

## **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 Casa Pacifica Centers for Children and Families (Casa Pacifica) with an address at 1722 South Lewis Road, Camarillo, CA 93012 (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**

Marianne Reagan at phone number (805) 681-4529 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Shawna Morris, MPA at phone number (805) 366-4343 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, email, or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY:                      Marianne Reagan, Adult & Children Services Operations Division Chief  
Department of Social Services  
234 Camino del Remedio, Santa Barbara, CA 93110, FAX: (805) 681-4529  
[M.Reagan@sbcsocialserv.org](mailto:M.Reagan@sbcsocialserv.org)

To CONTRACTOR:              Shawna Morris, MPA, Chief Executive Officer  
Casa Pacifica, 1722 South Lewis Road, Camarillo, CA 93012, (805) 987-7237  
[smorris@casapacifica.org](mailto:smorris@casapacifica.org)

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, 2021** and end performance upon completion, but no later than **June 30, 2022** unless otherwise directed by COUNTY or unless earlier terminated. The COUNTY at the end of the first contract term has an option to renegotiate four (4) additional one (1) year renewals, without re-bidding.

A renewal determination will be contingent upon CONTRACTOR's satisfactory achievement of agreed upon performance measures and availability of funding.

#### **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 nonappropriation 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 Nonappropriation 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.

### **33. STATE ENERGY CONSERVATION PLAN**

CONTRACTOR agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

### **34. PROHIBITION OF EXPENDING LOCAL AGENCY STATE OR FEDERAL FUNDS FOR LOBBYING**

A. CONTRACTOR, by signing this Agreement, hereby certifies to the best of his, her or its knowledge and belief that:

1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of CONTRACTOR to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; CONTRACTOR shall complete and submit California State Standard Form-LLL, "Disclosure Form to Report Lobbying," to the COUNTY and in accordance with the instructions found therein.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CONTRACTOR also agrees by signing this document that he, she or it shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

**35. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT**

CONTRACTOR shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and pursuant to the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). CONTRACTOR shall promptly disclose, in writing, to the COUNTY office, to the Federal Awarding Agency, and to the Regional Office of the Environmental Protection Agency (EPA), whenever, in connection with the award, performance, or closeout of this contract or any subcontract thereunder, the CONTRACTOR has credible evidence that a principal, employee, agent, or subcontractor of the CONTRACTOR has committed a violation of the Clean Air Act (42 U.S.C. 7401-7671q.) or the Federal Water Pollution Control Act (33 U.S.C. 1251-1387).

**36. MANDATORY DISCLOSURE**

CONTRACTOR must disclose, in a timely manner, in writing to the COUNTY all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. Contractor is required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM) located at [www.sam.gov](http://www.sam.gov). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 OR 45 CFR §75.371. Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 376 and 31 U.S.C. 3321.)

**37. PROCUREMENT OF RECOVERED MATERIALS**

CONTRACTOR must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**38. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**

CONTRACTOR shall comply with the requirements of 45 CFR Part 75 which are hereby incorporated by reference in this Agreement.

**39. DRUG FREE WORKPLACE**

CONTRACTOR must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 382, which adopts the Governmentwide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

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Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Casa Pacifica Centers for Children and Families**.

**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

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

**COUNTY OF SANTA BARBARA:**

By: \_\_\_\_\_  
Bob Nelson, Chair  
Board of Supervisors  
Date: \_\_\_\_\_

**RECOMMENDED FOR APPROVAL:**

Department of Social Services

By: \_\_\_\_\_  
Department Head

**CONTRACTOR:**

Casa Pacifica Centers for Children and Families

By: \_\_\_\_\_  
Authorized Representative  
Name: Shawna Morris, MPA  
Title: Chief Executive Officer

**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

**APPROVED AS TO FORM:**

Risk Management

By: \_\_\_\_\_  
Risk Management

## EXHIBIT A

### STATEMENT OF WORK

#### I. SERVICE DESCRIPTION

A Child and Family Team (CFT) meeting is a family centered and solution focused approach meant to draw on the family's history to provide input into the development and implementation of individualized case plans and other related services to meet the child and family's needs for safety, permanency and well-being. The use of a strengths-based, needs driven, and culturally relevant CFT process is key to engaging children, youth, non-minor dependents, and their families. CFT meetings may also be held for Probation youth who are placed in foster care. The CONTRACTOR will provide facilitation services that are aligned with the principles of the Integrated Core Practice Model and wraparound model of care.

