict of interest or other legal grounds, or lack of indigence; and Contractor shall be required to represent more than one conflict defendant, not to exceed five (5) such defendants, in any multiple defendant case. If Contractor has a legal conflict of interest in representing any of the above number of defendants in a given case and cannot provide separate counsel to avoid such conflict, Contractor's monthly payment may be reduced accordingly if County has to appoint outside counsel.

## **II. STAFFING**

1. Contractor shall maintain sufficient staff to fulfill the terms of this Contract; to provide daily representation as necessary; and to avoid unnecessary delays and continuances.
2. Contractor shall notify the Courts in writing of any proposed changes in professional staffing, and Courts' approval of such professional staffing and changes shall be obtained by Contractor prior to any work being performed by such staff.

3. Contractor shall provide the following information to the Courts concerning the proposed staffing under this Contract as it now exists and as it may change during the duration of the Contract:
  - a. Name(s) of the lead attorney(s) who will assume responsibility for execution of the Contract and the obligations of the Contract.
  - b. Name; experience; and qualifications, including area(s) of specialization, of each attorney (who must be in good standing with the California State Bar), to be assigned and employed under the Contract.
4. The Court shall be the sole determiner of whether a particular attorney or legal staff member of Contractor shall be permitted to represent an indigent accused in a particular case.

### **III. FISCAL MANAGEMENT**

1. The County shall pay Contractor the following sum for the Contractor's services under this Contract for each of the following contract years (July 1 through June 30 fiscal years):
 

2004-2005	\$706,548 plus formula
2005-2006	FY 2004-05 amount plus formula
2006-2007	FY 2005-06 amount plus formula
2007-2008	FY 2006-07 amount plus formula
2008-2009	FY 2007-08 amount plus formula

Increases in fiscal years subsequent to FY 2003-2004 shall be based upon the “formula” defined as follows: *“A compensation percentage increase equivalent to 50% of the percentage growth in the County’s General Fund assessed property tax revenue for the previous fiscal year, or in the amount of 2%, whichever is greater.”* The formula shall be implemented commencing in FY 2004-2005 in the same month that it is implemented for county employee COLA’s (effective in October 2004 under current labor agreements), and shall be applied retroactively to the month of July in the same fiscal year within which the formula is applied. Such payment shall be independent of Contractor's duty to represent those indigents that the Contractor is properly appointed to represent. Payments shall be



made according to the following procedures: On or about the fifteenth day of each month following the month of service, the Contractor shall submit three (3) copies of a County General Claim Form (AC-126) to the Superior Court Executive Officer one-twelfth of the Contract amount. The Contractor shall include the Board Contract number on each claim for payment and said claim form shall be completed in form and detail satisfactory to the County Auditor-Controller. Within thirty (30) days after receipt of each monthly claim form, a County warrant shall be drawn in favor of the Contractor for the total amount of said monthly claim and forwarded to Contractor. The County reserves the right to withhold all or part of payment for the final month of the Contract, until all cases assigned to the Contractor have been adjudicated or otherwise disposed of in the Superior Court. Once properly appointed, Contractor shall represent those indigents to final adjudication of the case in the Superior Court.

2. Notwithstanding anything to the contrary herein, the County shall not be liable to pay Contractor any amount whatsoever unless, and until, the Board of Supervisors budgets and appropriates funds therefor. Likewise, the Contractor shall not be required to perform any services whatsoever under this Contract unless, and until, the Board of Supervisors budgets and appropriates funds therefore. County reserves the right to seek competitive bids for the provision of such conflict defense services in any fiscal year.
3. To the extent that Contractor's constitutional and necessary level of legal representation and financial experience under the Contract may tend to justify additional payment, such necessary services, in all but the most extreme circumstances, will be considered by the Contractor to be its *pro bono publico* contribution to the administration of justice, consistent with the obligations of an officer of the Court. However, if, in the Contractor's estimation, an extreme circumstance arises, due to justifiable extraordinary expenses or significant unforeseen increases in caseload or legal responsibilities, Contractor may request additional compensation from the Presiding Judge of the Superior Court. Extreme circumstances shall generally be limited to prolonged capital felony cases, extraordinary change of venue cases

