

AGREEMENT FOR SERVICES #9765
Independent Living Program Services

THIS AGREEMENT is made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Sierra Child and Family Services, Inc., a California Non-Profit Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 4250 Fowler Lane, Suite 204, Diamond Springs, California 95619, and whose mailing address is Post Office Box 1987, Diamond Springs, California, 95619 (hereinafter referred to as "Contractor");

RECITALS

WHEREAS, County has determined that it is necessary to obtain a Contractor to provide current and former foster and probation youth with Independent Living Program (ILP) services, and other related services for clients (Client) referred by the County of El Dorado Health and Human Services Agency (HHSA);

WHEREAS, Contractor responded to Request for Proposals (RFP) #2025-0114 for ILP services on May 9, 2025, wherein Contractor represented to County that it is qualified to perform the special services described in ARTICLE I, Scope of Services;

WHEREAS, Contractor has represented to County that it is specially trained, experienced, expert, and competent to perform the special services described in ARTICLE I, Scope of Services; that it is an independent and bona fide business operation, advertises and holds itself as such, is in possession of a valid business license, and is customarily engaged in an independently established business that provides similar services to others; and County relies upon those representations;

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state, and local laws;

WHEREAS, County has determined that the provision of such services provided by Contractor are in the public's best interest and that there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(b), El Dorado County Charter, Section 210(b)(6), and/or Government Code Section 31000;

NOW, THEREFORE, County and Contractor mutually agree as follows:

ARTICLE I

Scope of Services:

A. Client Eligibility:

Clients shall be deemed eligible for ILP services when Clients are youth between the age of sixteen (16) years to the day before their twenty-first (21st) birthday, and as updated by the California Department of Social Services (CDSS), when one (1) of the following provisions is applicable:

1. The foster or probation youth was or is in foster care at any time from their sixteenth

- (16th) to their nineteenth (19th) birthday;
2. The foster or probation youth was placed in out-of-home care by a tribe or tribal organization between their sixteenth (16th) and nineteenth (19th) birthdays;
3. The foster or probation youth is a former dependent who entered into a kinship guardianship at any age and is receiving or has received Kinship Guardianship Assistance Payments (Kin-GAP) between ages sixteen (16) years and eighteen (18) years;
4. The foster or probation youth is a former dependent who entered into a Non-Related Legal Guardianship (NRLG) after attaining age eight (8) and is receiving or has received permanent placement services; or
5. Youth receiving services through a Probate Guardianship case managed by Child Welfare Services between the ages of sixteen (16) years and twenty-one (21) years may also be referred by County, as appropriate.

Youth participation in these services is voluntary. Services and outreach shall be offered to all eligible youth, who are currently residing within El Dorado County, regardless of their county of origin, including current and former foster youth and those youth currently involved with Probation. Contractor shall provide services both on the East Slope (South Lake Tahoe Basin) and West Slope (the remainder of the County) of El Dorado County.

B. Case Management and Assessment:

1. Complete an independent living skills assessment with each Transitional Aged Youth (TAY) referred by the County or otherwise participating in ILP services at intake and annually thereafter. Such assessments shall be completed with each TAY for the purposes of planning services and curriculum emphasis, assess progress towards meeting the youth's goals, and provide individual mentoring/counseling.
2. Provide case management, conduct individual meetings and/or appointments, and group activities in support of TAY receiving ILP services as a part of this program. These services shall include at a minimum:
 - a. A review or development of a Transitional Independent Living Plan (TILP) for each TAY, including revisions to existing TILPs as necessary, in collaboration with the youth's family members and/or kin;
 - b. The provision of a variety of learning opportunities including experiential learning, classroom/workshop events, and peer support; and
 - c. Maintaining a file for each TAY, to include a copy of their transcript, pre and posttests, employment assessment, TILP, Financial Aid Application, Scholastic Assessment Test (SAT) results, master application and resume, or any other documents relevant to assisting the youth to meet their education and employment goals. This information shall be provided to participating youth on an as needed basis to assist in job or higher education pursuits.
3. Participate in various meetings on behalf of the TAY including Child and Family Team (CFT) meetings that shall be specifically geared towards helping the youth reach their goals towards emancipation.
4. Contractor shall provide outreach to at least ten (10) total TAY participants per month that have been referred by County.
5. Contractor shall serve eligible TAY clients while performing this Scope of Services that include at a minimum the following:
 - a. Foster youth referred by a HHSA Social Worker;
 - b. Foster youth living in El Dorado County, referred by a Social Worker in another

- county; or
- c. Wards of the court or other youth referred by a Deputy Probation Officer within the El Dorado County Probation Department.

C. Program Area Assistance:

1. Education: Provide information and related activities to help eligible TAY seek a high school diploma (or equivalency), pursue higher education goals, and/or to take part in appropriate vocational training. Allowable services include at a minimum:
 - a. Counseling and other similar assistance related to educational and vocation training;
 - b. Assistance with preparation for a General Education Development (GED);
 - c. Preparation for Higher Education, including preparation of college applications and applications for financial aid (e.g. Free Application for Federal Student Aid [FAFSA]);
 - d. Academic support; and
 - e. Job placement activities.
2. Living Skills: Provide eligible TAY training in daily living skills, budgeting, housing location and maintenance, and career planning. Allowable activities include instruction in basic living skills, including at a minimum:
 - a. Financial/money management and budgeting (including, but not limited to the following examples):
 - i. Filing taxes;
 - ii. Financial assistance;
 - iii. Incentives;
 - iv. Stipends;
 - v. Savings and trust funds;
 - vi. Employment Development Department (EDD);
 - vii. Workforce Investment Opportunity Act (WIOA); and
 - viii. Public Assistance Programs (CalWORKs, CalFresh, and Medi-Cal).
 - b. Home management;
 - c. Consumer skills;
 - d. Parenting skills;
 - e. Navigating healthcare services and plans;
 - f. Accessing community resources;
 - g. Accessing transportation resources; and
 - h. Finding and securing stable housing, including assistance with Foster Youth to Independence (FYI) vouchers as appropriate.
3. Counseling: Provide eligible TAY non-therapeutic-level (paraprofessional) individual and group counseling. Allowable activities include but are not limited to:
 - a. Individual and group counseling sessions;
 - b. Participation by youth, kin, and/or foster parents in ILP related workshops, retreats, seminars, and conferences;
 - c. Training to assist with the development of social skills; and
 - d. Sponsorship of conferences, mentoring efforts, membership groups, and/or workshops relevant to assisting involved youth in developing ILP skills.
4. Service Coordination: Provide eligible TAY assistance aimed at integrating and coordinating other services available to the youth. Allowable activities include but are not limited to:
 - a. Coordination with other available ILP resources (including those provided by the

- State of California);
 - b. Assisting with locating transitional living options and provide connections to local housing advisors;
 - c. Establishing linkages and connections with federal, state, and local agencies providing services that shall benefit the youth, including at a minimum, limited to Work Investment Opportunity Act (WIOA), Department of Education, Department of Labor, volunteer and internship opportunity programs;
 - d. Provide assistance with enrollment in medical and dental benefits with public or private providers; and
 - e. Assist in system navigation and access to state and community mental health agencies providing services.
5. Service Location: Contractor personnel providing the services shall be available to serve HHSA locations on the East Slope (Lake Tahoe Basin) and the West Slope (remainder of the County) at a mutually agreed upon location, time, and frequency. Contractor shall be expected to:
- a. Be co-located part-time with HHSA staff and/or hold regular in-person and/or virtual office hours for the purpose of engaging/coordinating with HHSA staff (warm hand offs, talk about issues, resolve conflicts, etc.).
 - b. Track personnel hours to stay compliant with ARTICLE IV, Maximum Obligation for the duration of the Agreement.
6. Outreach: Provide outreach designed to encourage eligible TAY to participate in ILP services available through the resulting agreement. Allowable activities include at a minimum:
- a. Establishment of an outreach effort or campaign, aimed at encouraging eligible TAY to participate in available ILP services; and
 - b. Development of community-based resources that shall act as an ongoing support network.
7. Resource Connections: Provide assistance in locating and applying for other services and assistance that shall facilitate the transition to independent living. Allowable activities include but are not limited to:
- a. Assisting with the completion of application forms for assistance from other government and community-based organizations;
 - b. Assistance in navigating government and community-based programs designed to assist youth in developing independent living skills; and
 - c. Providing transportation and/or a direct connection to providers of such services.
8. Education and information dissemination: Education and information dissemination associated with the Program Areas shall be accomplished by using the following:
- a. Contractor shall employ specific strategies to engage TAY, especially hard to reach youth, as well as strategies to maintain engagement over time. Services must be provided at a variety of locations including community settings where youth are most comfortable (e.g. foster homes, schools, and coffee shops).
 - b. Contractor shall utilize either Group Meetings or Individual meetings to provide the services identified in the Program Areas. As such, Contractor shall use good judgement in deciding which format (Individual or Group) best fits each of the Program Area activities, given their plan for providing each of the services.

D. Community Connections and Collaboration:

To the extent the Contractor is unable to directly provide all the services described as Program

Areas (as referenced in Section B. 2. above), Contractor shall coordinate and collaborate with community partners providing the service. This may include providing referrals to the community partner or contracting with a community partner to provide the services as part of Contractor's efforts.

E. Foster Youth Steering Committee Participation and Involvement:

Contractor shall apply for membership to the Foster Youth Steering Committee. If membership in the committee is denied by the committee, Contractor shall attend each meeting as a member of the public.

F. Client Specific Spending:

1. For youth specific needs, County will reimburse Contractor for expenses incurred while assisting Clients receiving ILP services as a result of this Agreement, on a case-by-case basis, to meet special or critical needs including, but not limited to the following categories:
 - a. Transportation costs to allowable locations, including the following:
 - i. Public transportation (reimbursed at actual cost with receipt) or private transportation (reimbursed in accordance with County of El Dorado Board of Supervisors (BOS) travel policy, and as amended thereafter, which may be found in the BOS Policy Manual at the following: <https://www.eldoradocounty.ca.gov/files/assets/county/v/1/documents/government/bos/bos-documents/policies/section-d/d-1-travel-policy-amended-10-22-19.pdf>).
 - ii. Parking fees for roundtrip travel to school, childcare, a child's preschool or school, religious services or activities, court proceedings, medical appointments, sibling visitation, work- or work-related training, and ILP-sponsored events and classes;
 - iii. Driving lessons for eligible youth;
 - iv. Car insurance for eligible youth.
 - b. Work related equipment and supplies;
 - c. Training related equipment and supplies;
 - d. Education related equipment and supplies;
 - e. Health related equipment and supplies;
 - f. Costs related to the children of eligible clients including, but not limited to the following:
 - i. Non-Medi-Cal funded physical or mental health medical treatment needs of the child(ren) that are beyond the financial means of the Client; and
 - ii. Food, clothing, bedding, diapers, childcare, preschool, or school costs, and infant furniture (e.g. highchair, car seat, booster seat, crib, bed, or stroller).
 - g. Occupancy/housing related costs; and
 - h. Incentives to reward accomplishments such as graduating high school, completing trainings, etc.
2. Notwithstanding the above categories of allowable expenses, all youth specific spending must be consistent with the goals of the client living independently.

G. Reporting Requirements:

1. Contractor shall collaborate with County on the Annual ILP Narrative. Contractor shall respond to requests from County's staff for reports and narratives related to the Annual

ILP Narrative within the reasonable timeframe determined by County. Contractor shall provide information including, but not limited to, the following:

- a. Number of all ILP Eligible Youths ages 16-17 and 18-20 served:
 - i. Of all youths served, the number of out of county ILP Eligible Youths ages 16-17 and 18-20 served;
 - ii. Of all youths served, the number of ILP Eligible Indian Child Welfare Act (ICWA) Youths ages 16-17 and 18-20 served. "ILP Eligible ICWA Youths" are youths who are a member of a federally recognized Indian tribe or are eligible for membership in a federally recognized Indian tribe and are a biological child of a member of a federally recognized Indian tribe;
 - iii. Of all ILP Eligible ICWA Youths, the number of ILP Eligible ICWA Youths ages 16-17 and 18-20 served under county jurisdiction;
 - iv. Of all ILP Eligible ICWA Youths, the number of ILP Eligible ICWA Youths ages 16-17 and 18-20 served transferred to tribal jurisdiction;
 - v. Of all ILP Eligible ICWA Youths, the number of ILP Eligible ICWA Youths ages 16-17 and 18-20 served under tribal jurisdiction who were never under county jurisdiction; and
 - vi. Methods used to collaborate with Tribal representatives to ensure that ILP Eligible ICWA Youths receive culturally appropriate services and access to the same services as other youths.
- b. Description of ILP program/services provided to all ILP Eligible Youths aged 16-17 and 18-20:
 - i. Sexual Health;
 - ii. Financial Health;
 - iii. Career Development;
 - iv. Work Experience/Internship;
 - v. Safety Skills;
 - vi. Cooking/Nutrition Education;
 - vii. Educational/Financial;
 - viii. Daily Living Skills;
 - ix. Healthy Relationships;
 - x. Mental Health Response;
 - xi. Volunteer Work; and
 - xii. Other Services.
- c. Outreach efforts made by Contractor to all ILP Eligible Youths ages 16-17 and 18-20:
 - i. Information dissemination type; and
 - ii. Referrals to THP and THP-Plus.
- d. Describe trainings provided to staff working with all ILP Eligible Youths and the role of the staff in your program who receive the training (for example: Social Worker, ILP Providers, Supervisors, etc.):
 - i. Best practices;
 - ii. New issues;
 - iii. Services available;
 - iv. Needs assessment;
 - v. Extended foster care;
 - vi. Housing options; and
 - vii. Credit report requests.

- e. Specific accomplishments in achieving the purpose of the ILP for all ILP Eligible Youths ages 16-17 and 18-20 .
- 2. As applicable, Contractor shall work collaboratively with County to ensure that all clients identified by County as being able to participate in the California National Youth Transition Database (NYTD) survey are notified of and provided with the opportunity to complete the survey. Eligible youth must be provided information about the survey within 60 days prior to each youth becoming eligible.
 - a. NYTD surveys may be completed electronically at the following link, or any subsequent link provided by the California Department of Social Services (CDSS) meant to replace or update the following link: <https://www.adm.dss.ca.gov/NYTD/>
- 3. Contractor shall also work collaboratively with County to ensure that all ILP Services and NYTD data shall be entered into CWS/CMS, or any subsequent system, including but not limited to CWS-CARES meant to replace or update the case management system. ILP Services shall be entered into the system as outlined in Exhibit A, marked "ILP Services Data Entry Quick Guide," incorporated herein and made by reference a part hereof. The NYTD data entered shall include, but is not limited to the following:
 - a. Client gender (sex at birth);
 - b. Client date of birth;
 - c. Client race/ethnicity;
 - d. Client Hispanic or Latino origin;
 - e. Client school grade;
 - f. Client special education;
 - g. Client college;
 - h. Client post-secondary education; and
 - i. Client adjudicated.

ARTICLE II

Term: This Agreement shall become effective upon final execution by both parties hereto and shall cover the period of December 1, 2025, through November 30, 2028.

ARTICLE III

Compensation for Services: For services provided herein, County agrees to pay Contractor monthly, based on Contractor's documented actual costs. For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County's acceptance of work, in arrears. Payment shall be made within forty-five (45) days following County's receipt and approval of invoices identifying the services rendered.

- A. **Rates:** For the purposes of this Agreement, the billing rates shall be as defined in Exhibit B, marked "Budget," incorporated herein and made by reference a part hereof.

Contractor shall, under no circumstances, add additional items of costs to the budget without prior written approval by County's Contract Administrator.

Contractor shall allocate direct costs to and between programs and services consistent with prudent business practice. Such costs and allocations shall be supported by source documentation maintained by Contractor and available to County Contract Administrator upon reasonable notice. Each invoice submission shall be accompanied by such source documentation, including but not limited to timecards and salary reports. Contractor shall document that costs are

reasonable and allowable, and directly or indirectly related to the services provided hereunder.

- B. **Travel Expenses:** Travel expenses, including but not limited to travel time, meals, lodging, and mileage shall not be paid by County. Contractor shall waive reimbursement for mileage and shall leverage additional funding sources to support this operational expense.
- C. **Invoices:** It is a requirement of this Agreement that Contractor shall submit an original invoice, similar in content and format with the Health and Human Services Agency (HHSA) invoice template linked online at <https://ElDoradoCounty.ca.gov/HHSA-Contractor-Resources>, and shall reference this Agreement number on their faces.

Invoices shall be sent as follows, or as otherwise directed in writing by County:

<i>Email (preferred method):</i>	<i>U.S. Mail:</i>
<p>SSCWSinvoice@edcgov.us Please include in the subject line: "Contract #, Service Month, Description / Program</p>	<p>County of El Dorado Health and Human Services Agency Attn: Finance Unit 3057 Briw Road, Suite B Placerville, CA 95667-5321</p>

or to such other location or email as County directs.