#### II. BACKGROUND

Assembly Bill 403, commonly known as the Continuum of Care Reform (CCR), was established to keep children and youth in their homes whenever possible. When children and youth must be separated from their biological parents, CCR identifies fundamental principles and requirements. These principles and requirements are that all children should live in a permanent home with a caring, loving adult and that services are most effective when delivered in the context of the best interests of a child or youth, and in a manner that is family-centered.

CCR required the development of the CFT approach for all children and youth in foster care. The CFT model provides the context and required shared responsibility to assess, plan, intervene, monitor, and refine services over time as a child or youth remains in out-of-home care. When a child or youth enters foster care in California, the county placing agency is required to hold a CFT meeting within 60 days, and then at regular intervals and at least every 6 months while the child remains in out-of-home care. Although Santa Barbara County Child Welfare Services (CWS) has historically provided similar team meetings (Team Decision Making, Family Team Meetings, and Permanency Conferences), this new scope of services incorporates and streamlines these meetings which historically were focused on specific subgroups.

Evidence-based and promising practices in child welfare and probation increasingly rely on youth and family engagement and teaming processes as effective methods to support children, youth, and families and include system partners in the planning, delivery and management of services. As team-based practices have grown in California, so has the recognition of their successes in improving outcomes for children, youth and their families. The CCR builds on this success to provide children and youth who are served by child welfare and probation systems with this team-based meeting strategy that improves safety, permanency, and well-being.

#### III. DUTIES AND RESPONSIBILITIES

A. CONTRACTOR shall,

i. In support of the overall CFT process:

1. Schedule and facilitate approximately 45 time-limited (not to exceed two hours), outcome-focused CFT meetings a month. The CFT includes the focus child served by either CWS or Probation and their support network, which include family, extended family, caregivers, community representatives, service providers, tribal representatives, COUNTY staff, and natural supports identified by the family.
  2. Lead CFT meetings which regularly comply with the COUNTY's mission, values, policies, and best practice standards, to protect children and preserve families.
  3. Have comprehensive knowledge of the CFT process, including how the Child and Adolescent Needs and Strengths (CANS) informs case plans and is completed through the CFT process.
  4. Have the capacity to provide experienced facilitators who will ensure that meetings are strength based, child/youth and family centered, individualized, culturally reflective and trauma informed.
  5. Have the ability to organize, balance, and manage complex meeting schedules.
  6. Provide family focused services to strengthen the family's capacity and ensure the best possible outcomes for children.
  7. Provide service to all regions of Santa Barbara County, including Santa Maria, Lompoc, and Santa Barbara.
  8. Schedule CFT meetings at times and locations that are convenient to the family, which may include expanded business hours and locations in the community or family home. Note: Meetings may be held at the Juvenile Hall when serving Probation youth.
  9. Have Spanish-speaking staff members to provide translation services to individuals in team based meetings or if applicable, hold the team based meeting in Spanish.
  10. Maintain accurate documentation of all case related contact.
  11. Maintain confidentiality amongst all team members involved in the CFT process.
- ii. Prior to the CFT meeting:
1. Arrange the CFT meeting and ensure all documentation/forms/space is available.
  2. Within 48 hours of the receipt of the CFT meeting request form from the CWS Worker or Deputy Probation Officer, the CONTRACTOR will contact or make reasonable efforts to contact all the identified parties to schedule the CFT meeting during a time that the CWS Worker or Deputy Probation Officer identified.

