

ADR MOU Responsibility Matrix

Source: MOU FOR THE PROVISION OF ALTERNATIVE DISPUTE RESOLUTION SERVICES

Category	Responsibility per MOU	Responsible Party	
		COURT	COUNTY
Contract Administration and Support	Serve as administrator of the COUNTY's DRPA contract with the CONTRACTOR (Fighting Back Santa Maria Valley).	X	
Contract Administration and Support	Provide direction, information, and assistance to the CONTRACTOR.	X	
Contract Administration and Support	Respond to CONTRACTOR questions, concerns, meeting requests, and other inquiries in a timely manner.	X	
Contract Administration and Support	Coordinate with other COURT divisions (e.g., IT, Legal Processing) as needed.	X	
Contract Administration and Support	Make appropriate referrals to the CONTRACTOR.	X	
Contract Administration and Support	Update the COURT website to include the CONTRACTOR's contact information, services offered, and any other relevant details.	X	
Contract Administration and Support	Coordinate with COUNTY staff regarding the DRPA contract.	X	
Contract Monitoring and Reporting	Coordinate and participate in at least two meetings annually with the CONTRACTOR (per Exhibit A, Section VI, Subsection 1).	X	
Contract Monitoring and Reporting	Ensure CONTRACTOR's compliance with all DRPA contract reporting requirements.	X	
Contract Monitoring and Reporting	Complete the Contract Monitoring Report (Exhibit 2 in the MOU) to indicate the contract monitoring performed and any performance issues noted.	X	
Contract Monitoring and Reporting	Submit the Contract Monitoring Report (Exhibit 2 in the MOU) to the COUNTY within 30 days of each bi-annual meeting with the Contractor.	X	
Designated Roles and Notifications	Designate a COURT ADR Program Administrator.	X	
Designated Roles and Notifications	Ensure the COURT ADR Program Administrator also serves as COUNTY's Dispute Resolution Program Coordinator (CCR §3662(a)).	X	
Designated Roles and Notifications	Notify the California Department of Consumer Affairs of the coordinator's contact information upon MOU execution and update as needed.	X	
Designated Roles and Notifications	Designate a COURT ADR Director as referenced in Exhibit A of the DRPA contract.	X	
DRPA Contract Oversight	Review and approve DRPA contract amendments.		X
DRPA Contract Oversight	Coordinate efforts to extend or renegotiate the DRPA contract with the CONTRACTOR or initiate new DRPA contracts.		X
DRPA Contract Oversight	Schedule a meeting with the COURT at least six months before the MOU expires to evaluate the program and determine next steps.		X
DRPA Contract Oversight	Coordinate any necessary Requests for Proposals related to the DRPA contract.		X
DRPA Contract Oversight	Coordinate any required updates or extensions to this MOU.		X
DRPA Contract Oversight	Notify the COURT of any changes affecting the DRPA contract.		X
DRPA Contract Oversight	Review bi-annual Contract Monitoring Reports received from the COURT regarding the CONTRACTOR's services.		X
Funding and Payments	Pay the CONTRACTOR for the DRPA contract.		X
Funding and Payments	Pay the COURT for DRPA contract administration and support as specified in Section 6 of the MOU.		X
Data and Reporting	Prepare and submit an annual report of DRPA-related activities to the California Department of Consumer Affairs within 90 days of each calendar year-end, in accordance with CCR §3675.		X
Designated Roles	The COUNTY CEO's Office is designated by the County of Santa Barbara Board of Supervisors (Board) to receive and submit all DRPA-related reports on behalf of the Board.		X
Designated Roles	The COUNTY designates the COURT ADR Coordinator identified in section 5.b.iii.1 of the MOU as the COUNTY's Dispute Resolution Public Coordinator per CCR §3662(a).		X
Payment Terms and Responsibilities	The COUNTY is responsible for the payment of the DRPA Contractor and shall process payments to them.		X
Payment Terms and Responsibilities	During the MOU term, the COUNTY shall pay the COURT 20% of the CONTRACTOR's approved DRPA contract invoices to cover the COURT's work administering and supporting the DRPA contract and performing Dispute Resolution Public Coordinator duties for the COUNTY.		X