involving extreme expense, a mass arrest situation such as the Isla Vista riots, multiple defendant cases where extraordinary investigation or other extraordinary costs are required such as for gang-related cases, or an unforeseen increase in the number of trials because of new laws such as AB 978 "Three Strikes" cases. Any such request by Contractor must include a complete justification of actual or anticipated extra expenses and a complete itemization of requested extraordinary payment. A financial statement of Contractor's experience to date under this contract shall also accompany the request. If the Presiding Judge of the Superior Court agrees that such payment is warranted and reasonable, the Presiding Judge of the Superior Court shall make such recommendation to the Board of Supervisors, which will be responsible for any supplemental appropriation. During any interim period of time, Contractor shall continue to provide services under the Contract unless Contractor terminates the contract as provided in Section VIII, paragraph 4 herein.

4. If the number of capital felony cases estimated in Section I of this contract is exceeded, Contractor shall not be required to accept appointment in such cases without additional compensation in accordance with established court policies. For purposes of this section, a capital case shall be defined as one in which the defendant, faces a possible death penalty or life imprisonment without possibility of parole upon conviction of the charges specified in the charging document. Should a dispute arise as to what constitutes a capital case, the parties agree to refer the dispute to the Superior Court to be determined pursuant to the procedures outlined in paragraph 3 above.
5. The Contractor shall not bear the additional cost of post-trial appeals to the Court of Appeal or to the Supreme Court except, as necessary. Contractor shall be responsible for the cost of assisting indigents in filing notices of appeal and other legal documents pursuant to Section 1240.1 of the Penal Code.
6. Contractor shall maintain an adequate current accounting system in accordance with generally accepted accounting principles and standards. Contractor's accounting system shall separately reflect all expenditures and revenues under this Contract, and all expenditures

shall be fully supported by vouchers, invoices, and other documentation. Such records shall be available to the County for inspection on request for five (5) years after the expiration or termination of the Contract.

7. Contractor shall maintain proper records to enable the County to verify the separate types of costs of representing each category of indigent persons in Court proceedings, and shall make such records and/or copies thereof available to the County for inspection and/or use in any proceedings to recover such costs from the State as Senate Bill 90 costs, Penal Code §987.9 costs, or whomever may be obligated to reimburse the County.
8. In any non-capital homicide case in which it is necessary for Contractor to incur costs for expert and investigation fees in excess of \$10,000, Contractor may petition the Court for additional compensation to cover such extraordinary cost above \$10,000. However, Contractor shall be required to cover the first \$10,000 of said expenses in any such case. The Court, in its discretion, may grant or deny such petition, in whole or in part, at an in-camera hearing based upon a declaration and motion by Contractor of the materiality and necessity of such expense(s).

#### **IV. MONITORING/EVALUATION**

1. For each fiscal year in which services are performed by the Contractor, commencing with the claim form to be submitted on or about August 15, 2004, Contractor shall attach to the claim form, in triplicate, documentation in understandable format, the following data for each case appointed during the previous month. Such documentation for June of each fiscal year must be submitted-in triplicate to the Superior Court Executive Officer by July 15th of each succeeding fiscal year, before the final monthly payment can be made to Contractor. Thereafter, for the balance of cases assigned but not completed during each fiscal year of the contract, Contractor shall submit such documentation in triplicate to the Superior Court Executive Officer for each calendar month by the fifteenth of each following month:
  - a. The name of the defendant represented.
  - b. The names of all attorneys and legal staff providing services in the case.