Supplemental Invoices: For the purpose of this Agreement, supplemental invoices shall be defined as invoices submitted for additional services, previously disallowed services, or inadvertently not submitted services rendered during a month for which a prior invoice has already been submitted to County. Supplemental invoices should include the standard invoice format with description of services rendered. The County will not accept nor pay any supplemental invoices for services provided during the period July 1st through June 30th for each fiscal year of this Agreement that are received by County after July 31st of the subsequent fiscal year, unless Contractor requests an exception. Requests for exceptions to pay an invoice received after July 31st of the subsequent year must be submitted in writing, to include electronic communication, and approved by the Health and Human Services Agency's Chief Fiscal Officer in his/her sole discretion.

In the event that Contractor fails to deliver, in the format specified, the deliverables required by this Agreement, County at its sole option may delay the payment for the period of time of the delay, cease all payments until such time as the required deliverables or reports are received, or proceed as set forth below in the Article titled "Default, Termination, and Cancellation," herein.

ARTICLE IV

Maximum Obligation: The maximum obligation for services and deliverables provided under this Agreement shall not exceed \$483,489.60, inclusive of all costs, taxes, and expenses.

Direct Costs Maximum Obligation Total	
Dates	Not-to-Exceed
December 1, 2025 - June 30, 2026	\$85,045.00
July 1, 2026 - June 30, 2027	\$146,512.00
July 1, 2027 - June 30, 2028	\$146,512.00

July 1, 2028 - November 30, 2028	\$61,467.00
Maximum Obligation Total	\$439,536.00

The above table represents the composition of the total not-to-exceed budget for this Agreement for direct costs. Contingent upon written County Contract Administrator, or designee, and Chief Fiscal Officer, or designee approval, County may reallocate the funding listed herein, and the budget categories (other than Indirect Cost category) and amounts included in Exhibit B, as needed, among service types and fiscal years, based on funding availability.

For the purposes of this Agreement, the indirect cost rate that shall be calculated at a 10% de minimis rate applied to the funding for the Agreement and shall not exceed the total amounts identified in the table below:

Indirect Cost Maximum Obligation Total	
Dates	Not-to-Exceed
December 1, 2025 - June 30, 2026	\$8,504.50
July 1, 2026 - June 30, 2027	\$14,651.20
July 1, 2027 - June 30, 2028	\$14,651.20
July 1, 2028 - November 30, 2028	\$6,146.70
Indirect Cost Total	\$43,953.60

Contractor shall not, under any circumstances, increase the budgeted amount for indirect costs or otherwise reallocate budgeted funds to increase the indirect cost amounts identified in Exhibit B.

ARTICLE V

Federal Funding Notification: An award/subaward or contract associated with a covered transaction may not be made to a subrecipient or contractor who has been identified as suspended or debarred from receiving federal funds. Additionally, counties must annually verify that the subrecipient and/or contractor remains in good standing with the federal government throughout the life of the agreement/contract.

Contractor agrees to comply with federal procedures in accordance with 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Any costs for which payment has been made to Contractor that are determined by subsequent audit to be unallowable under 48 CFR Part 31 or 2 CFR Part 200 are subject to repayment by Contractor to County.

Consistent with 2 CFR 180.300(a), County has elected to verify whether Contractor has been suspended from using the federal System for Award Management (SAM). The federal SAM is an official website of the federal government through which counties can perform queries to identify if a subrecipient or contractor is listed on the federal SAM excluded list and thus suspended or debarred from receiving federal funds.

- A. System for Award Management: Contractor is required to obtain and maintain an active Universal Entity Identifier (UEI) No. in the System for Award Management (SAM) system at <https://sam.gov/content/home>. Noncompliance with this requirement shall result in corrective action, up to and including termination pursuant to the provisions contained herein this Agreement under the Article(s) titled “Fiscal Considerations” or “Default, Termination, and Cancellation.”
- B. Catalog of Federal Domestic Assistance: Pursuant to the Office of Management and Budget (OMB) Uniform Grants Guidance, all recipients and sub-recipients of federal funds must be provided the Assistance Listing Numbers (ALN) number at the time the contract is awarded. The following are ALN numbers, award specific information, and program titles for programs administered by the County on behalf of California Department of Social Services that may apply to this contract:

Federal Funding Information			
Contractor:	Sierra Child and Family Services, Inc.		UEI #: DU4NSW15VFQ3
Award Term:	12/1/2025-11/30/2028		EIN #:
Total Federal Funds Obligated: Up to \$483,489.60			
Federal Award Information			
ALN Number	Federal Award ID Number (FAIN)	Federal Award Date / Amount	Program Title
93.674	2101CACILP, 2001CACILP, 2201CACILP	11/19/20,01/04/21, 03/29/21, 07/01/21, 09/23/21, 02/14/20, 04/01/20, 03/16/22, 04/08/22	John H. Chafee Foster Care Program for Successful Transition to Adulthood
Project Description:	Independent Living Program Services		
Awarding Agency:	State of California – Health and Human Services Agency Department of Social Services		
Pass-through Entity	County of El Dorado, Health and Human Services Agency		
Indirect Cost Rate or de minimus	Indirect Cost Rate:		De minimus <input checked="" type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Award is for Research and development.		

Upon written approval, to include electronic notification by County's Contract Administrator, the funding information above may be adjusted during the term of this Agreement, contingent upon funding availability, in accordance with the Article titled “Notice to Parties.” The total maximum contractual obligation of the Agreement shall not be exceeded.

ARTICLE VI

Lobbying Certification: The Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a

Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federally 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, the Contractor shall complete and submit Standard Form SF-LLL, OMB Number 0348-0046 "Disclosure of Lobbying Activities" in accordance with its instructions. A copy of Form SF-LLL can be downloaded and completed at <https://grants.gov/forms/forms-repository/post-award-reporting-forms>.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. 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.

ARTICLE VII

Audits, Compliance, and Monitoring:

- A. Contractor shall provide a copy of any Audit to County within thirty (30) days of completion of said audit.
- B. Audits and compliance monitoring by any representative of the federal government, state government, or County may include the review of any and all terms related to this Agreement. Audits or monitoring by the County may be performed by way of annual Contract Monitoring Surveys. Contractors receiving a Contract Monitoring Survey shall, within thirty (30) days of receipt, complete and return the survey along with all documentation, details, and supporting materials required by the survey or otherwise necessary for the County to verify compliance with the terms and conditions of the Agreement. Failure to return the survey or requested follow up compliance documentation within sixty (60) days may result in the withholding of payment from the Contractor until such time as compliance with the terms of the Agreement can be verified. Verifying compliance may necessitate additional on-site reviews should information submitted by the Contractor be deemed insufficient or inaccurate.
- C. All files, records, documents, sites, and personnel are subject to review by representatives from County, state or federal government.
- D. Upon notification of an exception or finding of non-compliance, the Contractor shall submit evidence of Corrective Action within thirty (30) days, or as otherwise specified in the notice of required corrective action provided by the County. Continued non-compliance beyond due date for submission of Corrective Action may lead to termination of this Agreement in accordance with the Article titled "Default, Termination, and Cancellation."
- E. Failure by County to notify or require Corrective Action does not constitute acceptance of the practice of waiver of the County's right to enforce.

ARTICLE VIII

Nondiscrimination:

- A. County may require Contractor's services on projects involving funding from various state and/or federal agencies, and as a consequence, Contractor shall comply with all applicable

nondiscrimination statutes and regulations during the performance of this Agreement including but not limited to the following: Contractor and its employees and representatives shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, sexual orientation, or sex; Contractor shall, unless exempt, comply with the applicable provisions of the Fair Employment and Housing Act (Government Code, section 12900 et seq.) and applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 11000 et seq.); the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, section 12990, set forth in Subchapter 5 of Chapter 5 of Division 4.1 of Title 2 of the California Code of Regulations incorporated into this Agreement by reference and made a part hereof as if set forth in full; and Title VI of the Civil Rights Act of 1964, as amended. Contractor and its employees and representatives shall give written notice of their obligations under this clause as required by law.

- B. Where applicable, Contractor shall include these nondiscrimination and compliance provisions in any of its agreements that affect or are related to the services performed herein.
- C. Contractor's signature executing this Agreement shall provide any certifications necessary under the federal laws, the laws of the State of California, including but not limited to Government Code Section 12990 and Title 2, California Code of Regulations, Section 11102.
- D. Contractor shall comply with Exhibit C, marked "Contractor Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs," incorporated herein and made by reference a part hereof. Contractor shall acknowledge compliance by signing and returning Exhibit C upon request by County.

ARTICLE IX

Taxes: Contractor certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes, or fees owed by Contractor to County. Contractor agrees that it shall not default on any obligations to County during the term of this Agreement.

ARTICLE X

Executive Order N-6-22 – Russia Sanctions: On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, if this Agreement is funded by state funds and County determines Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The County will provide Contractor advance written notice of such termination, allowing Contractor at least thirty (30) calendar days to provide a written response. Termination will be at the sole discretion of the County.

ARTICLE XI

Generative Artificial Intelligence: For the purposes of this provision, "Generative AI (GenAI)" means an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data. (Gov. Code § 11549.64.)

- A. Contractor shall immediately notify the County in writing if it: (1) intends to provide GenAI as a deliverable to the County; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State or County system ("System"), (ii) risk to the State or County, or (iii) performance of this Agreement. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) § 4986.2 Definitions for GenAI.
- B. Notification shall be provided to the County's Contract Administrator identified in this Agreement.
- C. At the direction of the County, Contractor shall discontinue the provision to the County of any previously unreported GenAI that results in a material impact to the functionality of a System, risk to the State or County, or performance of this Agreement, as determined by the County.
- D. If the use of previously undisclosed GenAI is approved by the County, the Parties will amend the Agreement accordingly, which may include updating the description of deliverables and incorporating GenAI Special Provisions into the Contract, at no additional cost to the County.
- E. The County, at its sole discretion, may consider Contractor's failure to disclose or discontinue the provision or use of GenAI as described above, to constitute a material breach of this Agreement when such failure results in a material impact to the functionality of the System, risk to the State or County, or performance of this Agreement. The County is entitled to seek any and all remedies available to it under law as a result of such breach, including but not limited to termination of the contract.

ARTICLE XII

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE XIII

Contractor to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further understood that this Agreement does not create an exclusive relationship between County and Contractor, and Contractor may perform similar work or services for others. However, Contractor shall not enter into any agreement with any other party or provide any information in any manner to any other party, that would conflict with Contractor's responsibilities or hinder Contractor's performance of services hereunder, unless County's Contract Administrator, in writing, authorizes that agreement or sharing of information.

ARTICLE XIV

Confidentiality: Contractor shall maintain the confidentiality and privileged nature of all records, including billing records, together with any knowledge therein acquired, in accordance with all applicable state and federal laws and regulations, as they may now exist or may hereafter be amended or changed. Contractor, and all Contractor's staff, employees, and representatives, shall not use or disclose, directly or indirectly at any time, any said confidential information, other than to County's Contract Administrator for the purpose of, and in the performance of, this Agreement. This confidentiality provision shall survive after the expiration or earlier termination of this Agreement.

ARTICLE XV

Health Insurance Portability and Accountability Act (HIPAA) Compliance: As a condition of Contractor performing services for County, Contractor shall execute Exhibit D, marked "HIPAA Business Associate Agreement," incorporated herein and made by reference a part hereof.

ARTICLE XVI

Assignment and Delegation: Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor shall not subcontract, delegate, or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

In the event Contractor receives written consent to subcontract services under this Agreement, Contractor is required to ensure subcontractor remains in compliance with the terms and conditions of this Agreement. In addition, Contractor is required to monitor subcontractor's compliance with said terms and conditions and provide written evidence of monitoring to County upon request.

ARTICLE XVII

Independent Contractor: The parties intend that an independent contractor relationship will be created by this contract. Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by the terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, agents, affiliates, and subcontractors, if any are authorized herein, as they relate to the services or work to be performed under this Agreement during the course and scope of their employment by Contractor. Those persons will be entirely and exclusively under the direction, supervision, and control of Contractor.

County may designate the tasks to be performed and the results to be accomplished under this Agreement, provide information concerning the work or services, approve or disapprove the final work product and/or services provided, and set deadlines for the completion of the work or services, but County will not control or direct the manner, means, methods, or sequence in which Contractor performs the work or services for accomplishing the results. Contractor understands and agrees that Contractor lacks the authority to bind County or incur any obligations on behalf of County.

Contractor, including any subcontractor or employees of Contractor, shall not receive, nor be eligible for, any benefits County provides for its employees, including, but not limited to, vacation pay, paid holidays, life insurance, health insurance, social security, disability insurance, pension, or 457 plans. Contractor shall not receive, nor be eligible for, workers' compensation, including medical and indemnity payments. County is not responsible for withholding, and shall not withhold, Federal Income Contribution Act amounts or taxes of any kind from any payments which it owes Contractor. Contractor shall not be subject to the work schedules or vacation periods that apply to County employees.

Contractor shall be solely responsible for paying its employees, and for withholding Federal Income Contribution Act amounts and other taxes, workers' compensation, unemployment compensation, medical insurance, life insurance, or any other benefit that Contractor provides for its employees.

Contractor acknowledges that it has no authority to bind the County or incur any obligations on behalf of the County with regard to any matter, and Contractor shall not make any agreements or representations on the County's behalf.

ARTICLE XVIII

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, County is subject to the provisions of Article XVI, section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment, or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products, or equipment subject herein. Such notice shall become effective upon the adoption of a final budget, which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the County's Board of Supervisors during the course of a given year for financial reasons reduce or order a reduction in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE XIX

Audit by California State Auditor: Contractor acknowledges that if total compensation under this agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code §8546.7. In order to facilitate these potential examinations and audits, Contractor shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the contract, all books, records and documentation necessary to demonstrate performance under the Agreement.

ARTICLE XX

Default, Termination, and Cancellation:

- A. Termination by Default: If either party becomes aware of an event of default, that party shall give written notice of said default to the party in default that shall state the following:
1. The alleged default and the applicable Agreement provision; and
 2. That the party in default has ten (10) days upon receiving the notice to cure the default (Time to Cure).

If the party in default does not cure the default within ten (10) days of the Time to Cure, then such party shall be in default and the party giving notice may terminate the Agreement by issuing a Notice of Termination. The party giving notice may extend the Time to Cure at their discretion. Any extension of Time to Cure must be in writing, prepared by the party in default for signature by the party giving notice, and must specify the reason(s) for the extension and the date in which the extension of Time to Cure expires.

If County terminates this Agreement, in whole or in part, for default:

1. County reserves the right to procure the goods or services, or both, similar to those terminated, from other sources and Contractor shall be liable to County for any excess costs for those goods or services. County may deduct from any payment due, or that may thereafter become due to Consultant, the excess costs to procure from an alternate source.
2. County shall pay Contractor the sum due to Contractor under this Agreement prior to termination, unless the cost of completion to County exceeds the funds remaining in the Agreement. In which case the overage shall be deducted from any sum due Contractor under this Agreement and the balance, if any, shall be paid to Contractor upon demand.
3. County may require Contractor to transfer title and deliver to County any completed work under the Agreement.

The following will be events of default under this Agreement:

1. Failure by either party to perform in a timely and satisfactory manner any or all of its obligations under this Agreement.
 2. A representation or warranty made by Contractor in this Agreement proves to have been false or misleading in any respect.
 3. Contractor fails to observe and perform any covenant, condition or agreement on its part to be observed or performed under this Agreement, unless County agrees, in writing, to an extension of the time to perform before that time period expires.
 4. A violation of the Article titled "Conflict of Interest."
- B. Bankruptcy: County may terminate this Agreement immediately in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.
- C. Ceasing Performance: County may terminate this Agreement immediately in the event Contractor ceases to operate as a business or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. Termination or Cancellation without Cause: County may terminate this Agreement, in whole or in part, for convenience upon thirty (30) calendar days' written Notice of Termination, in accordance with the Article titled "Notice to Parties." If such termination is effected, County will pay for satisfactory services rendered before the effective date of termination, as set forth in the Notice of Termination provided to Contractor, and for any other services that County agrees, in writing, to be necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the Agreement. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the Notice directs otherwise.
- E. Funding Unavailable: County may terminate this Agreement immediately, without prior notice, at any time upon giving written notice to Contractor that County has been notified the grant/allocation funds from the State of California, federal government, or other entity, or any portion thereof, for the purposes of carrying out this Agreement, are not available, to County, including if distribution of such funds are suspended or delayed.

ARTICLE XXI

Notice to Parties: All notices to be given by the parties hereto shall be in writing, with both the County Health and Human Services Agency and County Chief Administrative Office addressed in said correspondence and served by either United States Postal Service mail or electronic email. Notice by mail shall be served by depositing the notice in the United States Post Office, postage prepaid and return receipt requested, and deemed delivered and received five (5) calendar days

after deposit. Notice by electronic email shall be served by transmitting the notice to all required email addresses and deemed delivered and received two (2) business days after service.