3. Upon making contact with the identified parties prior to the meeting date, the CONTRACTOR will orient participants of the purpose of the meeting and provide appropriate logistics.
4. Will contact the CWS Worker or Deputy Probation Officer at least 24 hours prior to the CFT meeting to get a summary of the situation, purpose, and desired outcomes, harm and danger statements, and safety goals.
5. Will identify any potential safety concerns and will problem solve with the CWS Worker or Deputy Probation Officer to mitigate concerns. Safety concerns may include history of domestic violence, restraining orders, high-risk cases, and previous history of violent behavior.
6. Will identify any required accommodations for CFT meeting participants, such as special facility needs, translation services, and/or video or audio conferencing and work with COUNTY as needed to arrange for required accommodations .

iii. During the CFT meeting:

1. Guide meeting participants through discussion of concerns, identification of strengths, and development of ideas to reach a consensus regarding the least restrictive and best possible foster care placement related decisions.
2. Assist the participants, using a structured agenda, to assess strengths and needs, brainstorm, develop a plan, and come to consensus regarding the plan to meet the child and family goals. The plan should reflect what is working well in the family, as well as community safety networks and resources.
3. Ensure that all points of view and all participants are heard.
4. Manage and diffuse conflict throughout the meeting.
5. Be respectful and inclusive of all CFT members.
6. Respect diversity, cultural practices, and beliefs.

iv. After the CFT meeting:

1. Ensure distribution of action plan and related materials to all participants.
2. Prepare a written summary of the meeting to include the time and date of the meeting, all participants in attendance, a summary of the meeting, and the determined plan of action.
3. Debrief the CFT meeting as needed with the CWS or Probation staff.
4. Communicate and collaborate as needed with CWS or Probation staff to ensure continuity of operations.

B. COUNTY shall:

- i. Develop meeting participant list and advise family of CFT.
- ii. Complete the CFT meeting request form, which will include the following information:
  1. Name and contact information of the assigned CWS Worker or Deputy Probation Officer.
  2. Names and contact information for all parties who are to be invited.
  3. At least two different dates and times that are convenient for scheduling the CFT meeting.
  4. Any safety or security concerns for the CFT meeting.
- iii. Submit the completed CFT meeting request form to the CONTRACTOR for scheduling.
- iv. Attend and participate in the CFT meeting.
- v. Ensure that COUNTY policies and legal mandates are adhered to during the meeting.

**IV. OTHER SERVICE REQUIREMENTS**

A. Criminal Records Check

CONTRACTOR shall ensure that all prospective and existing staff performing services as part of, related to, or in connection with this Agreement shall have a criminal record check, and pay for any and all associated costs. The criminal record check shall consist of a California Department of Motor Vehicle check, and a Live Scan submitted to the California Department of Justice (CDOJ).

B. Required Staff Records Check form and Criminal Law Violation Notification

- i. CONTRACTOR shall complete and submit the Staff Records Check form (attached hereto as ATTACHMENT 1) as appropriate for existing and prospective staff.
- ii. Prospective CONTRACTOR staff may commence services only after the results of the live scan have been reported to COUNTY and COUNTY deems the person suitable for work pursuant to this Agreement. Failure by CONTRACTOR to comply with the criminal record check requirements may result in withholding of invoice payments until compliant.
- iii. CONTRACTOR shall provide written notice, within twenty-four (24) hours of CONTRACTOR's knowledge, of any new criminal law violation by staff.

**V. REPORTING REQUIREMENTS**

- A. CONTRACTOR will prepare a written summary regarding the team based meeting. The written summary should include the time and date of the meeting, all participants, and the determined plan of action. This summary will be provided to the assigned CWS Worker within 48 hours of the meeting.
- B. CONTRACTOR will submit a monthly detailed report which includes the number of CFT meetings facilitated each month by region. (Santa Barbara, Lompoc, Santa Maria) This report will include demographic information such as:
  - i. Case Name (s);
  - ii. Location where meeting held;
  - iii. Language;
  - iv. Meeting type (pre-disposition, status review); and
  - v. Scheduled, Cancelled, or Completed.