- c. Case number(s).
  - d. Name of the Court in which charges were filed against the defendant.
  - e. Code section(s) under which the defendant is charged.
  - f. The name of each case which proceeds to trial or contested hearing, the name of the assigned attorney, and the judge and department number in which the disposition occurs.
  - g. The names of each case in which Contractor used an out-of-court interpreter or bi-lingual staff member or bi-lingual attorney to communicate with the defendant or parties involved in the case.
  - h. The names of each case in which investigative services or expert witness services were utilized by Contractor.
  - i. The amount of funds expended for the utilization of interpreters, investigators, or expert witnesses specified in subdivisions g and h above.
  - j. Any such other information, not violative of the attorney-client privilege, which may be required.
2. On the fifteenth day of each month, beginning on or about July 15, 2004, both during the term of and after expiration or termination of this contract, Contractor shall submit a report, in a format approved by the County, to the Superior Court Executive Officer, reflecting the status of all outstanding cases for which Contractor has been appointed under this Contract. Reports for cases assigned during each given fiscal year shall be made and kept separately. The report shall be provided in hard copy format and on a 3.5" computer disk, written in Microsoft's Excel spreadsheet program.
1. Contractor shall meet with the ranking judge (Presiding or Assistant Presiding Judges) of south county Superior Court on a regular basis to discuss the performance of contractor and any issues that arise that may impact upon the administration of conflict defense cases.

## **V. INDEPENDENT CONTRACTOR**

1. The parties agree that this contract does not create the relationship of attorney and client nor employee and employer between Contractor and the County. Contractor is an independent Contractor.
2. Contractor is, and shall at all times be, deemed independent and shall be wholly responsible for the manner in which it performs the service required by the terms of this contract. Contractor exclusively assumes the responsibility for the acts of its subcontractors, associates and employees relative to the services provided during the term and scope of their employment.
3. Contractor represents that appointments, fees and profits will be distributed by the responsible lead attorney(s) and all services will be provided in such a manner as to avoid any legal conflicts of interest between clients represented by the Contractor.
4. Contractor shall not delegate, or assign, rights or obligations hereunder, either in whole or in part, without prior written consent of a majority of the judges in the court of jurisdiction.

#### **VI. INDEMNIFICATION AND INSURANCE**

1. Contractor shall agree to defend, and save harmless the County and to procure and maintain insurance in accordance with the provisions of Exhibit "A" attached hereto and incorporated herein by reference.

#### **VII. GENERAL**

1. Contractor shall not be prohibited from engaging in the private practice of law, including the defense of those charged with crimes in any and all proceedings, provided that no private case shall be accepted which may cause a conflict of interest to arise wherein Contractor would be unable to represent an indigent person whom the Public Defender cannot represent in the Courts.
2. Should Contractor feel a defendant referred to it does not qualify for his services, Contractor shall immediately advise the court of jurisdiction and calendar the matter for the Court's determination. Contractor shall use any forms approved by the County for determination of eligibility of services.

3. Contractor shall in no event accept anything of value from the indigent in consideration for services rendered under this contract.

### **VIII. TERM AND CONDITIONS**

1. This contract shall become effective for all cases assigned on or after July 1, 2004, shall continue for all cases up to and including June 30, 2009, and shall renew automatically on an annual basis through fiscal year 2008-2009, unless terminated in accordance with Section VIII, paragraph 2 or other provisions of this contract, provided that the funds are appropriated by the County and that the contract has not been canceled as provided herein. This contract may be extended at the same or different contract price upon the consent of all Contract parties.
2. This Contract may be canceled following a recommendation by a majority of the Judges of the Superior Court, and the approval of the Board of Supervisors. Following Board approval to cancel, the County will provide the Contractor with sixty (60) days written notice of said cancellation.
3. Notwithstanding Section VIII, paragraph 2 above, failure of the Contractor to comply with the terms of this contract and any reasonable directions by, or on behalf of the County, pursuant thereto, shall constitute a material breach of the contract by Contractor, and, in addition to any other remedy authorized by law, the County shall have the right to terminate the contract immediately. Failure to exercise this right of termination shall not constitute waiver of such right, which may be exercised at any subsequent time. This contract may be terminated, at the option of the County, upon the occurrence of any of the following:
  - a. Violation of any material provisions of the contract;
  - b. Institution of proceedings by, or against, Contractor pursuant to the bankruptcy laws of the United States;
  - c. Discovery by the County that this contract was obtained through fraud, by commission or omission;

- d. Suspension of business operations, failure or receivership of Contractor
  - e. Assignment of the contract without prior written approval;
  - f. The institution of disciplinary proceedings against Contractor's attorneys or any of them by the California State Bar;
  - g. The commencement of criminal prosecution of Contractor's attorneys or any of them;  
or
  - h. Cancellation or other discontinuance of malpractice insurance liability coverage.
4. This contract may be terminated by Contractor upon the service of sixty (60) days written notice to the County.
  5. Upon expiration or termination (by cancellation or otherwise), unless specifically relieved by the Courts, Contractor shall be required to complete representation of all clients in all cases where previously appointed by the Court.