Notices to County shall be addressed as follows:

COUNTY OF EL DORADO
Health and Human Services Agency
3057 Briw Road, Suite B
Placerville, CA 95667
ATTN: Contracts Unit
Email: hhsa-contracts@edcgov.us

with a copy to:

COUNTY OF EL DORADO
Chief Administrative Office
Procurement and Contracts Division
330 Fair Lane
Placerville, CA 95667
ATTN: Purchasing Agent
Email: procon@edcgov.us

or to such other location or email as County directs.

Notices to Contractor shall be addressed as follows:

SIERRA CHILD AND FAMILY SERVICES, INC.
P.O. Box 1987
Diamond Springs, CA 95619
ATTN: Barry Harwell, Executive Director
barryh@sierrachild.org

or to such other location or email as Contractor directs.

ARTICLE XXII

Change of Address: In the event of a change in address for Contractor's principal place of business, Contractor's Agent for Service of Process, or Notices to Contractor, Contractor shall notify County in writing pursuant to the provisions contained herein above under the Article titled "Notice to Parties." Said notice shall become part of this Agreement upon acknowledgment in writing by the County Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

ARTICLE XXIII

Indemnity: To the fullest extent permitted by law, Contractor shall defend at its own expense, indemnify, and hold the County harmless, its officers, employees, agents, and volunteers, against and from any and all liability, claims, suits, losses, damages, or expenses of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the acts or omissions of Contractor or its officers, agents, or employees in rendering the services, operations, or performance hereunder, except for liability, claims, suits, losses, damages or expenses arising from the sole negligence or willful acts of the County, its officers and employees, or as expressly prescribed by statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

The insurance obligations of Contractor are separate, independent obligations under the Agreement, and the provisions of this defense and indemnity are not intended to modify nor should they be construed as modifying or in any way limiting the insurance obligations set forth in the Agreement.

Nothing herein shall be construed to seek indemnity in excess of that permitted by Civil Code section 2782, et seq. In the event any portion of this Article is found invalid, the Parties agree that this Article shall survive and be interpreted consistent with the provisions of Civil Code section 2782, et seq.

ARTICLE XXIV

Insurance: Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000 aggregate limit. County, including, without limitation, its officers, officials, employees, and volunteers shall be named as an additional insured on Insurance Services Office (ISO) form CG 2010 1185, or its equivalent.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- D. In the event Contractor is a licensed professional or professional consultant/contractor, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00.
- E. Contractor shall furnish a certificate of insurance satisfactory to the County's Risk Management Division as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to County's Risk Management Division or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division.
- G. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that:
 - 1. The insurer will not cancel the insured's coverage without prior written notice to County; and
 - 2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.

- I. Contractor's insurance coverage shall be primary insurance in respect to County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be in excess of Contractor's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions in respect to County, its officers, officials, employees, and volunteers; or Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of County.

ARTICLE XXV

Force Majeure: Neither party will be liable for any delay, failure to perform, or omission under this Agreement that is due to any cause that it is beyond its control, not due to its own negligence, and cannot be overcome by the exercise of due diligence. In that event, the affected party will:

- A. Promptly give written notice to the other of the fact that it is unable to so perform and the cause(s) that is beyond its control; and
- B. Once the cause(s) has ceased, provide written notice to the other party and immediately resume its performance under this Agreement.

For purposes of this Article, "cause that is beyond its control" includes labor disturbances, riots, fires, earthquakes, floods, storms, lightning, epidemics, war, disorders, hostilities, expropriation or confiscation of properties, failure of and delays by carriers, interference by civil or military authorities, whether legal or de facto, and whether purporting to act under some constitution, decree, or law, or otherwise, or acts of God.

ARTICLE XXVI

Waiver: No failure on the part of the parties to exercise any rights under this Agreement, and no course of dealing with respect to any right hereunder, shall operate as a waiver of that right, nor shall any single or partial exercise of any right preclude the exercise of any other right. The remedies herein provided are cumulative and are not exclusive of any other remedies provided by law.

ARTICLE XXVII

Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and the Political Reform Act of 1974 (Section 87100 et

seq.), relating to conflict of interest of public officers and employees. Individuals who are working for Contractor and performing work for County and who are considered to be a consultant within the meaning of Title 2, California Code of Regulations, Section 18700.3, as it now reads or may thereafter be amended, are required to file a statement of economic interest in accordance with County's Conflict of Interest Code. County's Contract Administrator shall at the time this Agreement is executed make an initial determination whether or not the individuals who will provide services or perform work pursuant to this Agreement are consultants within the meaning of the Political Reform Act and County's Conflict of Interest Code. Statements of economic interests are public records subject to disclosure under the California Public Records Act.

Contractor covenants that during the term of this Agreement neither it, or any officer or employee of the Contractor, has or shall acquire any interest, directly or indirectly, in any of the following:

- A. Any other contract connected with, or directly affected by, the services to be performed by this Agreement.
- B. Any other entities connected with, or directly affected by, the services to be performed by this Agreement.
- C. Any officer or employee of County that are involved in this Agreement.

If Contractor becomes aware of a conflict of interest related to this Agreement, Contractor shall promptly notify County of the existence of that conflict, and County may, in its sole discretion, immediately terminate this Agreement by giving written notice as detailed in the Article titled "Default, Termination and Cancellation."

Pursuant to Government Code section 84308 (SB 1439, the Levine Act), Contractor shall complete and sign the attached Exhibit E, marked "California Levine Act Statement," incorporated herein and made by reference a part hereof, regarding campaign contributions by Contractor, if any, to any officer of County.

ARTICLE XXVIII

California Residency (Form 590): If Contractor is a California resident, Contractors must file a State of California Form 590, certifying its California residency or, in the case of a corporation, certifying that it has a permanent place of business in California. The Contractor shall be required to submit a Form 590 prior to execution of an Agreement or County will withhold seven (7) percent of each payment made to the Contractor during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XXIX

County Payee Data Record Form: All independent Contractors or corporations providing services to County who do not have a Department of the Treasury Internal Revenue Service Form W-9 (Form W-9) on file with County must file a County Payee Data Record Form with County.

ARTICLE XXX

County Business License: County's Business License Ordinance provides that it is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Ordinance Code Section 5.08.070. Contractor warrants and represents that it shall comply with all of the requirements of County's Business License Ordinance, where applicable, prior to beginning work under this Agreement and at all times during the term of this Agreement.

ARTICLE XXXI

Licenses: Contractor hereby represents and warrants that Contractor and any of its subcontractors employed under this Agreement has all the applicable licenses, permits, and certifications that are legally required for Contractor and its subcontractors to practice its profession or provide the services or work contemplated under this Agreement in the State of California. Contractor and its subcontractors shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement.

ARTICLE XXXII

Contract Administrator: The County Officer or employee with responsibility for administering this Agreement is Leslie Griffith, MSW, Assistant Director, Protective Services, Health and Human Services Agency (HHSA), or successor. In the instance where the named Contract Administrator no longer holds this title with County and a successor is pending, or HHSA has to temporarily delegate this authority, County Contract Administrator's Supervisor shall designate a representative to temporarily act as the primary Contract Administrator of this Agreement and HHSA Administration shall provide the Contractor with the name, title and email for this designee via notification in accordance with the Article titled "Notice to Parties" herein.

ARTICLE XXXIII

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XXXIV

Electronic Signatures: Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement, are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic Signature means any electronic visual symbol or signature attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures, pursuant to the California Uniform Electronic Transactions Act (Cal. Civ. Code §§ 1633.1 to 1633.17) as amended from time to time.

ARTICLE XXXV

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXXVI

California Forum and Law: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXXVII

No Third Party Beneficiaries: Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this Agreement.

ARTICLE XXXVIII

Counterparts: This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement.

ARTICLE XXXIX

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

ARTICLE XL

Additional Terms and Conditions:

- A. **Mandated Reporter Requirements:** Contractor acknowledges and agrees to comply with mandated reporter requirements pursuant to the provisions of Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the California Penal Code, also known as "The Child Abuse and Neglect Reporting Act," and the Welfare and Institutions Code Section 15630 et seq., related to elder and dependent adults, as applicable.
- B. **Confidentiality and Information Security Provisions:** Contractor shall comply with applicable Federal, State, and local laws and regulations, including but not limited to the CFR Title 45, parts 160-164, and the Confidentiality of Medical Information Act, California Civil Code Sections 56 et seq. regarding the confidentiality and security of Medical Information, Protected Health Information, and Personally Identifiable Information (PII).
 - 1. Permitted Uses and Disclosures of PII by Contractor.
 - a. Permitted Uses and Disclosures. Contractor shall develop and maintain an information privacy and security program that includes the implementation of administrative, technical, and physical safeguards appropriate to the size and complexity of Contractor's operations and the nature and scope of its activities. The information privacy and security programs must reasonably and appropriately protect the confidentiality, integrity, and availability of the PII that it creates, receives, maintains, or transmits; and prevent the use or disclosure of PII other than as provided for in this Agreement. Except as otherwise provided in this Agreement, Contractor, may use or disclose PII to perform functions, activities or services identified in this Agreement provided that such use or disclosure would not violate Federal or State laws or regulations.
 - b. Specific Uses and Disclosures provisions. Except as otherwise indicated in the Agreement, Contractor shall:
 - 1) Use and disclose only PII for the proper management and administration of Contractor or to carry out the legal responsibilities of Contractor, provided that such use and disclosures are permitted by law; and
 - 2) Take all reasonable steps to destroy, or arrange for the destruction of a client's records within its custody or control containing personal information that is no longer to be retained by Contractor by (1) shredding, (2) erasing, or (3) otherwise modifying the personal information in those records to make it unreadable or undecipherable through any means.
 - 2. Responsibilities of Contractor.
 - a. Contractor agrees to safeguards:

- 1) To prevent use or disclosure of PII other than as provided for by this Agreement. Contractor shall provide County with information concerning such safeguards as County may reasonably request from time to time; and
 - i. Contractor shall restrict logical and physical access to confidential, personal (e.g., PII) or sensitive data to authorized users only; and
 - ii. Contractor shall implement a system to identify appropriate authenticated and authorized persons. If passwords are used in user authentication (e.g., username/password combination), Contractor shall implement strong password controls on all compatible computing systems that are consistent with the National Institute of Standards and Technology (NIST) Special Publication 800-86 and SANS Institute Password Protection Policy.
 - 2) Contractor shall implement the following security controls on each server, workstation, or portable (e.g. laptop computer) computing device that processes or stores confidential, personal, or sensitive data:
 - i. Network based firewall or personal firewall; and
 - ii. Continuously updated anti-virus software; and
 - iii. Patch-management process including installation of all operating system/software vendor security patches.
 - 3) Mitigation of Harmful Effects. Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PII by Contractor or its subcontractors.
 - 4) Agents and Subcontractors of Contractor. The same restrictions and conditions that apply through this Agreement to Contractor, shall also apply to Contractor's subcontractors and agents.
 - 5) Notification of Electronic Breach or Improper Disclosure. During the term of this Agreement, Contractor shall notify County immediately upon discovery of any breach of PII or data, where the information or data are reasonably believed to have been acquired by an unauthorized person. Immediate notification shall be made to County Privacy Officer, within two business days of discovery, at (530) 621-5852. Contractor shall take prompt corrective action to cure any deficiencies and any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations. Contractor shall investigate such breach and provide a written report of the investigation to County Privacy Officer, postmarked within thirty (30) working days of the discovery of the breach.
- C. **Access to Records:** The Contractor shall provide access to the federal, state or local Contractor agency, the Controller General of the United States, or any of their duly authorized federal, state or local representatives to any books, documents, papers and records of the Contractor which are directly pertinent to this specific Agreement for the purpose of making an audit, examination, excerpts and transcriptions.
- D. **Compliance with All Federal, State, and Local Laws and Regulations:** Contractor shall comply with all federal, state and local laws including, but not limited to, the Americans with Disabilities Act (ADA) of 1990 (42 USC 12101 et. seq.) and California Government Code Sections 11135-11139.5, and all regulations, requirements, and directives pertinent to its operations. Contractor shall abide by manuals, directives and other guidance issued by the State of California. All appropriate manuals and updates shall be available for review or reference by Contractor from the County Health and Human Services Agency.

Contractor shall further comply with all applicable laws relating to wages and hours of employment and occupational safety and to fire, safety, health, and sanitation regulations. Such laws shall include, but not be limited to, the Copeland "Anti-Kickback" Act, the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, the Clean Air Act and amendments, the Clean Water Act and amendments, and the Federal Water Pollution Control Act.

Contractor further warrants that it has all necessary licenses, permits, notices, approvals, certificates, waivers and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, the State of California, the County of El Dorado, and all other appropriate governmental agencies and shall maintain these throughout the term of the Agreement.

- E. **Debarment and Suspension Certification:** By signing this Agreement, the Contractor agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 45 CFR 75.213 and Contractor further certifies to the best of its knowledge and belief that it and its principals or affiliates or any sub-contractor utilized under the Agreement:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency.
 2. Have not within a three (3)-year period preceding this application/proposal/Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above Paragraph 2.
 4. Have not within a three (3)-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
 5. Shall not knowingly enter into any lower tier or subrecipient covered transaction with any person(s) who are proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4) or are debarred, suspended, declared ineligible or voluntarily excluded from participation in such transactions, unless authorized by the state.
 6. Shall include a clause titled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier or subrecipient covered transactions in accordance with 45 CFR Section 75.213.

If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation in writing to County. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549 (<https://www.archives.gov/federal-register/codification/executive-order/12549.html>), 2 CFR Part 180 and 2 CFR Part 376.

If the Contractor knowingly violates this certification, in addition to other remedies available to the federal and state governments, County may immediately terminate this Agreement for cause or default.

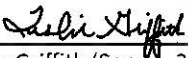
- F. **Accounting Systems and Financial Records:** Contractor shall be required to establish and maintain accounting systems and financial records that accurately account for and reflect all federal funds received, including all matching funds from the State, County and any other local or private organizations. Contractor's records shall reflect the expenditure and accounting of said funds in accordance with all State laws and procedures for expending and accounting for all funds and receivables, as well as meet the financial management standards in 45 CFR Part 75 and in the "Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." More particularly, Contractors are responsible for complying with the Uniform Grants Guidance and 45 CFR Part 75, and the allowability of the costs covered therein. Contractor must obtain written approval from a member of the HHSA Executive Management prior to the expenditure of any "special" or unusual costs in order to avoid possible disallowances or disputes based on any potential unreasonableness or unallowability of expenditures as detailed under the specific cost principles of the Uniform Grants Guidance. In order to obtain the most current regulations, the user should consult not only the latest version of the CFR, but also the List of Sections Affected issued in the current month. The Federal Register home page offers links to both the Federal Register and the CFR. Electronic CFR (e-CFR) versions are available online via the U.S. Government Printing Office website. Please note that documents on e-CFR, although updated daily, are unofficial editorial compilations of CFR material and Federal Register amendments and on-line versions may not be the most current version available.
- G. **Annual Audit:** Pursuant to the Office of Management and Budget Uniform Grants Guidance, any entity that receives federal funds, as stated in the Uniform Grants Guidance, for the purposes of carrying out federal programs, must complete an annual audit. The funding threshold is aggregate funds from all sources. If requested by County, Contractor shall provide a copy of said completed annual audit to County's Health and Human Services Agency at the email or address listed in Agreement's "Notice to Parties" Article within thirty (30) days of Contractor's receipt of same. All adverse audit findings must be documented and included with completed annual audit. Certified evidence of correction(s) of adverse audit findings shall be provided to County at the HHSA address listed in Agreement's Article titled "Notice to Parties."
- H. **Conflict Prevention and Resolution:** The terms of this Agreement shall control over any conflicting terms in any referenced document, except to the extent that the end result would constitute a violation of Federal or State law. In such circumstances, and only to the extent the conflict exists, this Agreement shall be considered the controlling document.
- I. **Continuous Operation:** Contractor shall operate continuously throughout the term of this Agreement with at least the minimum number and type of staff required to meet applicable Federal, State, and County requirements, and which are necessary for the provision of services hereunder.
- J. **Drug-Free Workplace:** Contractor agrees to maintain a drug-free workplace and remain in compliance with the Federal Drug-Free Workplace Act of 1988 (41 U.S.C. Chapter 10) and the California Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and any subsequent amendments to either Act thereto. A "drug free workplace" means the site(s) for the performance of work done by Contractor at which Contractor and employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance. A list of controlled substances can be found in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in Regulation 21 CFR 1308.11 – 1308.15.