**VI. PERFORMANCE MEASURES**

CONTRACTOR shall meet the following performance measures:

- A. 95% of meeting requests will be scheduled within 48 hours of receipt of request.
- B. 90% of meetings will result in consensus on the action plan.
- C. 95% of team based meetings will be completed within a two-hour time frame.
- D. 90% of participants surveyed will express satisfaction with the meeting process.

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## EXHIBIT B

### PAYMENT ARRANGEMENTS

#### Periodic Compensation (with attached Line Item Budget)

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$386,891.
- 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** 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 **EXHIBIT B-1** (Line Item Budget). Invoices submitted for payment that are based upon **EXHIBIT B-1** must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A**.
- C. On the 15<sup>th</sup> of the month following the provisions of services, 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 **EXHIBIT 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.

**EXHIBIT B-1  
LINE ITEM BUDGET**

**Term Beginning: July 1, 2021**

**Term Ending: June 30, 2022**

**A. SALARIES AND EMPLOYEE BENEFITS**

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE) <sup>1</sup>	Budget for Contract Term
<b><u>Direct Service Positions</u></b>		
Director	0.05	\$ 7,107
Asst Director	0.10	\$ 9,791
Program Manager	0.22	\$ 16,879
Admin assistant	0.22	\$ 8,484
Program Coordinator Clinician	0.50	\$ 32,136
CFT facilitator	2.00	\$ 77,126
Scheduler	1.00	\$ 37,440
<b><u>Administrative Positions</u></b>		
Accounts Receivable Specialist	0.02	\$ 1,168
Employee Relations Manager	0.02	\$ 1,287
Receptionist	0.01	\$ 743
Public Policy Officer	0.04	\$ 2,337
Recruiter	0.02	\$ 1,281
Revenue Cycle Manager	0.04	\$ 2,314
Contract Manager	0.03	\$ 1,910
Financial Planning and Analysis Manager	0.04	\$ 2,314
Chief Financial Officer	0.07	\$ 4,157
Compensation and Benefits Manager	0.03	\$ 1,635
Procurement Specialist	0.03	\$ 1,618
Financial Analyst	0.02	\$ 1,236
Accounts Payable Specialist	0.02	\$ 1,145
Receptionist	0.00	\$ 372
Human Resources Manager	0.03	\$ 1,573
Lead Revenue Specialist	0.02	\$ 1,383
Chief Executive Officer	0.13	\$ 7,078
Receptionist	0.02	\$ 857
Staff Accountant	0.02	\$ 1,337
Revenue Specialist	0.02	\$ 841
Revenue Specialist	0.02	\$ 1,161

Controller	0.06	\$	3,370
Accounting Manager	0.03	\$	1,910
Executive Administrative Program Specialist	0.03	\$	1,430
Deputy General Counsel	0.03	\$	1,944
Senior Administrative Assistant	0.01	\$	1,016
Senior Director of Human Resources	0.06	\$	3,427
Talent Acquisition Manager	0.02	\$	1,001
General Counsel	0.05	\$	2,546
Talent Acquisition Manager	0.03	\$	1,550
Sub-Total Salaries:		\$	244,904

<sup>1</sup> FTE = Amount of time employee works on this program. State as decimal based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

Type of Employee Benefit	Budget for Contract Term
Direct Service Staff	
Payroll Taxes	\$ 14,456
Other (Insurance, 401K, Worker Comp)	\$ 34,013
Administrative Staff	
Payroll Taxes	\$ 4,279
Other (Insurance, 401K, Worker Comp)	\$ 10,069
Sub-Total Employee Benefits	\$ 62,818
Percentage Benefits	26%
<b>TOTAL SALARIES AND EMPLOYEE BENEFITS</b>	<b>\$ 307,722</b>

**B. SERVICES AND SUPPLIES**

1) Services - List any consultant(s) or contract services

Name of Consultant(s)/Contract Services	Budget for Contract Term
<b><u>Direct</u></b>	
None	
<b><u>Admin (Indirect)</u></b>	
Green, Hasson & Janks	\$ 550
Sub-Total Services	\$ 550