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**NOTE: Signature Page is contained in a separate file as page 13 of Contract**



CONTRACT FOR LEGAL REPRESENTATION OF ELIGIBLE INDIGENTS July 1999, and as amended effective November 13, 2001 and July 6, 2004.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures effective as of the date executed by County.

ATTEST:

SANTA BARBARA COUNTY  
BOARD OF SUPERVISORS

\_\_\_\_\_  
By: JOSEPH CENTENO  
Chair

Date: \_\_\_\_\_

SANTA BARBARA SUPERIOR COURT

\_\_\_\_\_  
By: GARY M. BLAIR, Executive Officer

CRIMINAL DEFENSE ASSOCIATES

ATTEST:  
MICHAEL BROWN  
CLERK OF THE BOARD

By: \_\_\_\_\_  
Deputy

SHANE STARK, COUNTY COUNSEL

By: \_\_\_\_\_  
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:  
ROBERT W. GEIS, C.P.A.

By: \_\_\_\_\_

APPROVED AS TO FORM:  
RISK MANAGER

\_\_\_\_\_  
By: MICHAEL A. CARTY

By: \_\_\_\_\_  
JAMES L. CROWDER

By: \_\_\_\_\_  
WILLIAM L. DUVAL, Jr.

By: \_\_\_\_\_

By: \_\_\_\_\_  
DOUGLAS R. HAYES

**STANDARD INDEMNIFICATION AND INSURANCE PROVISIONS  
for contracts REQUIRING professional liability insurance**

**INDEMNIFICATION**

**Indemnification pertaining to other than Professional Services:**

CONTRACTOR shall defend, indemnify and save harmless the COUNTY, its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgements or liabilities arising out of this Agreement or occasioned by the performance or attempted performance of the provisions hereof; including, but not limited to, any act or omission to act on the part of the CONTRACTOR or his agents or employees or other independent contractors directly responsible to him; except those claims, demands, damages, costs, expenses (including attorney's fees), judgements or liabilities resulting from the sole negligence or willful misconduct of the COUNTY.

CONTRACTOR shall notify the COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement.

**Indemnification pertaining to Professional Services:**

CONTRACTOR shall indemnify and save harmless the COUNTY, its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgements or liabilities arising out of the negligent performance or attempted performance of the provisions hereof; including any willful or negligent act or omission to act on the part of the CONTRACTOR or his agents or employees or other independent contractors directly responsible to him to the fullest extent allowable by law.

CONTRACTOR shall notify the COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement.

**INSURANCE**

Without limiting the CONTRACTOR's indemnification of the COUNTY, CONTRACTOR shall procure the following required insurance coverages at its sole cost and expense. All insurance coverages are to be placed with insurers which (1) have a Best's rating of no less than A: VII, and (2) are admitted insurance companies in the State of California. All other insurers require the prior approval of the COUNTY. Such insurance coverage shall be maintained during the term of this Agreement. Failure to comply with the insurance requirements shall place CONTRACTOR in default. Upon request by the COUNTY, CONTRACTOR shall provide a certified copy of any insurance policy to the COUNTY within ten (10) working days.