- K. **Fingerprinting:** Pursuant to California Penal Code Section 11105.3(a), "Notwithstanding any other law, a human resource agency or an employer may request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in subdivision (1) of Section 15660 of the WIC of a person who applies for a license, employment, or volunteer position, in which they would have supervisory or disciplinary power over a minor or any person under their care." Therefore, Contractor warrants that its employees, subcontractors, assignees, volunteers and any other persons who, while providing services under this Agreement, have or may have supervisory or disciplinary power over any person or minor under his or her care, have been fingerprinted in order to determine whether they have a criminal history that would compromise the safety of persons or minors with whom they have contact in the course of provision of services under this Agreement. Contractor further warrants that said employees, subcontractors, assignees, volunteers and other persons have been cleared by Contractor to perform the services described in this Agreement. All fingerprinting services shall be at Contractor's sole expense. More specifically, Contractor agrees that:
1. Each applicant for paid or volunteer employment by Contractor who shall or may have a supervisory or disciplinary power over a minor or any person under his or her care shall be fingerprinted in order to determine whether they have a criminal history, which would compromise the safety of such minor, or person(s) under his or her care. All fingerprinting shall be at Contractor's sole expense.
 2. The fingerprinting process as set forth above shall be completed and the results of the process shall be obtained before any of the Contractor's employees, subcontractors, assignees, or volunteers are assigned or permitted to work with any minor or person referred to Contractor by County. Alternatively, the Contractor may set a hire date prior to obtaining fingerprinting results contingent on the applicant certifying that: (1) his or her employment application truthfully and completely discloses whether he or she has ever been convicted of a felony or misdemeanor or been on parole or probation and (2) that the applicant understands that a background check shall be conducted and that he or she shall be immediately dismissed from employment if he or she has failed to provide information regarding convictions, has provided incomplete information regarding convictions, has omitted information regarding convictions or if the fingerprinting results reveal any conviction incompatible with employment with Contractor.
 3. Contractor shall maintain, and make immediately available to County upon request, a written fingerprint certification for each employee, volunteer, or applicant for paid or volunteer employment for whom fingerprinting is required as detailed above. That certification shall state the following (1) that the individual has been fingerprinted, (2) the date of said fingerprinting, and (3) whether the process has disclosed any criminal history of the individual that may compromise the safety of minors or other persons with whom that individual has contact. Fingerprint information received from Department of Justice (DOJ) by Contractor shall be retained or disposed of pursuant to current DOJ directives.
- L. **Litigation:** County, promptly after receiving notice thereof, shall notify the Contractor in writing of the commencement of any claim, suit, or action against the County or State of California or its officers or employees for which the Contractor must provide indemnification under this Agreement. The failure of the County to give such notice, information, authorization, or assistance shall not relieve the Contractor of its indemnification obligations.
- Contractor, promptly after receiving notice thereof, shall immediately notify the County in writing of any claim or action against it which affects, or may affect, this Agreement, the terms and conditions hereunder, or the County or State of California, and shall take such action with

respect to said claim or action which is consistent with the terms of this Agreement and the interest of the County and State.

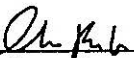
- M. **Release of Information:** Contractor shall ensure that the County of El Dorado Health and Human Services Agency is included as a receiving party on all Release of Information forms used in the performance of services under this Agreement.
- N. **Transfer of Records:** In the event that Contractor ceases operation, all physical and electronic files that are subject to audit shall be transferred to the County for proper storage of physical records and electronic data. Contractor shall notify County of impending closure as soon as such closure has been determined and provide County with a complete list of records in its possession pertaining to County Clients and operational costs under this Agreement. County shall promptly advise Contractor which records are to be transferred to the custody of County. Contractor shall properly destroy records not transferred to custody of County, and Contractor shall provide documentation of proper destruction of all such records to County.

Requesting Contract Administrator Concurrence:

By: 
Leslie Griffith (Sep 11, 2025 09:59:39 PDT)
Leslie Griffith, MSW
Assistant Director, Protective Services
Health & Human Services Agency

Dated: 09/11/2025

Requesting Department Head Concurrence:

By: 
Olivia Byron-Cooper (Sep 11, 2025 10:49:25 PDT)
Olivia Byron-Cooper, MPH
Director
Health & Human Services Agency

Dated: 09/11/2025

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

Dated: 11/4/25

By: 

Chair
Board of Supervisors
"County"

ATTEST:

Kim Dawson

Clerk of the Board of Supervisors

By: 

Deputy Clerk

Dated: 11/4/25

-- SIERRA CHILD AND FAMILY SERVICES, INC. --

By: Barry Harwell

Barry Harwell (Sep 11, 2025 11:09:15 PDT)

Barry Harwell
Chief Executive Officer
"Contractor"

Dated: 09/11/2025

**Sierra Child and Family Services, Inc.
Exhibit A
ILP Services Data Entry Quick Guide**

A qualified ILP service needs to be entered in CWS/CMS per month to meet compliance requirements.

Here is a screenshot of the Associated Services tab in the contact notebook in CWS/CMS.

Associated Services Tab

The screenshot shows the 'Associated Services Tab' in the CWS/CMS contact notebook. The form is divided into several sections:

- Service Section:**
 - ☐ Offered but not delivered
 - ☐ Hard Copy On File
 - ☐ Well Child Exam
 - Start Date: 07/29/2009, Start Time: 06:00pm
 - End Date: 07/29/2009, End Time: 07:00pm
 - Service Category: Independent Living Program Services
 - Service Type: <None>
- Provider Section:**
 - ☒ Staff Person, ☐ Service Provider
 - Provider Name: [Search Box]
- Participants Section:**
 - Participants: [List Box]
- ILP Services List:**
 - ILP - Career/Job Guidance
 - ILP - Consumer Skills
 - ILP - Education
 - ILP - Education Financial Assistance
 - ILP - Education/Post-Secondary
 - ILP - Employment/Vocational Training
 - ILP - Financial Assistance Other
 - ILP - Health Care
 - ILP - Home Management
- Narrative:**
 - Narrative: [Text Area]

Enter the Social Worker's name under Staff person in the Provider section or, if entering for Sierra Child and Family Services, check the radio button next to Service Provider, then click on the icon next to Provider Name. When the search box comes up, enter "Sierra Child and Family Services" under "Agency Name" and check the box under El Dorado as the county.

File Edit Search Action Associated Attach/Detach Window Help Tools

Associated Services

Start Date	End Date	Service Category	Service Type	Wraparound	Core Service
04/05/2023	04/05/2023	Independent Living Program Services	ILP - Career/Job Guidance		

Service

☐ Offered but not delivered ☐ Hard Copy On File ☐ Well Child Exam

Start Date: 04/05/2023 Start Time: : am Service Category: Independent Living Program Services

End Date: 04/05/2023 End Time: : am Service Type: ILP - Career/Job Guidance

☐ Wraparound ☐ Core Service

On Behalf of Child: Service Recipient:

Narrative:

Child and Family Team Lead Agency:

Facilitator: ☐ Staff Person ☐ Service Provider

Facilitator Name:

Provider

☐ Staff Person ☒ Service Provider ☐ Collateral

☐ Substitute Care Provider

☒ Provider Name ☐ Display End Dated Addresses

Search

Search Type: Service Provider

OK Cancel Help

Service Provider Category: First Name: Last Name: Service Provider ID: Agency Name: Sierra Child and Family Services Street Number: Street Name: City: County of Location: El Dorado State: California Zip Code:

After clicking on the "OK" button, click on the arrow for the dropdown menu and select any of the line items with Pam Carter listed - such as the one highlighted below.

Client Services -

File Edit Search Action Associated Attach/Detach Window Help Tools

Associated Services

Start Date	End Date	Service Category	Service Type
04/05/2023	04/05/2023	Independent Living Program Services	ILP - Career/Job Guidance

Service

☐ Offered but not delivered ☐ Hard Copy On File ☐ Well Child Exam

Start Date: 04/05/2023 Start Time: : am Service Category: Independent Living Program Services

End Date: 04/05/2023 End Time: : am Service Type: ILP - Career/Job Guidance

☐ Wraparound ☐ Core Service

On Behalf of Child: Service Recipient:

Narrative:

Provider

☐ Staff Person ☒ Service Provider ☐ Collateral

☐ Substitute Care Provider

☒ Provider Name ☐ Display End Dated Addresses

Carter, Pam - Sierra Child & Family Services 4250 Fowler Ln #204, Diamond Springs, CA 95619-9517

<None>

Diamond Springs Dental 540 Pleasant Valley Rd, Diamond Springs, CA 95619-9517

EDC Community Health Center 4641 Missouri Flat Rd, Placerville, CA 95667-6816

Carter, Pam - Placer County ILP, .

Carter, Pam - Placer County ILP Program, .

Carter, Pam - Placer County ILP Service, .

Carter, Pam - Placer ILP, .

Carter, Pam - Unity Care 11716 Enterprise Dr, Auburn, CA 95603-3732

Carter, Pam - Sierra Child & Family Services 4250 Fowler Ln #204, Diamond Springs, CA 95619

Carter, Pam - Unity Care 247 Placerville Dr Ste.B, Placerville, CA 95667-3911

Be sure to add client to "On Behalf of Child" and "Service Recipient" lists.

Below is a list of qualified ILP Services:

- 1804 ILP - Career, Job Guidance
- 1805 ILP - Consumer Skills
- 1806 ILP - Home Management
- 1807 ILP - Room & Board Financial Assistance
- 1808 ILP - Interpersonal, Social Skills
- 1809 ILP - Time Management
- 1810 ILP - Transportation
- 5805 ILP - Education
- 5806 ILP - Health Care
- 5807 ILP - Money Management
- 5808 ILP - Parenting Skills
- 5809 ILP - Transitional Housing
- 6322 ILP - Housing Options, Locations, THPP
- 6328 ILP - Needs Assessment
- 6329 ILP - Mentoring
- 6330 ILP - Education Financial Assistance
- 6331 ILP - Education, Post-Secondary
- 6332 ILP - Employment, Vocational Training
- 6333 ILP - Financial Assistance Other
- 6838 ILP - Credit Results Reviewed w/ Youth
- 6854 ILP - Discuss Credit Counsel/Participate

Sierra Child and Family Services, Inc.




Exhibit B
Budget

Respondent (Organization)	Sierra Child & Family Services (SCFS)				
Proposed Service	Independent Living Program (ILP)				
Total Proposed Amount	\$483,489.60				
Proposed Contract Period	36 Months (3-Year Term)				
Project Direct Costs					
Personnel					
	December 1, 2025 - June 30, 2026	July 1, 2026-June 30, 2027	July 1, 2027-June 30, 2028	July 1, 2028- November 30, 2028	Three (3) Year Term Totals
1.0 FTE Social Worker (all-inclusive)	\$61,152.00	\$104,832.00	\$104,832.00	\$43,680.00	\$314,496.00
0.5 FTE MH Aide (all-inclusive)	\$23,893.00	\$41,680.00	\$41,680.00	\$17,787.00	\$125,040.00
Totals	\$85,045.00	\$146,512.00	\$146,512.00	\$61,467.00	\$439,536.00
Total Personnel Costs					\$439,536.00
Operational Costs, Supplies, & Telecommunications - ***Waived***					
Mileage					\$0.00
Incentives					\$0.00
Group Activities					\$0.00
Program Supplies & Equipment					\$0.00
Office Supplies					\$0.00
Communications & Cell Phone Expense					\$0.00
Occupancy					\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operational Costs					\$0.00
Total Project Direct Costs	\$85,045.00	\$146,512.00	\$146,512.00	\$61,467.00	\$439,536.00
Project Indirect Costs (10% of All Direct Costs)					
Total Indirect Costs	\$8,504.50	\$14,651.20	\$14,651.20	\$6,146.70	\$43,953.60
Total Project Direct & Indirect Costs	\$93,549.50	\$161,163.20	\$161,163.20	\$67,613.70	\$483,489.60
TOTAL Costs/Budget for Entire Contract					\$483,489.60

Sierra Child and Family Services, Inc.
Exhibit C

Contractor Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs

CONTRACTOR HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed, political affiliation, sexual orientation, gender identity, genetic information, or other applicable protected basis be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the Contractor agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

09/11/2025

Date

9/11/2025

Address of Contractor

Barry Harwell

Barry Harwell (Sep 11, 2025 11:09:15 PDT)

Contractor Signature

Sierra Child and Family Services, Inc.
Exhibit D
HIPAA Business Associate Agreement

This Business Associate Agreement is made part of the base contract ("Underlying Agreement") to which it is attached, as of the date of commencement of the term of the Underlying Agreement (the "Effective Date").

R E C I T A L S

WHEREAS, County and Contractor (hereinafter referred to as Business Associate ("BA")) entered into the Underlying Agreement pursuant to which BA provides services to County, and in conjunction with the provision of such services, certain Protected Health Information ("PHI") and Electronic Protected Health Information ("EPHI") may be disclosed to BA for the purposes of carrying out its obligations under the Underlying Agreement;

WHEREAS, the County and BA intend to protect the privacy and provide for the security of PHI and EPHI disclosed to BA pursuant to the Agreement in compliance with the Health Insurance Portability and Accountability Act, Pub. L. No. 104-191 of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (the "HITECH" Act), and regulation promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws as may be amended from time to time;

WHEREAS, County is a Covered Entity, as defined in the Privacy Rule and Security Rule, including but not limited to 45 CFR Section 160.103;

WHEREAS, BA, when a recipient of PHI from County, is a Business Associate as defined in the Privacy Rule, the Security Rule, and the HITECH Act, including but not limited to 42 USC Section 17938 and 45 CFR Section 160.103;

WHEREAS, "Individual" shall have the same meaning as the term "individual" in 45 CFR § 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.202(g);

WHEREAS, "Breach" shall have the meaning given to such term under the HITECH Act under 42 USC Section 17921; and

WHEREAS, "Unsecured PHI" shall have the meaning to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to 42 USC Section 17932(h).

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

- I. Definitions. Unless otherwise provided in this Business Associate Agreement, capitalized terms shall have the same meanings as set forth in the Privacy Rule, as may be amended from time to time.
- II. Scope of Use and Disclosure by BA of County Disclosed PHI
 - A. BA shall not disclose PHI except for the purposes of performing BA's obligations under the Underlying Agreement. Further, BA shall not use PHI in any manner that would constitute a violation of the minimum necessary policies and procedures of the County, Privacy Rule, Security Rule, or the HITECH Act.
 - B. Unless otherwise limited herein, in addition to any other uses and/or disclosures permitted or authorized by this Business Associate Agreement or required by law, BA may:
 1. Use the PHI in its possession for its proper management and administration and to fulfill any legal obligations.
 2. disclose the PHI in its possession to a third party for the purpose of BA's proper management and administration or to fulfill any legal responsibilities of BA, or as required by law
 3. Disclose PHI as necessary for BA's operations only if:
 - a) Prior to making a disclosure to a third party, BA will obtain written assurances from such third party including:
 - (1) To hold such PHI in confidence and use or further disclose it only for the purpose of which BA disclosed it to the third party, or as required by law; and
 - (2) The third party will immediately notify BA of any breaches of confidentiality of PHI to the extent it has obtained knowledge of such breach.
 4. Aggregate the PHI and/or aggregate the PHI with that of other data for the purpose of providing County with data analyses related to the Underlying Agreement, or any other purpose, financial or otherwise, as requested by County.
 5. Not disclose PHI disclosed to BA by County not authorized by the Underlying Agreement or this Business Associate Agreement without patient authorization or de-identification of the PHI as authorized in writing by County.
 6. De-identify any and all PHI of County received by BA under this Business Associate Agreement provided that the de-identification conforms to the requirements of the Privacy Rule, 45 CFR and does not preclude timely payment and/or claims processing and receipt.
 - C. BA agrees that it will neither use nor disclose PHI it receives from County, or from another business associate of County, except as permitted or required by this Business Associate Agreement, or as required by law, or as otherwise permitted by law.
- III. Obligations of BA. In connection with its use of PHI disclosed by County to BA, BA agrees to:
 - A. Implement appropriate administrative, technical, and physical safeguards as are necessary to prevent use or disclosure of PHI other than as permitted by the Agreement that reasonably and appropriately protects the confidentiality, integrity, and availability of the PHI in accordance with Title 45 of the Code of Federal Regulations, Part 160 and Part 164, Subparts A and C (the "HIPAA Privacy Rule" and the "HIPAA Security Rule") in effect or as may be amended, including but not limited to 45 CFR 164.308,

164.310, 164.312, and 164.504(e)(2). BA shall comply with the policies, procedures, and documentation requirements of the HIPAA Security Rule.

- B. Report to County within 24 hours of any suspected or actual breach of security, intrusion, or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take prompt corrective action to cure any such deficiencies and any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.
- C. Report to County in writing of any access, use, or disclosure of PHI not permitted by the Underlying Agreement and this Business Associate Agreement, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than five (5) days. To the extent the Breach is solely a result of BA's failure to implement reasonable and appropriate safeguards as required by law, and not due in whole or part to the acts or omissions of the County, BA may be required to reimburse the County for notifications required under 45 CFR 164.404 and CFR 164.406.
- D. BA shall not use or disclose PHI for fundraising or marketing purposes. BA shall not disclose PHI to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates. BA shall not directly or indirectly receive remuneration in exchange of PHI, except with the prior written consent of the County and as permitted by the HITECH Act, 42 USC Section 17935(d)(2); however, this prohibition shall not affect payment by County to BA for services provided pursuant to the Agreement.