2) Supplies

Item	Budget for Contract Term
<b>Direct</b>	
Office Expense	\$ 1,023
Program Expense	\$ -
Telephone	\$ 3,175
Mileage	\$ 3,034
Other	\$ -
<b>Admin (Indirect)</b>	
Office Expense	\$ 5,378
Program Expense	\$ -
Telephone	\$ 425
Mileage	\$ 141
Other	\$ -
Sub-Total Supplies	\$ 13,175
<b>TOTAL SERVICES AND SUPPLIES</b>	\$ 13,725

**C. OPERATING EXPENSES**

Item	Budget for Contract Term
<b>Direct</b>	
Facility Lease/Rental	\$ 29,262
Equipment Lease/Rental	\$ 405
Furnishings	\$ -
Maintenance	\$ 3,965
Utilities	\$ 496
Insurance (Refer to General Contract Provisions for Insurance Requirements)	\$ 8,455
<b>Other</b>	
Dues and subscriptions	\$ 67
Education and Training	\$ 1,023
Advertising and recruiting	\$ 345
Auto expense	\$ 13,598
Computer expenses	\$ 11,372
Outside services	\$ 11,511
Taxes and licenses	\$ 2,239
Child related costs	\$ 298
Conferences and meetings	\$ 48

<b>Admin (Indirect)</b>	
Facility Lease/Rental	\$ 9,222
Equipment Lease/Rental	\$ 607
Furnishings	\$ 4,336
Maintenance	\$ 406
Utilities	\$ 381
Insurance (Refer to General Contract Provisions for Insurance Requirements)	\$ 1,190
Other	
Advertising and recruiting	\$ 595
Child related costs	\$ 665
Conferences and meetings	\$ 18
Outside services	\$ 1,398
Professional fees	\$ 5,302
Taxes and licenses	\$ 1,229
Total Operating Expenses	\$ 108,432
GRAND TOTAL LINE ITEM BUDGET	\$ 429,879
Minus Match	\$ 42,988
<b>TOTAL BEING REQUESTED</b>	<b>\$ 386,891</b>

#### D. REVENUE

List all of your organization's current and projected sources and amounts of revenue.

Revenue Source	Revenue Expiration Date	Budget for Contract Term
<b>Residential</b>		
Ventura County	6/30/2021	\$ 9,331,547
Sacramento County	6/30/2021	\$ 962,382
Other	6/30/2021	\$ 6,045,453
<b>Community Based</b>		
Ventura County	6/30/2021	\$ 4,657,835
Santa Barbara County	6/30/2021	\$ 4,913,193
<b>NPS</b>		
Ventura County	6/30/2021	\$ 384,440
SELPA's / School Districts	6/30/2021	\$ 2,529,061
<b>Training</b>		
VCCCD	6/30/2021	\$ 235,478
<b>Development</b>		
Community	6/30/2021	\$ 1,287,689
Total Revenue		<b>\$ 30,347,077.90</b>

**E. TEN (10) Percent Cash or In-Kind Match Minimum**

List all of your organization's current and projected sources and amounts of matching

<b>Source of Matching Funds</b>	<b>Dates funds will be available</b>	<b>Match Amount for Contract Term</b>	<b>Projected or Confirmed</b>
Casa Pacifica - Development	12/31/2021	\$ 42,987.89	Projected
<b>Total Match</b>		<b>\$ 42,987.89</b>	

## 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, its 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.

## ATTACHMENT A-1

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

\_\_\_\_\_  
Contractor or Agency Name

\_\_\_\_\_  
Name of Program

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

NAME	DOB <i>(mm/dd/yyyy)</i>	E=Employee S=Subcontractor V=Volunteer	DMV Record Check <i>Date Completed</i>	CRIMINAL RECORD DECLARATION <i>Date Signed</i>	Live Scan Date Rec'd	County Use Only Approval Y/N
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
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Santa Barbara County Probation Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Santa Barbara County DSS Authorized Signature

\_\_\_\_\_  
Date