1. Workers' Compensation Insurance: Statutory Workers' Compensation and Employers Liability Insurance shall cover all CONTRACTOR's staff while performing any work incidental to the performance of this Agreement. The policy shall provide that no cancellation, or expiration or reduction of coverage shall be effective or occur until at least thirty (30) days after receipt of such notice by the COUNTY. In the event CONTRACTOR is self-insured, it shall furnish a copy of Certificate of Consent to Self-Insure issued by the Department of Industrial Relations for the State of California. This provision does not apply if CONTRACTOR has no employees as defined in Labor Code Section 3350 et seq. during the entire period of this Agreement and CONTRACTOR submits a written statement to the COUNTY stating that fact.
2. General and Automobile Liability Insurance: The general liability insurance shall include bodily injury, property damage and personal injury liability coverage, shall afford coverage for all premises, operations, products and completed operations of CONTRACTOR and shall include contractual liability coverage sufficiently broad so as to include the insurable liability assumed by the CONTRACTOR in the indemnity and hold harmless provisions [above] of the Indemnification Section of this Agreement between COUNTY and CONTRACTOR. The automobile liability insurance shall cover all owned, non-owned and hired motor vehicles that are operated on behalf of CONTRACTOR pursuant to CONTRACTOR's activities hereunder. CONTRACTORS shall require all subcontractors to be included

**STANDARD INDEMNIFICATION AND INSURANCE PROVISIONS**  
**for contracts REQUIRING professional liability insurance**

under its policies or furnish separate certificates and endorsements to meet the standards of these provisions by each subcontractor. COUNTY, its officers, agents, and employees shall be Additional Insured status on any policy. A cross liability clause, or equivalent wording, stating that coverage will apply separately to each named or additional insured as if separate policies had been issued to each shall be included in the policies. A copy of the endorsement evidencing that the policy has been changed to reflect the Additional Insured status must be attached to the certificate of insurance. The limit of liability of said policy or policies for general and automobile liability insurance shall not be less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Any deductible or Self-Insured Retention {SIR} over \$10,000 requires approval by the COUNTY.

Said policy or policies shall include a severability of interest or cross liability clause or equivalent wording. Said policy or policies shall contain a provision of the following form:

*"Such insurance as is afforded by this policy shall be primary ~~and non-contributory to the full limits stated in the declarations,~~ and if the COUNTY has other valid and collectible insurance ~~for a loss covered by this policy,~~ that other insurance shall be excess and non-contributory only."*

If the policy providing liability coverage is on a 'claims-made' form, the CONTRACTOR is required to maintain such coverage for a minimum of three years following completion of the performance or attempted performance of the provisions of this agreement. Said policy or policies shall provide that the COUNTY shall be given thirty (30) days written notice prior to cancellation or expiration of the policy or reduction in coverage.

3. Professional Liability Insurance. Professional liability insurance shall include coverage for the activities of CONTRACTOR's professional staff with a combined single limit of not less than \$1,000,000 per occurrence or claim and \$2,000,000 in the aggregate. Said policy or policies shall provide that COUNTY shall be given thirty (30) days written notice prior to cancellation, expiration of the policy, or reduction in coverage. If the policy providing professional liability coverage is a on 'claims-made' form, the CONTRACTOR is required to maintain such coverage for a minimum of three (3) years (ten years [10] for Construction Defect Claims) following completion of the performance or attempted performance of the provisions of this agreement.

CONTRACTOR shall submit to the office of the designated COUNTY representative certificate(s) of insurance documenting the required insurance as specified above prior to this Agreement becoming effective. COUNTY shall maintain current certificate(s) of insurance at all times in the office of the designated County representative as a condition precedent to any payment under this Agreement. Approval of insurance by COUNTY or acceptance of the certificate of insurance by COUNTY shall not relieve or decrease the extent to which the CONTRACTOR may be held responsible for payment of damages resulting from CONTRACTOR'S services of operation pursuant to the contract, nor shall it be deemed a waiver of COUNTY'S rights to insurance coverage hereunder.

In the event the CONTRACTOR is not able to comply with the COUNTY'S insurance requirements, COUNTY may, at their sole discretion and at the CONTRACTOR'S expense, provide compliant coverage.

The above insurance requirements are subject to periodic review by the COUNTY. The COUNTY's Risk Manager is authorized to change the above insurance requirements, with the concurrence of County Counsel, to include additional types of insurance coverage or higher coverage limits, provided that such change is reasonable based on changed risk of loss or in light of past claims against the COUNTY or inflation. This option may be exercised during any amendment of this Agreement that results in an increase in the nature of COUNTY's risk and such change of provisions will be in effect for the term of the amended Agreement. Such change pertaining to types of insurance coverage or higher coverage limits must be made by written amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of acceptance of the amendment or modification.