IV. PHI Access, Amendment, and Disclosure Accounting. BA agrees to:

- A. Provide access, at the request of County, within five (5) days, to PHI in a Designated Record Set, to the County, or to an Individual as directed by the County. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable County to fulfill its obligations under the HITECH Act, including, but not limited to, 42 USC Section 17935(e).
- B. Within ten (10) days of receipt of a request from County, incorporate any amendments or corrections to the PHI in accordance with the Privacy Rule in the event that the PHI in BA's possession constitutes a Designated Record Set.
- C. To assist the County in meeting its disclosure accounting under HIPAA:
 - 1. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosure from Electronic Health Record for treatment, payment, or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At the minimum, the information collected shall include: (i) the date of disclosure; (ii) the name of the entity or person who received PHI and, if known, the address of the entity or person; (iii) a brief description of PHI disclosed and; (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.

2. Within in 30 days of notice by the County, BA agrees to provide to County information collected in accordance with this section to permit the County to respond to a request by an Individual for an accounting of disclosures of PHI.
- D. Make available to the County, or to the Secretary of Health and Human Services (the "Secretary"), BA's internal practices, books and records relating to the use of and disclosure of PHI for purposes of determining BA's compliance with the Privacy Rule, subject to any applicable legal restrictions. BA shall provide County a copy of any PHI that BA provides to the Secretary concurrently with providing such information to the Secretary.

V. Obligations of County.

- A. County agrees that it will promptly notify BA in writing of any restrictions on the use and disclosure of PHI agreed to by County that may affect BA's ability to perform its obligations under the Underlying Agreement, or this Business Associate Agreement.
- B. County agrees that it will promptly notify BA in writing of any changes in, or revocation of, permission by any Individual to use or disclose PHI, if such changes or revocation may affect BA's ability to perform its obligations under the Underlying Agreement, or this Business Associate Agreement.
- C. County agrees that it will promptly notify BA in writing of any known limitation(s) in its notice of privacy practices to the extent that such limitation may affect BA's use of disclosure of PHI.
- D. County shall not request BA to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by County, except as may be expressly permitted by the Privacy Rule.
- E. County will obtain any authorizations necessary for the use or disclosure of PHI, so that BA can perform its obligations under this Business Associate Agreement and/or the Underlying Agreement.

VI. Term and Termination.

- A. Term. This Business Associate Agreement shall commence upon the Effective Date and terminate upon the termination of the Underlying Agreement, as provided therein when all PHI provided by the County to BA, or created or received by BA on behalf of the County, is destroyed or returned to the County, or, or if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.
- B. Termination for Cause. Upon the County's knowledge of a material breach by the BA, the County shall either:
 1. Provide an opportunity for the BA to cure the breach or end the violation and terminate this Agreement if the BA does not cure the breach or end the violation within the time specified by the County.
 2. Immediately terminate this Agreement if the BA has breached a material term of this Agreement and cure is not possible; or
 3. If neither termination nor cures are feasible, the County shall report the violation to the Secretary.
- C. Effect of Termination.
 1. Except as provided in paragraph (2) of this section, upon termination of this Agreement, for any reason, the BA shall, at the option of County, return or destroy

all PHI that BA or its agents or subcontractors still maintain in any form, and shall retain no copies of such PHI.

2. In the event that the County determines that returning or destroying the PHI is infeasible, BA shall provide to the County notification of the conditions that make return or destruction infeasible, and BA shall extend the protections of this Agreement to such PHI to those purposes that make the return or destruction infeasible, for so long as the BA maintains such PHI. If County elects destruction of the PHI, BA shall certify in writing to County that such PHI has been destroyed.

VII. Indemnity

- A. BA shall indemnify and hold harmless all Agencies, Districts, Special Districts and Departments of the County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (collectively "County") from any liability whatsoever, based or asserted upon any services of BA, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to BA's performance under this Business Associate Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever including fines, penalties or any other costs and resulting from any reason whatsoever to the extent arising from the performance of BA, its officers, agents, employees, subcontractors, agents or representatives under this Business Associate Agreement. BA shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, defense and settlements or awards against the County in any claim or action based upon such alleged acts or omissions.
- B. With respect to any action or claim subject to indemnification herein by BA, BA shall, at its sole cost, have the right to use counsel of its choice, subject to the approval of County, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes BA's indemnification of County as set forth herein. BA's obligation to defend, indemnify and hold harmless County shall be subject to County having given BA written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at BA's expense, for the defense or settlement thereof. BA's obligation hereunder shall be satisfied when BA has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.
- C. The specified insurance limits required in the Underlying Agreement of this Business Associate Agreement shall in no way limit or circumscribe BA's obligations to indemnify and hold harmless the County herein from third party claims arising from the issues of this Business Associate Agreement.
- D. In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code Section 2782. Such interpretation shall not relieve the BA from indemnifying the County to the fullest extent allowed by law.
- E. In the event there is a conflict between this indemnification clause and an indemnification clause contained in the Underlying Agreement of this Business

Associate Agreement, this indemnification shall only apply to the subject issues included within this Business Associate Agreement.

- VIII. Amendment. The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for County to comply with the Privacy Rule, 45 CFR, and HIPAA generally.
- IX. Survival. The respective rights and obligations of this Business Associate Agreement shall survive the termination or expiration of this Business Associate Agreement.
- X. Regulatory References. A reference in this Business Associate Agreement to a section in the Privacy Rule means the section as in effect or as amended.
- XI. Conflicts. Any ambiguity in this Business Associate Agreement and the Underlying Agreement shall be resolved to permit County to comply with the Privacy Rule, 45 CFR, and HIPAA generally.

Approval and Signatures

By: Barry Harwell
Barry Harwell
Chief Executive Officer
Sierra Child and Family Services, Inc.
"BA Representative"

Dated: 09/11/2025

By: Leslie Griffith
Leslie Griffith (Sep 11, 2025 09:59:39 PDT)
Leslie Griffith, MSW
Assistant Director, Protective Services
El Dorado County Health and Human Services Agency (HHSA)
"HHSA Representative"

Dated: 09/11/2025

Sierra Child and Family Services, Inc.
Exhibit E
California Levine Act Statement

California Government Code section 84308, commonly referred to as the "Levine Act," prohibits any officer of El Dorado County from participating in any action related to a contract if he or she accepts, solicits, or directs any political contributions totaling more than five hundred dollars (\$500) within the previous twelve (12) months, and for twelve (12) months following the date a final decision concerning the contract has been made, from the person or company awarded the contract. The Levine Act also requires disclosure of such contribution by a party to be awarded a specific contract. An officer of El Dorado County includes the Board of Supervisors, any elected official, and the chief administrative officer (collectively "Officer"). It is the Contractor's responsibility to confirm the appropriate "Officer" and name the individual(s) in their disclosure.

Have you or your company, or any agent on behalf of you or your company, made any political contribution(s), or been solicited to make a contribution by an Officer or had an Officer direct you to make a contribution of more than \$500 to an Officer of the County of El Dorado in the twelve months preceding the date of the submission of your proposals or the anticipated date of any Officer action related to this contract?

☐ YES ☒ NO

If yes, please identify the person(s) by name:

If no, please type N/A.

Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution(s) of more than \$500 to an Officer of the County of El Dorado in the twelve months following any Officer action related to this contract?

☐ YES ☒ NO

If yes, please identify the person(s) by name:

If no, please type N/A.

Answering YES to either of the two questions above does not preclude the County of El Dorado from awarding a contract to your firm or any taking any subsequent action related to the contract. It does, however, preclude the identified Officer(s) from participating in any actions related to this contract.

09/11/2025

Date

Sierra Child & Family Services

Type or write name of company

Barry Harwell

Barry Harwell (Sep 11, 2025 11:09:15 PDT)

Signature of authorized individual

Barry Harwell

Type or write name of authorized individual

REVIEW AND APPROVAL REQUESTED FOR:

☒ Contract ☐ Amendment ☐ Resolution ☐ Ordinance ☐ Policy ☐ Other

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 8/26/25Need Date: 9/9/25**PROCESSING DEPARTMENT**

Department: HHS
Dept Contact: Max Hudock
Phone: X6921
Dept. Signature: Alisha Bryden
Title: _____

Org Code: 5110100
Funding Source: _____
PL String: _____
Legistar #: 25-1349

CONTRACT INFORMATIONCONTRACT #: 9765 CONTRACT AMENDMENT #: _____Contracting Department: HHSContractor/Vendor Name: Sierra Child and Family Services, Inc.Contract Term: 12/1/25-11/30/28 Contract Value: \$483,489.60

Note - HR & RISK review will take place during Fenix Contract workflow - amendments see below.

ORDINANCE/RESOLUTION/POLICY INFORMATION

TITLE / SUBJECT: _____

NUMBER (If Assigned): _____

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL

Agreement for Services #9765 with Sierra Child and Family Services, Inc. for Independent
Living Program services for a term 12/1/25-11/30/28 total NTE \$483,489.60

COUNTY COUNSEL

Approved ☒ Disapproved ☐ Date: 8/28/25
Approved ☐ Disapproved ☐ Date: _____

By: Daniel Vandekoolwyk
By: _____

COMMENTS**CONTRACT AMENDMENT ONLY****HR APPROVAL**Compliance with Human Resources requirements? Yes: ☐ No: ☐

Compliance verified by: _____

RISK APPROVAL

Approved ☐ Disapproved ☐ Date: _____
Approved ☐ Disapproved ☐ Date: _____

By: _____
By: _____

COMMENTS

**County of El Dorado
Chief Administrative Office
Procurement and Contracts Division**
on behalf of the
Health and Human Services Agency



**Request for Proposals (RFP)
#2025-0114**

for

Independent Living Program (ILP)

Submittal Deadline:

May 9, 2025, not later than 3:00:00 PM (Pacific)

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Attachment A - Sample Agreement for Services*

Attachment B – Mandated Reporter Requirements

Attachment C – Application and Certification Form

Attachment D – Proposal Narrative

Attachment E – Reference Worksheet

Attachment F – Proposer Budget Template

*The attached Sample Agreement for Services is for reference only. Other terms and conditions may apply based on the types of services and funding involved.

1.0 INTRODUCTION

The County of El Dorado (hereinafter referred to as County) is located in Northern California and is bordered by Sacramento, Placer, Amador and Alpine counties in California, and Douglas County, Nevada. The County is topographically divided into two zones. The northeast corner of the County is in the Lake Tahoe basin, while the remainder of the County is in the "western slope," the area west of Echo Summit. There are two municipalities within El Dorado County. The largest city in the County is the City of South Lake Tahoe, with a 2020 population estimate of 22,487. The City of Placerville, the County seat, is located 45 miles northeast of Sacramento, the State capital. The City of Placerville has a 2020 estimated population of 11,397. The remainder of the County's 197,037 residents live outside of the two incorporated areas.

El Dorado County's Procurement and Contracts Division, on behalf of the County's Health and Human Services Agency (hereinafter referred to as "HHSA"), is soliciting sealed proposals from highly qualified and experienced organizations (hereinafter referred to as "Proposer" or "firm") to provide services to prepare Transition Age Youth (TAY) for successful independent living and to provide said youth with skills required to achieve self-sufficiency. These services are required as part of the Independent Living Program initiated at the state level, prompting County to solicit service providers who can help meet County service requirements of this mandate.

There is an identified need for youth currently and formerly in foster care in the United States to have a system that helps facilitate the successful transition of foster youth to adulthood. In response to this need, The Foster Care Independence Act of 1999 (Public Law 106-169) permanently authorized the California Department of Social Services (CDSS) Independent Living Program (ILP) for youth leaving and preparing to leave the foster care and probation system, as well as for young adults who have emancipated. Youth participation in ILP services is voluntary.

Fitting with legislative intent, the CDSS implementation of the ILP meets minimum requirements and specifications, while providing California counties with the flexibility to design ILP services to meet a wide range of needs for TAY involved or previously involved in the foster care and probation systems. The goal of the ILP is to enable youth between the ages of sixteen (16) to twenty-one (21) to achieve self-sufficiency by providing the independent living skill assessments, basic living education, vocational training, job seeking skills, individualized services, and a written Transitional Independent Living Plan (TILP) for each participating youth to assist the youth in achieving the goal of living independently.

Indicators of success include achieving a high school diploma or General Equivalency Diploma (GED), stable housing, a source of income, a job or college

attendance, supportive life-long connections, and a plan for utilizing available community resources.

TAY are eligible for ILP services from the age of sixteen (16) to the day before their twenty-first (21st) birthday, provided one of the following provisions is applicable:

- The foster or probation youth was or is in foster care at any time from their sixteenth (16th) to their nineteenth (19th) birthday.
- The foster or probation youth was placed in out-of-home care by a tribe or tribal organization between their sixteenth (16th) and nineteenth (19th) birthdays.
- The foster or probation youth is a former dependent who entered into a kinship guardianship at any age and is receiving or has received Kinship Guardianship Assistance Payments (Kin-GAP) between ages sixteen (16) and eighteen (18).
- The foster or probation youth is a former dependent who entered into a Non-Related Legal Guardianship (NRLG) after attaining age eight (8) and is receiving or has received permanent placement services.
- Youth receiving services through a Probate Guardianship case managed by Child Welfare Services between the ages of sixteen (16) to twenty-one (21) may also be referred by County of El Dorado (County), as appropriate.

Current counts of ILP eligible youth residing within the County that may be eligible for these services indicate a total of seventy-two (72), with fifty-nine (59) of the youth living in the western slope, and thirteen (13) living in the South Lake Tahoe basin. Of the seventy-two (72) total potentially ILP eligible youth, twenty-two (22) of the youths have an open case with the County. The awarded Proposer will be required to provide services to all eligible youth, regardless of where the youths live within the County. This includes youths that reside in the County but have open jurisdiction from other counties.

Firms responding to this solicitation should also understand the County's intent is to identify a qualified Proposer who can serve TAY's throughout the western slope and South Lake Tahoe basin. Proposals that do not offer services to both the western slope and South Lake Tahoe basin may be rejected.

The County of El Dorado is an equal opportunity employer (EOE). All individuals are encouraged to participate. The County will not discriminate against any individual because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, or sexual orientation.

The following schedule for this RFP process is listed below for reference purposes and is subject to change:

RFP Issuance	April 10, 2025
Deadline for Final Questions	April 24, 2025
Answers Posted on or About	May 1, 2025
Due Date for Submissions	May 9, 2025
Date reserved for interviews (if deemed necessary by County)	May 30, 2025

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued and posted at:

<https://pbsystem.planetbids.com/portal/48157/portal-home> ("PlanetBids").

Any amendment to this RFP is valid only if in writing and issued by the Chief Administrative Office, Procurement and Contracts Division. Verbal conversations or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this RFP are invalid.

All interpretations or corrections, as well as any additional RFP provisions that the County may decide to include, will be made only as an official addendum that will be posted to PlanetBids and it shall be the Proposer's responsibility to ensure they have received all addendums before submitting their proposal. Any addendum issued by the County shall become part of the RFP and shall be incorporated into the proposal.

County will not be bound by oral responses or inquires or written responses other than written addenda.

2.0 SCOPE OF WORK

The awarded Proposer will be required to enter into a three (3) year agreement for services with the County substantially similar in form to that attached hereto as Attachment A - Sample Agreement for Services. Any reference in this RFP to specific terms of the agreement are for illustrative purposes only and shall not limit the scope of the obligations to be assumed by the awarded Proposer under the agreement. In the event of any conflict between a provision of this RFP and the provisions of the agreement attached as Attachment A, the terms of the agreement shall govern.

The awarded Proposer shall be able to perform all the following services as outlined below.

A. Case Management and Assessment:

1. Complete an independent living skills assessment with each TAY referred by the County or otherwise participating in ILP services at intake and annually thereafter. Such assessments shall be completed with each TAY for the purposes of planning services and curriculum emphasis, assess progress towards meeting the youth's goals, and provide individual mentoring/counseling.
2. Provide case management, conduct individual meetings and/or appointments, and group activities in support of TAY receiving ILP services as a part of this program. These services shall include at a minimum:
 - a. A review or development of a Transitional Independent Living Plan (TILP) for each TAY, including revisions to existing TILPs as necessary, in collaboration with the youth's family members and / or kin;
 - b. The provision of a variety of learning opportunities including experiential learning, classroom/workshop events, and peer support; and
 - c. Maintaining a file for each TAY, to include a copy of their transcript, pre and posttests, employment assessment, TILP, Financial Aid Application, SAT results, master application and resume, or any other documents relevant to assisting the youth to meet their education and employment goals. This information shall be provided to participating youth on an as needed basis to assist in job or higher education pursuits.
3. Participate in various meetings on behalf of the TAY including Child and Family Team (CFT) meetings that will be specifically geared towards helping the youth reach their goals towards emancipation.
4. Proposer shall provide outreach to at least ten (10) total TAY participants per month that have been referred by County HHSA.
5. Proposer shall serve eligible TAY clients while performing this Scope of Services that include at a minimum the following:
 - a. Foster Youth referred by a HHSA Social Worker;
 - b. Foster Youth living in El Dorado County, referred by a Social Worker in another county; and/or
 - c. Wards of the Court or other youth referred by a Deputy Probation Officer within the El Dorado County Probation Department.

B. Program Area Assistance:

1. Education: Provide information and related activities to help eligible TAY seek a high school diploma (or equivalency), pursue higher education goals, and/or to take part in appropriate vocational training. Allowable services include at a minimum:
 - a. Counseling and other similar assistance related to educational and vocation training;
 - b. Assistance with preparation for a GED;
 - c. Preparation for Higher Education, including preparation of college applications and applications for financial aid (e.g. Free Application for Federal Student Aid [FAFSA]);
 - d. Academic support; and
 - e. Job placement activities.
2. Living Skills: Provide eligible TAY training in daily living skills, budgeting, housing location and maintenance, and career planning. Allowable activities include instruction in basic living skills, including at a minimum:
 - a. Money management, including assistance with filing taxes;
 - b. Home management;
 - c. Consumer skills;
 - d. Parenting skills;
 - e. Navigating healthcare services and plans;
 - f. Accessing community resources;
 - g. Accessing transportation resources; and
 - h. Finding and securing stable housing, including assistance with Foster Youth to Independence (FYI) vouchers.
3. Counseling: Provide eligible TAY non- therapeutic level (paraprofessional) individual and group counseling. Allowable activities include at a minimum:
 - a. Individual and group counseling sessions;
 - b. Participation by youth, kin, and/or foster parents in ILP related workshops, retreats, seminars, and conferences;
 - c. Training to assist with the development of social skills; and
 - d. Sponsorship of conferences, mentoring efforts, membership groups, and/or workshops relevant to assisting involved youth in developing ILP skills.
4. Service Coordination: Provide eligible TAY assistance aimed at integrating and coordinating other services available to the youth. Allowable activities include at a minimum:

- a. Coordination with other available ILP resources (including those provided by the State of California);
 - b. Assisting with locating transitional living options and provide connections to local housing advisors;
 - c. Establishing linkages and connections with federal, state, and local agencies providing services that will benefit the youth, including at a minimum, limited to Work Investment Opportunity Act (WIOA), Department of Education, Department of Labor, volunteer and internship opportunity programs;
 - d. Provide assistance with enrollment in medical and dental benefits with public or private providers; and
 - e. Assist in system navigation and access to state and community mental health agencies providing services.
5. Outreach: Provide outreach designed to encourage eligible TAY to participate in ILP services available through the resulting agreement. Allowable activities include at a minimum:
- a. Establishment of an outreach effort or campaign, aimed at encouraging eligible TAY to participate in available ILP services; and
 - b. Development of community-based resources that will act as an on-going support network.
6. Resource Connections: Provide assistance in locating and applying for other services and assistance that will facilitate the transition to independent living. Allowable activities include at a minimum:
- a. Assisting with the completion of application forms for assistance from other government and community based organizations;
 - b. Assistance in navigating government and community-based programs designed to assist youth in developing independent living skills; and
 - c. Providing transportation and / or a direct connection to providers of such services.
7. Education and information dissemination associated with the Program Areas shall be accomplished by using the following:
- a. Group meetings, classes, workshops, or similarly formatted alternatives, held with multiple clients at regular, monthly or twice monthly intervals, at a time that accommodates clients' participation in school or work activities; and
 - b. Individual meetings or appointments with clients and/or their family members on an as needed basis.
 - c. The awarded Proposer shall employ specific strategies to engage TAY, especially hard to reach youth, as well as strategies to maintain engagement over time. Services must be provided at a variety of

locations including community settings where youth are most comfortable (e.g. foster homes, schools, and coffee shops).

8. Proposer shall utilize either Group Meetings or Individual meetings to provide the services identified in the Program Areas. As such, the Proposer shall use good judgement in deciding which format (Individual or Group) best fits each of the Program Area activities, given their plan for providing each of the services.

C. Community Connections and Collaboration:

1. To the extent the awarded Proposer is unable to directly provide all the services described as Program Areas (as referenced in Section 2.0(B.) above), the awarded Proposer shall coordinate and collaborate with community partners providing the service. This may include providing referrals to the community partner or contracting with a community partner to provide the services as part of the awarded Proposer's efforts.
2. For every service the awarded Proposer will not be providing directly, the awarded Proposer shall submit an Operational Agreement with a community partner that clearly indicates the partner will be providing the required service as a part of the awarded Proposer's efforts to deliver ILP services to the TAY under the resulting Agreement.
 - a. Each Operational Agreement shall clearly identify which service(s) the partner agency will be providing, in the subject line or header of the Operational Agreement, using the format "Service Number Two: Living Skills" or a format substantively similar.
 - b. Each Operational Agreement must also include the name and contact information of a representative of the agency, and clearly indicate the agency is willing to provide these services to the eligible TAY referred as a part of the program described herein.

D. Foster Youth Steering Committee participation and involvement:

1. The awarded Proposer shall apply for membership to the Foster Youth Steering Committee. If membership in the committee is denied by the committee, the awarded Proposer shall attend each meeting as a member of the public.

E. Reporting Requirements:

1. The awarded Proposer shall be required to report to HHSA the following information on a monthly basis by county of residence, gender, ethnicity, Lesbian, Gay, Bisexual, Transexual, Queer, Intersex, Asexual, and others (LGBTQIA+), and disability status:

- a. The total number of TAY with whom individual meetings or appointments were held for ILP Services;
 - b. The total number and subject matter of group meetings or classes held each month, along with the total number of TAY involved in each meeting;
 - c. The total number of times and types of different services were provided and an identification of the TAY to whom those services were provided;
 - d. Classroom attendance rosters, per student, including the name of the student, the date of the classes, the class titles, and the status of attendance;
 - e. The number of TAY who ceased attendance, reasons for cessation of attendance, and efforts made to re-engage youth who ceased attending;
 - f. Any challenges that are affecting the provision of services or the progression towards successful outcomes and suggestions for addressing these challenges, and / or assistance needed from the County; and
 - g. An on-going self-evaluation of the effectiveness of program services and a quantifiable analysis of successful outcomes for TAY involved.
2. The awarded Proposer shall be required to complete any State of California mandated reporting including the National Youth in Transition (NYTD) report and ILP Narrative. Information on this report can be found here: <https://www.cdss.ca.gov/inforesources/foster-care/independent-living-program>

3.0 MINIMUM REQUIREMENTS

To be considered eligible to submit a proposal in response to this solicitation, the Proposer must:

1. Demonstrate an established commitment to offering Trauma-Informed Services. To demonstrate eligibility in this area, the Proposer must submit evidence of the guiding principles or philosophy used by the organization in offering Trauma-Informed Services. Evidence may include policies, procedures, or other organizational governing documents specifically identifying Trauma-Informed principles being adhered to and included in their proposal and labeled as "Eligibility-Trauma."
2. Demonstrate appropriate staffing qualifications and staffing levels to provide the mandated ILP outlined in this RFP. To demonstrate eligibility in this area, Proposer shall provide copies of licenses for any current clinicians, along with professional certifications, or other pertinent credentials for any staff members who will serve on or be responsible for the ILP included in their proposal and labeled as "Eligibility Staffing."

3. Demonstrate the proposing firm has, at a minimum, three (3) years of experience providing services to Transition Age Youth. Such evidence can be a statement from the firm stating when the proposing firm was established, and a brief synopsis of how many years and brief description of the type of services the firm has provided, to be included in their proposal and labeled as "Eligibility-Experience".
4. Certify the Proposer has read and will agree to the Mandated Reporter Requirements and acknowledges that all staff offering services outlined in this RFP will be trained on Mandated Reporter Requirements, attached to this RFP as Attachment "B".
5. Proposer must ensure all staff, volunteers, and interns have training in child abuse mandated reporter training, basic training in cultural diversity/humility, substance abuse, trauma-informed practice, and domestic violence.
6. Proposer must examine the arrest and conviction records of all current and prospective employees, volunteers, and interns and shall certify that they do not employ or shall not continue to employ any person convicted of any crime involving harm to children and/or elder or dependent adults, or any person on active probation or parole, nor shall employment be offered to or continued for anyone who must register pursuant to the Penal Code Section 290.
7. Proposer will be expected to demonstrate collaboration with other entities to expand services for youth and to promote program sustainability.
8. The awarded Proposer shall make a reasonable effort to employ or utilize volunteers who are former foster youth, to provide the services identified herein, as appropriate and reasonable depending on the service. Applicants who identify former foster youth as current employees at the time of proposal submission shall be given additional points/preference.

4.0 PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. The response documents shall be 8-1/2 inches by 11 inches in size or shall be folded to that size. Unnecessarily elaborate responses, enclosures, and specialized binding are not desired, and may be construed as an indication of Proposer's lack of cost consciousness.

All proposals shall contain the following elements, and in the order given:

4.1 RFP Response Information and Certification Form: Submit a completed and signed Attachment C – RFP Response Information and Certification Form.

4.2 Proposal Narrative: Complete Attachment D – Response Document: Proposal Narrative.

The Proposal Narrative section of the proposal should describe the firm's resources, experience, and capabilities as they relate to the Scope of Work described in Section 2.0 above. Submit in the order identified below:

- A. **Plan for Services:** The plan for services should address the Proposer's plan, including the Proposer's assessment of the work to be performed and the ability to meet the objectives, including any optional and/or additional service components unique to the approach for providing the services identified in Section 2.0. All descriptions of plans should include measurable outcomes, defined timelines, and the activities/steps that will be taken to achieve the outcomes identified.
- B. **Experience and Qualifications:** Proposers should provide responses as indicated below. Resumes, copies of certificates and / or degrees, and stock biographies will not be evaluated in lieu of responses to each of the directives listed below:
 - 1. Describe your firm's history and experience serving TAY;
 - 2. Describe your firm's history and experience working with Child Welfare Service, Probation or other County entities providing services to foster youth;
 - 3. Describe the minimum qualifications of the employees who will be providing services to TAY as described herein;
 - 4. Describe your firm's efforts to utilize as volunteers and / or employ former foster youth as a part of the efforts described herein; and
 - 5. Identify whether or not your firm currently employs former foster youth for the provision of direct services to TAY.
 - 6. Please state whether your firm possesses all licenses, permits and approvals required by law and regulations to perform the scope of work described herein. Identify the Proposer's location(s) where services shall be performed under the resulting Agreement.
- C. **Timeline:** Provide a timeline for all Program Area activities. The timeline should:

1. Describe the frequency and regularity of any group meetings, classes, workshops, or similarly formatted alternatives; and
2. Describe how time for individual meetings or appointments will be scheduled and / or accounted for.

4.3 References: Complete Attachment E – Response Document: Reference Worksheet. Proposer must provide a minimum of three (3) references of clients for whom the responding firm has conducted similar services.

4.4 Budget Narrative and Cost Proposal: All Proposers must complete and submit a proposed three (3) year budget using Attachment F, marked “Proposer Budget Template,” outlining the expected cost of the services, broken down by cost categories. In addition to completing the Attachment F, all Proposers must submit a Budget Narrative. At a minimum, the Budget Narrative should address:

- A. Describe the itemized cost for all services provided;
- B. Describe in detail how all costs associated with performing the services identified herein are calculated; and
- C. A description of how these costs are necessary and reasonable for the delivery of services solicited in the RFP.

IMPORTANT: Firms submitting electronic proposals to the PlanetBids website must not include their Cost Proposal submittal in their main proposal. PlanetBids will allow Proposers to submit their Cost Proposal information as separate response attachments (one electronic file per response attachment). Firms that submit hard-copy responses shall follow the instructions in Section 6.2 below.

4.5 Exceptions: List all exceptions to this RFP and related attachments, if applicable.

5.0 PROPOSER QUESTIONS

5.1 Questions regarding this RFP must be submitted in writing by email or U.S. mail to the Procurement and Contracts Office, or using the PlanetBids website, and must be received no later than 5:00:00 p.m. (Pacific) on **April 24, 2025**.

5.2 All emails must have “**RFP #2025-0114 – QUESTION**” as their subject, and all envelopes or containers must be clearly marked “**RFP #2025-0114 – QUESTION**” for convenience purposes. Emails, envelopes, and/or containers not clearly labeled may be overlooked and not responded to.

5.3 Questions will not be accepted by telephone, facsimile (fax), or orally.

- 5.4 The County reserves the right to decline a response to any question if, in County's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner.
- 5.5 A summary of the questions submitted, including responses deemed relevant and appropriate by County, will be posted to the PlanetBids website on or about **May 1, 2025**. Any addenda to this RFP is valid only if in writing and issued by the County Procurement and Contracts Division.
- 5.6 All inquiries shall be submitted by email to: matthew.mckain@edcgov.us
or by U.S. Mail to:

County of El Dorado
Procurement and Contracts
330 Fair Lane
Placerville, California 95667
RFP #2025-0114 – Question

- 5.7 Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the contact above and shall not contact the requesting department directly regarding any matter related to this RFP. Information provided by persons other than Procurement and Contracts staff may be invalid and responses which are submitted in accordance with such information may be declared non-responsive.

6.0 PROPOSAL SUBMITTAL INSTRUCTIONS

- 6.1 Proposers are strongly encouraged to submit their responses online to assure a complete and timely response. To respond online firms must register with the County's online bidding system, PlanetBids, at <https://pbsystem.planetbids.com/portal/48157/portal-home>. Proposers are cautioned that the timing of their online submission is based on when the submittal is RECEIVED by PlanetBids, not when a submittal is initiated by a Proposer. Online submittal transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc. For these reasons, the County recommends that Proposers allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed by the PlanetBids' web clock, which does not allow submittals after the closing date and time. PlanetBids will send a confirmation email to the Proposer advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are advised to contact the PlanetBids Support team by phone (818-992-1771 Monday through Friday between 7 a.m. and 5 p.m. Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit: <https://home.planetbids.com/support> to complete and submit the ticket form).

- 6.2** Proposers that decide to submit a hard-copy response do so at their own risk. All hard-copy proposals must include all of the same information required for online proposals. Incomplete proposals will be rejected as non-responsive. Proposers shall submit one (1) original copy and one (1) electronic copy of your proposal in PDF format on a flash/USB drive. **IMPORTANT:** Proposers who submit hard-copy responses must submit their Budget Narrative and Cost Proposals (refer to Section 4.4 above) in a separate, sealed envelope clearly marked **"RFP 2025-0114 – Budget Narrative and Cost Proposal"** on the outside of the envelope. All hard-copy proposals shall be submitted in a sealed envelope or container and clearly marked with the RFP number, title, and closing date and time noted on the outside of the parcel.
- 6.3** It is the sole responsibility of the Proposer to ensure that the proposal is received in the Procurement & Contracts Division prior to the RFP submittal deadline. All responses must be submitted not later than the date and time posted on PlanetBids. Hard-copy responses shall be submitted **ONLY** to:

County of El Dorado
Procurement and Contracts Division
330 Fair Lane
Placerville, CA 95667

- 6.4** The County shall not be responsible for proposals delivered to a person or location other than specified herein. Proposals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting proposals delivered to a person or location other than that specified above.
- 6.5** Faxed or emailed proposals will not be accepted.
- 6.6** Late proposals will not be accepted or considered.
- 6.7** All proposals, whether selected or rejected, shall become the property of the County and shall not be returned.
- 6.8** The County reserves the right to waive minor defects and/or irregularities in proposals, and shall be the sole judge of the materiality of any such defect or irregularity.
- 6.9** All costs associated with proposal preparation and submission, including any interviews conducted at the sole discretion of the County, shall be borne by the Proposer.

- 6.10** County staff will open proposals following the submittal deadline. The only information that will be made available to the public after the submittal deadline has passed will be the names of the Proposers that submitted proposals. The contents of all proposals, or any other medium which discloses any aspect of the proposal, shall be held in strictest confidence until the County releases a Notice of Award or Notice of Intent to Award.
- 6.11** Any hard-copy proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the Proposer. Requests for modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified above for receipt of proposals.

7.0 EVALUATION PROCESS

All proposals will be evaluated initially to determine if they are responsive to the requirements of this RFP. An evaluation panel, consisting of County staff and members selected by County staff, will review and evaluate all responsive proposals received by the submittal date as set forth in this RFP, or as amended by addenda, and the proposals will be evaluated based on the thoroughness, clarity, and quality of the material presented. The County reserves the right to request additional information and clarification of any information submitted and to allow corrections of errors or omissions.

Proposers who have the qualifications (expertise and skills) and experience (documented, successful, and relevant) necessary to meet the requirements of this RFP will be scored and ranked using the criteria and point assignments listed below. Proposers submitting the most highly ranked proposals may be invited for interviews.

	Evaluation Criteria – Written Submittals	Maximum Possible Points
A.	Plan for Services (Section 4.2, A)	15
B.	Experience and Qualifications (Section 4.2, B)	30
C.	Timeline (Section 4.2, C)	20
D.	References (Section 4.3, Attachment E: up to 5 points per reference)	15
E.	Budget Narrative and Cost Proposal (Section 4.4)	20
	TOTAL POSSIBLE POINTS	100

Evaluation Criteria – Interviews (if held)

If the County elects to hold interviews, the following evaluation criteria and rating points will be used to evaluate the Proposers who are invited to interview.

	Evaluation Criteria – Interviews	Maximum Possible Points
A.	Experience and Qualifications of Firm	35
B.	Experience and Qualifications of Staff	35
C.	Response to Interview Questions	10
D.	Workload Capacity and Understanding of the Scope of Work	20
	TOTAL POSSIBLE POINTS	100

8.0 SELECTION PROCEDURE

- 8.1** Proposals will be reviewed for responsiveness. A selection committee will then evaluate responsive proposals in accordance with the criteria specified in Section 7.0 above. The firm(s) submitting the highest ranked proposals may be invited for an interview. Interviews will be conducted solely at the County's option. The County reserves the right to select the most qualified firm solely on the content of the proposal. If the County chooses to conduct interviews, the Proposer's Primary Contact identified in the Proposer's Cover Letter shall represent the Proposer at the interview at a minimum. After evaluation of the interviews, the Committee will recommend the firm(s) with the highest overall value, based on evaluation ranking, for approval by the County Purchasing Agent or Board of Supervisors.
- 8.2** The County reserves the right to make an award without further discussion of the proposal with the Proposer. Therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual may propose.
- 8.3** The County reserves the right to award one or more contracts to the firms or individuals who, in the sole judgment of the County, present the most favorable response to this RFP pursuant to the evaluation criteria indicated above.

- 8.4 In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.
- 8.5 The County reserves the right to reject any and all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.
- 8.6 The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit the PlanetBids website at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

RFP results are also available at:

<https://www.edcgov.us/Government/Contracts/Pages/Bid-Results.aspx>

- 8.7 The results of this RFP will be posted on the PlanetBids and County websites listed in Section 8.6 above at the earliest possible opportunity in accordance with County policy. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.
- 8.8 Response and selection of a proposal will not necessarily result in the award of a contract with the County. The act of opening a submittal and selecting a Proposer does not constitute awarding of a contract. Contract award is by action of the Purchasing Agent or Board of Supervisors and is not in force until fully executed.
- 8.9 Once contract negotiations are initiated, the County reserves the right to select the next ranked Proposer if for any reason a contract cannot be negotiated with the selected Proposer.

9.0 EL DORADO COUNTY WEBSITE REQUIREMENTS

It is the Proposer's responsibility to monitor the PlanetBids website for possible addenda to this RFP to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her proposal in accordance with original RFP requirements and all required addenda. All available RFPs and related addenda can be found at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

Failure of Proposer to obtain this information shall not relieve him/her of the requirements contained therein. Those Proposers not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

10.0 REJECTION OF PROPOSALS

Proposers interested in being considered must submit a proposal in compliance with this RFP. Failure to meet the minimum requirements of the RFP shall be cause for rejection of the proposal. The County reserves the right to reject any or all proposals.

The County may reject a proposal if it is conditional, incomplete, contains irregularities, or reflects inordinately high cost rates.

11.0 VALID OFFER

Proposals shall remain valid for one hundred twenty (120) days from the due date. The County reserves the right to negotiate with the successful Proposer any additional terms or conditions not contained in their proposal which are in the best interest of the County or to otherwise revise the scope of this RFP. This RFP does not constitute a contract or an offer of employment.

12.0 COUNTY'S RIGHTS

The County reserves the right to:

1. Request clarification of any submitted information.
2. Waive any irregularity or immaterial deviation in any proposal.
3. Not enter into any agreement.
4. Not select any Proposer.
5. Cancel this process at any time.
6. Amend this process at any time.
7. To award more than one (1) contract if it is in the best interest of the County.
8. Interview Proposers prior to award.
9. To request additional information during an interview.

Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from full compliance with the contract requirements if the Proposer is awarded the contract.

13.0 CONFLICT OF INTEREST

Proposers warrant and covenant that no official or employee of the County, or any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting agreement, nor that any such person will be employed in the performance of such agreement without immediate divulgence of such fact to the County. Proposals shall contain a statement to the effect that the Proposer is not currently committed to another project that would constitute a conflicting interest with the project defined in this RFP.

14.0 PUBLIC RECORDS ACT

Pursuant to the California Public Records Act ("CPRA"), the County may be required to produce records of this transaction, upon third party request, subject to various statutory exemptions. Please indicate what exemptions may apply to the information you submit (such as a 'proprietary information' exemption – refer to Section 4 for submittal instructions). Please note that designating information as "proprietary" does not guarantee non-disclosure.

In the event of a request for such information, the County will make best efforts to provide notice to Proposer prior to such disclosure. If Proposer contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in El Dorado County before the County's deadline for responding to the CPRA request. If Proposer fails to obtain such remedy within County's deadline for responding to the CPRA request, County may disclose the requested information. The County shall not in any way be liable or responsible for the disclosure of any such records.

Proposer further agrees that it shall defend, indemnify and hold County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial by County of a CPRA request for information arising from any representation, or any action (or inaction), by the Proposer.

14.0 BUSINESS LICENSE REQUIREMENT

It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector's Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information.

It is not a requirement to possess a County business license at the time of proposal submittal. Selected Proposers may be required to possess a County business license to award contract.

15.0 PUBLIC AGENCY

It is intended that other public agencies (i.e., city, special district, public authority, public agency, and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFP with the same terms and conditions specified therein, including pricing. The County shall incur no financial responsibility in connection with any agreement from another public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor.

Attachment A – Sample Agreement for Services

AGREEMENT FOR SERVICES #____ Independent Living Program Services

THIS AGREEMENT is made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and _____, a _____, duly qualified to conduct business in the State of California, whose principal place of business is _____, and whose Agent for Service of Process is Company name, physical address, (hereinafter referred to as "Contractor");

RECITALS

WHEREAS, County has determined that it is necessary to obtain a Contractor to provide Independent Living Program (ILP) services for current and former foster youth, and related services for Transition Age Youth clients referred by County of El Dorado Health and Human Services Agency (HHSA);

WHEREAS, Contractor responded to Request for Proposals (RFP) #2025-0114 for Independent Living Program services on _____, wherein Contractor represented to County that it is qualified to perform the special services described in ARTICLE I, Scope of Services;

WHEREAS, Contractor has represented to County via RFP #2025-0114 that it is specially trained, experienced, expert, and competent to perform the special services described in ARTICLE I, Scope of Services; that it is an independent and bona fide business operation, advertises and holds itself as such, is in possession of a valid business license, and is customarily engaged in an independently established business that provides similar services to others; and County relies upon those representations;

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state, and local laws;

WHEREAS, County has determined that the provision of such services provided by Contractor are in the public's best interest and that there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(b), El Dorado County Charter, Section 210(b)(6), and/or Government Code Section 31000;

NOW, THEREFORE, County and Contractor mutually agree as follows:

ARTICLE I

Scope of Services: Contractor agrees to furnish the personnel and equipment necessary to provide

ARTICLE II

Term: This Agreement shall become effective upon final execution by both parties hereto and shall cover the period of _____ through _____.

ARTICLE III

Compensation for Services: For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County's acceptance of work, in arrears. Payment shall be made within forty-five (45) days following County's receipt and approval of invoices identifying the services rendered.

- A. **Rates:** For the purposes of this Agreement, the billing rate shall be as defined in Exhibit __ marked "Budget", incorporated herein and made by reference a part hereof.
- B. **Invoices:** It is a requirement of this Agreement that Contractor shall submit an original invoice, similar in content and format with the Health and Human Services Agency (HHSA) invoice template linked online at <https://ElDoradoCounty.ca.gov/HHSA-Contractor-Resources>, and shall reference this Agreement number on their faces.

Invoices shall be sent as follows, or as otherwise directed in writing by County:

<i>Email (preferred method):</i>	<i>U.S. Mail:</i>
SSCWSinvoice@edcgov.us Please include in the subject line: "Contract #, Service Month, Description / Program"	County of El Dorado Health and Human Services Agency Attn: Finance Unit 3057 Briw Road, Suite B Placerville, CA 95667-5321

or to such other location or email as County directs.

Supplemental Invoices: For the purpose of this Agreement, supplemental invoices shall be defined as invoices submitted for additional services, previously disallowed services, or inadvertently not submitted services rendered during a month for which a prior invoice has already been submitted to County. Supplemental invoices should include the standard invoice format with description of services rendered. Supplemental Invoices for services provided during the period July 1st through June 30th for each fiscal year of this Agreement and received by County after July 31st of the subsequent fiscal year, shall be neither accepted nor paid by the County. Requests for exceptions to pay an invoice received after July 31st of the subsequent

year, must be submitted in writing, and must be approved by the Health and Human Services Agency's Chief Fiscal Officer.

In the event that Contractor fails to deliver, in the format specified, the deliverables and reports required by this Agreement, County at its sole option may delay the payment for the period of time of the delay, cease all payments until such time as the required deliverables or reports are received, or proceed as set forth below in the Article titled "Default, Termination, and Cancellation," herein.

ARTICLE IV

Maximum Obligation: The maximum obligation for services and deliverables provided under this Agreement shall not exceed \$XXX,XXX, inclusive of all costs, taxes, and expenses.

The above table represents the composition of the total not-to-exceed budget for this Agreement. Contingent upon written County Contract Administrator, or designee, and Chief Fiscal Officer, or designee approval, County may reallocate the funding listed herein, as needed, among service types and fiscal years, based on funding availability.

ARTICLE V

Lobbying Certification: The Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federally 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, the Contractor shall complete and submit Standard Form SF-LLL, OMB Number 0348-0046 "Disclosure of Lobbying Activities" in accordance with its instructions. A copy of Form SF-LLL can be downloaded and completed at <https://grants.gov/forms/forms-repository/post-award-reporting-forms>.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. 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.

ARTICLE VI

Audits, Compliance, and Monitoring:

- A. Contractor shall provide a copy of any Audit to County within thirty (30) days of completion of said audit.
- B. Audits and compliance monitoring by any representative of the Federal government, State government, or County may include the review of any and all terms related to this Agreement. Audits or monitoring by the County may be performed by way of annual Contract Monitoring Surveys. Contractors receiving a Contract Monitoring Survey shall, within thirty (30) days of receipt, complete and return the survey along with all documentation, details, and supporting materials required by the survey or otherwise necessary for the County to verify compliance with the terms and conditions of the Agreement. Failure to return the survey or requested follow up compliance documentation within sixty (60) days may result in the withholding of payment from the Contractor until such time as compliance with the terms of the Agreement can be verified. Verifying compliance may necessitate additional on-site reviews should information submitted by the Contractor be deemed insufficient or inaccurate.
- C. All files, records, documents, sites, and personnel are subject to review by representatives from County, State or Federal government.
- D. Upon notification of an exception or finding of non-compliance, the Contractor shall submit evidence of Corrective Action within thirty (30) days, or as otherwise specified in the notice of required corrective action provided by the County. Continued non-compliance beyond due date for submission of Corrective Action may lead to termination of this Agreement in accordance with the Article titled "Default, Termination, and Cancellation."
- E. Failure by County to notify or require Corrective Action does not constitute acceptance of the practice of waiver of the County's right to enforce.

ARTICLE VII

Nondiscrimination:

- A. County may require Contractor's services on projects involving funding from various state and/or federal agencies, and as a consequence, Contractor shall comply with all applicable nondiscrimination statutes and regulations during the performance of this Agreement including but not limited to the following: Contractor and its employees and representatives shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, sexual orientation, or sex; Contractor shall, unless exempt, comply with the applicable provisions of the Fair Employment and Housing Act (Government Code, section 12900 et seq.) and applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 11000 et seq.); the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, section 12990, set forth in Subchapter 5 of Chapter 5 of Division 4.1 of Title 2 of the California Code of Regulations incorporated into this Agreement by reference and made a part hereof as if set forth in full; and Title VI of the Civil Rights Act of 1964, as amended. Contractor and its employees and representatives shall give written notice of their obligations under this clause as required by law.
- B. Where applicable, Contractor shall include these nondiscrimination and compliance provisions in any of its agreements that affect or are related to the services performed herein.

- C. Contractor's signature executing this Agreement shall provide any certifications necessary under the federal laws, the laws of the State of California, including but not limited to Government Code Section 12990 and Title 2, California Code of Regulations, Section 11102.
- D. Contractor shall comply with Exhibit #_, marked "Contractor Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs," incorporated herein and made by reference a part hereof. Contractor shall acknowledge compliance by signing and returning Exhibit #_ upon request by County.

ARTICLE VIII

Taxes: Contractor certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes, or fees owed by Contractor to County. Contractor agrees that it shall not default on any obligations to County during the term of this Agreement.

ARTICLE IX

Executive Order N-6-22 – Russia Sanctions: On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, if this Agreement is funded by state funds and County determines Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The County will provide Contractor advance written notice of such termination, allowing Contractor at least thirty (30) calendar days to provide a written response. Termination will be at the sole discretion of the County.

ARTICLE X

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE XI

Contractor to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further understood that this Agreement does not create an exclusive relationship between County and Contractor, and Contractor may perform similar work or services for others. However, Contractor shall not enter into any agreement with any other party or provide any information in any manner to any other party, that would conflict with Contractor's responsibilities or hinder Contractor's performance of services hereunder, unless County's Contract Administrator, in writing, authorizes that agreement or sharing of information.

ARTICLE XII

Confidentiality: Contractor shall maintain the confidentiality and privileged nature of all records, including billing records, together with any knowledge therein acquired, in accordance with all applicable state and federal laws and regulations, as they may now exist or may hereafter be amended or changed. Contractor, and all Contractor's staff, employees, and representatives, shall not use or disclose, directly or indirectly at any time, any said confidential information, other than to County's Contract Administrator for the purpose of, and in the performance of, this Agreement. This confidentiality provision shall survive after the expiration or earlier termination of this Agreement.

ARTICLE XIII

Health Insurance Portability and Accountability Act (HIPAA) Compliance: As a condition of Contractor performing services for County, Contractor shall execute Exhibit #__, marked "HIPAA Business Associate Agreement," incorporated herein and made by reference a part hereof.

ARTICLE XIV

Assignment and Delegation: Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor shall not subcontract, delegate, or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

In the event Contractor receives written consent to subcontract services under this Agreement, Contractor is required to ensure subcontractor remains in compliance with the terms and conditions of this Agreement. In addition, Contractor is required to monitor subcontractor's compliance with said terms and conditions and provide written evidence of monitoring to County upon request.

ARTICLE XV

Independent Contractor: The parties intend that an independent contractor relationship will be created by this contract. Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by the terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, agents, affiliates, and subcontractors, if any are authorized herein, as they relate to the services or work to be performed under this Agreement during the course and scope of their employment by Contractor. Those persons will be entirely and exclusively under the direction, supervision, and control of Contractor.

County may designate the tasks to be performed and the results to be accomplished under this Agreement, provide information concerning the work or services, approve or disapprove the final work product and/or services provided, and set deadlines for the completion of the work or services, but County will not control or direct the manner, means, methods, or sequence in which Contractor performs the work or services for accomplishing the results. Contractor understands and agrees that Contractor lacks the authority to bind County or incur any obligations on behalf of County.

Contractor, including any subcontractor or employees of Contractor, shall not receive, nor be eligible for, any benefits County provides for its employees, including, but not limited to, vacation pay, paid holidays, life insurance, health insurance, social security, disability insurance, pension, or 457 plans. Contractor shall not receive, nor be eligible for, workers' compensation, including medical and indemnity payments. County is not responsible for withholding, and shall not withhold, Federal Income Contribution Act amounts or taxes of any kind from any payments which it owes Contractor. Contractor shall not be subject to the work schedules or vacation periods that apply to County employees.

Contractor shall be solely responsible for paying its employees, and for withholding Federal Income Contribution Act amounts and other taxes, workers' compensation, unemployment compensation, medical insurance, life insurance, or any other benefit that Contractor provides for its employees.

Contractor acknowledges that it has no authority to bind the County or incur any obligations on behalf of the County with regard to any matter, and Contractor shall not make any agreements or representations on the County's behalf.

ARTICLE XVI

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, County is subject to the provisions of Article XVI, section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment, or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products, or equipment subject herein. Such notice shall become effective upon the adoption of a final budget, which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the County's Board of Supervisors during the course of a given year for financial reasons reduce or order a reduction in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE XVII

Audit by California State Auditor: Contractor acknowledges that if total compensation under this agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code §8546.7. In order to facilitate these potential examinations and audits, Contractor shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the

contract, all books, records and documentation necessary to demonstrate performance under the Agreement.

ARTICLE XVIII

Default, Termination, and Cancellation:

- A. Termination by Default: If either party becomes aware of an event of default, that party shall give written notice of said default to the party in default that shall state the following:
1. The alleged default and the applicable Agreement provision; and
 2. That the party in default has ten (10) days upon receiving the notice to cure the default (Time to Cure).

If the party in default does not cure the default within ten (10) days of the Time to Cure, then such party shall be in default and the party giving notice may terminate the Agreement by issuing a Notice of Termination. The party giving notice may extend the Time to Cure at their discretion. Any extension of Time to Cure must be in writing, prepared by the party in default for signature by the party giving notice, and must specify the reason(s) for the extension and the date in which the extension of Time to Cure expires.

If County terminates this Agreement, in whole or in part, for default:

1. County reserves the right to procure the goods or services, or both, similar to those terminated, from other sources and Contractor shall be liable to County for any excess costs for those goods or services. County may deduct from any payment due, or that may thereafter become due to Consultant, the excess costs to procure from an alternate source.
2. County shall pay Contractor the sum due to Contractor under this Agreement prior to termination, unless the cost of completion to County exceeds the funds remaining in the Agreement. In which case the overage shall be deducted from any sum due Contractor under this Agreement and the balance, if any, shall be paid to Contractor upon demand.
3. County may require Contractor to transfer title and deliver to County any completed work under the Agreement.

The following will be events of default under this Agreement:

1. Failure by either party to perform in a timely and satisfactory manner any or all of its obligations under this Agreement.
 2. A representation or warranty made by Contractor in this Agreement proves to have been false or misleading in any respect.
 3. Contractor fails to observe and perform any covenant, condition, or agreement on its part to be observed or performed under this Agreement, unless County agrees, in writing, to an extension of the time to perform before that time period expires.
 4. A violation of the Article titled "Conflict of Interest."
- B. Bankruptcy: County may terminate this Agreement immediately in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.
- C. Ceasing Performance: County may terminate this Agreement immediately in the event Contractor ceases to operate as a business or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. Termination or Cancellation without Cause: County may terminate this Agreement, in whole or in part, for convenience upon thirty (30) calendar days' written Notice of Termination, in

accordance with the Article titled "Notice to Parties." If such termination is effected, County will pay for satisfactory services rendered before the effective date of termination, as set forth in the Notice of Termination provided to Contractor, and for any other services that County agrees, in writing, to be necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the Agreement. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the Notice directs otherwise.

ARTICLE XIX

Notice to Parties: All notices to be given by the parties hereto shall be in writing, with both the County Health and Human Services Agency and County Chief Administrative Office addressed in said correspondence and served by either United States Postal Service mail or electronic email. Notice by mail shall be served by depositing the notice in the United States Post Office, postage prepaid and return receipt requested, and deemed delivered and received five (5) calendar days after deposit. Notice by electronic email shall be served by transmitting the notice to all required email addresses and deemed delivered and received two (2) business days after service.

Notices to County shall be addressed as follows:

with a copy to:

COUNTY OF EL DORADO
Health and Human Services Agency
3057 Briw Road, Suite B
Placerville, CA 95667
ATTN: Contracts Unit
Email: hhsa-contracts@edcgov.us

COUNTY OF EL DORADO
Chief Administrative Office
Procurement and Contracts Division
330 Fair Lane
Placerville, CA 95667
ATTN: Purchasing Agent
Email: procon@edcgov.us

or to such other location or email as the County directs.

Notices to Contractor shall be addressed as follows:

(COMPANY NAME)
(Address)
(City, State, Zip)
ATTN: (Name), (Title)
vendoremail@vendor.com

or to such other location or email as the Contractor directs.

ARTICLE XX

Change of Address: In the event of a change in address for Contractor's principal place of business, Contractor's Agent for Service of Process, or Notices to Contractor, Contractor shall notify County in writing pursuant to the provisions contained herein above under the Article titled "Notice to Parties." Said notice shall become part of this Agreement upon acknowledgment in writing by the

County Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

ARTICLE XXI

Indemnity: To the fullest extent permitted by law, Contractor shall defend at its own expense, indemnify, and hold the County harmless, its officers, employees, agents, and volunteers, against and from any and all liability, claims, suits, losses, damages, or expenses of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the acts or omissions of Contractor or its officers, agents, or employees in rendering the services, operations, or performance hereunder, except for liability, claims, suits, losses, damages or expenses arising from the sole negligence or willful acts of the County, its officers and employees, or as expressly prescribed by statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

The insurance obligations of Contractor are separate, independent obligations under the Agreement, and the provisions of this defense and indemnity are not intended to modify nor should they be construed as modifying or in any way limiting the insurance obligations set forth in the Agreement.

Nothing herein shall be construed to seek indemnity in excess of that permitted by Civil Code section 2782, et seq. In the event any portion of this Article is found invalid, the Parties agree that this Article shall survive and be interpreted consistent with the provisions of Civil Code section 2782, et seq.

ARTICLE XXII

Insurance: Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- D. In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- E. Contractor shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times

during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

- H. The certificate of insurance must include the following provisions stating that:
1. The insurer will not cancel the insured's coverage without prior written notice to County; and
 2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of County.

ARTICLE XXIII

Force Majeure: Neither party will be liable for any delay, failure to perform, or omission under this Agreement that is due to any cause that it is beyond its control, not due to its own negligence, and cannot be overcome by the exercise of due diligence. In that event, the affected party will:

- A. Promptly give written notice to the other of the fact that it is unable to so perform and the cause(s) that is beyond its control; and
- B. Once the cause(s) has ceased, provide written notice to the other party and immediately resume its performance under this Agreement.

For purposes of this Article, "cause that is beyond its control" includes labor disturbances, riots, fires, earthquakes, floods, storms, lightning, epidemics, war, disorders, hostilities, expropriation or confiscation of properties, failure of and delays by carriers, interference by civil or military authorities, whether legal or de facto, and whether purporting to act under some constitution, decree, or law, or otherwise, or acts of God.

ARTICLE XXIV

Waiver: No failure on the part of the parties to exercise any rights under this Agreement, and no course of dealing with respect to any right hereunder, shall operate as a waiver of that right, nor shall any single or partial exercise of any right preclude the exercise of any other right. The remedies herein provided are cumulative and are not exclusive of any other remedies provided by law.

ARTICLE XXV

Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and the Political Reform Act of 1974 (Section 87100 et seq.), relating to conflict of interest of public officers and employees. Individuals who are working for Contractor and performing work for County and who are considered to be a Contractor within the meaning of Title 2, California Code of Regulations, Section 18700.3, as it now reads or may thereafter be amended, are required to file a statement of economic interest in accordance with County's Conflict of Interest Code. County's Contract Administrator shall at the time this Agreement is executed make an initial determination whether or not the individuals who will provide services or perform work pursuant to this Agreement are Consultants within the meaning of the Political Reform Act and County's Conflict of Interest Code. Statements of economic interests are public records subject to disclosure under the California Public Records Act.

Contractor covenants that during the term of this Agreement neither it, or any officer or employee of the Contractor, has or shall acquire any interest, directly or indirectly, in any of the following:

- A. Any other contract connected with, or directly affected by, the services to be performed by this Agreement.
- B. Any other entities connected with, or directly affected by, the services to be performed by this Agreement.
- C. Any officer or employee of County that are involved in this Agreement.

If Contractor becomes aware of a conflict of interest related to this Agreement, Contractor shall promptly notify County of the existence of that conflict, and County may, in its sole discretion, immediately terminate this Agreement by giving written notice as detailed in the Article titled "Default, Termination and Cancellation."

Pursuant to Government Code section 84308 (SB 1439, the Levine Act), Contractor shall complete and sign the attached Exhibit #__, marked "California Levine Act Statement," incorporated herein and made by reference a part hereof, regarding campaign contributions by Contractor, if any, to any officer of County.

ARTICLE XXVI

California Residency (Form 590): If Contractor is a California resident, Contractors must file a State of California Form 590, certifying its California residency or, in the case of a corporation, certifying that it has a permanent place of business in California. The Contractor shall be required to submit a Form 590 prior to execution of an Agreement or County will withhold seven (7) percent of each payment made to the Contractor during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XXVII

County Payee Data Record Form: All independent Contractors or corporations providing services to County who do not have a Department of the Treasury Internal Revenue Service Form W-9 (Form W-9) on file with County must file a County Payee Data Record Form with County.

ARTICLE XXVIII

County Business License: County's Business License Ordinance provides that it is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Ordinance Code Section 5.08.070. Contractor warrants and represents that it shall comply with all of the requirements of County's Business License Ordinance, where applicable, prior to beginning work under this Agreement and at all times during the term of this Agreement.

ARTICLE XXIX

Licenses: Contractor hereby represents and warrants that Contractor and any of its subcontractors employed under this Agreement has all the applicable licenses, permits, and certifications that are legally required for Contractor and its subcontractors to practice its profession or provide the services or work contemplated under this Agreement in the State of California. Contractor and its subcontractors shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement.

ARTICLE XXX

Contract Administrator: The County Officer or employee with responsibility for administering this Agreement is (name), (title), (division), Health and Human Services Agency (HHSA), or successor. In the instance where the named Contract Administrator no longer holds this title with County and a successor is pending, or HHSA has to temporarily delegate this authority, County Contract Administrator's Supervisor shall designate a representative to temporarily act as the primary Contract Administrator of this Agreement and HHSA Administration shall provide the Contractor with the name, title and email for this designee via notification in accordance with the Article titled "Notice to Parties" herein.

ARTICLE XXXI

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XXXII

Electronic Signatures: Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement, are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic Signature means any electronic visual symbol or signature attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures, pursuant to the California Uniform Electronic Transactions Act (Cal. Civ. Code §§ 1633.1 to 1633.17) as amended from time to time.

ARTICLE XXXIII

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXXIV

California Forum and Law: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXXV

No Third Party Beneficiaries: Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this Agreement.

ARTICLE XXXVI

Counterparts: This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement.

ARTICLE XXXVII

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

Requesting Contract Administrator Concurrence:

By: _____ Dated: _____
Name
Title
Department

Requesting Department Head Concurrence:

By: _____ Dated: _____
Name
Title
Department

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

By: _____ Dated: _____
Purchasing Agent
Chief Administrative Office
"County"

OR

-- COUNTY OF EL DORADO --

Dated: _____
By: _____
Chair
Board of Supervisors
"County"

ATTEST:
Kim Dawson
Clerk of the Board of Supervisors

By: _____ Dated: _____
Deputy Clerk

-- CONTRACTOR --

By: _____ Dated: _____
Name
Title
"Contractor"

By: _____ Dated: _____
Corporate Secretary

Attachment B

Mandated Reporter Requirements

California law requires that certain persons are mandated to report suspected child abuse, suspected dependent adult abuse, and suspected domestic violence.

Proposer acknowledges and agrees to comply with the following state required mandated reporter regulations as they apply to the services being rendered by Proposer, and acknowledges that all staff will be trained on Mandated Reporter Requirements:

- A. California Penal Code Sections 11160-11163, which covers suspected domestic violence; and
- B. California Penal Code, Article 2.5 (commencing with Section 11164) of Chapter 2 of Title I of Part 4, also known as the Child Abuse and Neglect Reporting Act; and
- C. Welfare and Institutions Code Section 15630, which covers suspected dependent adult abuse.

Failure to comply with these reporting requirements may lead to a fine of up to one thousand dollars (\$1,000) and/or up to six (6) months in jail. A person who makes a report in accordance with these mandates shall not incur civil or criminal liability as a result of any report required or authorized by the above regulations.

Attachment C – Application and Certification Form

RFP #2025-0114 Independent Living Program

1. FIRM INFORMATION

Firm Name: _____

Check One: ☐ Individual ☐ Corporation ☐ Limited Liability Company (LLC)
☐ Partnership ☐ Joint Venture

Mailing Address: _____

Business Address: _____

Phone: _____ Email: _____

Year the firm was established: _____

If the firm is a sole proprietor, partnership, or LLC:

Owner(s) or Managing Member(s) of Company: _____

Firm's Primary Contact Person (First and Last Name): _____

Mailing Address: _____

Business Address: _____

Phone: _____ Email: _____

2. REQUIRED STATEMENTS

By signature and date on this page, the firm acknowledges that the following required statements are true and correct:

- Public Records Act – I/We acknowledge that the submittal and its contents are not considered proprietary; OR I/We have identified the following portions of our submittal in detail that I/we wish to declare as proprietary and/or confidential and have included detailed reasons, including specific exemptions allowed by the California Public Records Act/Government Code. (Firms shall list the portions and reasons on a separate document and include it with their response to this RFP. Please note that all submittals may be considered public information. Subsequent to award of this RFP, all or part of any submittal may be released to any person or firm who may request it. Therefore, firms may request any portion of their submittal should be treated as proprietary and not released as public information).

- Substitution of Designated Staff – I/We assure that the designated project team, including subconsultants (if any), is used for this project and that departure or reassignment of, or substitution for, any member of the designated project team or subconsultant(s) shall not be made without the prior written approval of the County.
- Conflict of Interest – I/We warrant that no official or employee of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County in writing.
- Non-Collusion – I/We warrant that this offer is made without any previous understanding, agreement or connection with any person, firm, or corporation submitting a separate submittal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
- Debarment and Suspension Certification – Title 49, Code of Federal Regulations, Part 29 – Respondent certifies that, under penalty of perjury, except as noted, Respondent or any other person associated therewith in the capacity of owner, partner, director, officer, manager, including any proposed subconsultants:
 - is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
 - has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past three (3) years;
 - does not have a proposed debarment pending; and
 - has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- Agreement for Services - I/We certify, that if selected, the firm will be required to negotiate an Agreement for Services with the County substantively similar to Attachment B - Sample Agreement for Services and must be able to obtain required certifications of insurances.
- Certify the Proposer has read and will agree to the Mandated Reporter Requirements and acknowledges that all staff offering services outlined in this RFP will be trained on Mandated Reporter Requirements related to Child Welfare Services, as outlined in Attachment B marked "Mandated Reporter Requirements."
- Proposer must examine the arrest and conviction records of all current and prospective employees, volunteers, and interns and shall certify that they do not employ or shall not continue to employ any person convicted of any crime involving harm to children and/or elder or dependent adults, or any person on active probation or parole, nor shall employment be offered to or continued for anyone who must register pursuant to the Penal Code Section 290.
- Operational Agreements – I/We certify, certify that that if selected, Proposer will be providing all of the services directly to clients as outlined in Section 2.0, Scope of Work, and if the firm intends to subcontract any of the work with an outside entity, that the firm will enter into and provide copies of resulting Operational Agreements established, with community partner(s) to perform said work to County.

Any exceptions to the above are included in the Exceptions portion of our response as noted on a separate signed document, including to whom it applies, initiating agency, and dates of action. Exceptions will not necessarily result in denial of award, but will be considered in determining the

design-build entity's responsibility. Providing false information may result in criminal prosecution or administrative sanctions. The above certifications are part of the submittal.

3. SIGNATORY REQUIREMENTS

Signatory Requirements: In order to receive consideration, this attachment must be signed (electronic signatures are acceptable) by an officer empowered by the firm to sign such material and thereby commit the firm to the obligations contained in the RFP response. **Further, the signing and submission of this attachment shall indicate the intention of the firm to adhere to the provisions described in this RFP and a commitment to enter into a binding contract.** Proposals shall be signed by one of the following representatives:

- If the Proposer is an **individual** doing business under a firm name, the proposal shall be signed in the name of the individual doing business under the proper firm name and style.
- If the Proposer is a **partnership**, proposal shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the proposal a Power-Of-Authority evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm.
- If the Proposer is a **corporation**, the proposal shall have the correct corporate name thereon and the actual signature of the authorized officer or officers of the corporation noted below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer or officers.
- If the Proposer is a **limited liability company** the proposal shall be signed in the corporate name by an authorized officer or officers.
- If the Proposer is a **joint venture**, the full names and addresses of all members of the joint venture shall be stated and it shall be signed by each individual.

4. PROPOSER REPRESENTATIONS

By signature and date on this page, the Proposer hereby certifies that the information contained in their proposal and all accompanying documents are true and correct, and by signing this document also certifies compliance with the statements contained herein.

The undersigned declares under penalty of perjury under the laws of the State of California that the proposal and its contents shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the solicitation named above, that they are aware of the applicable facts pertaining to this competitive process, its procedures and requirements, and that they have read and understand this solicitation.

FIRM AUTHORIZED OFFICER

FIRM AUTHORIZED OFFICER
(additional signature if applicable)

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachment D

Response Document – Proposal Narrative

Instructions: The Proposal Narrative section of the proposal should describe the firm's resources, experience, and capabilities as they relate to the Scope of Services described in Section 2 above. Submit in the order identified below:

- A. **Plan for Services:** The plan for services should address the Proposer's plan, including the Proposer's assessment of the work to be performed and the ability to meet the objectives, including any optional and/or additional service components unique to the approach for providing the services identified in Section 2.0. All descriptions of plans should include measurable outcomes, defined timelines, and the activities/steps that will be taken to achieve the outcomes identified.
- B. **Experience and Qualifications:** Proposers should provide responses as indicated below. Resumes, copies of certificates and / or degrees, and stock biographies will not be evaluated in lieu of responses to each of the directives listed below:
1. Describe your organization's history and experience serving TAY;
 2. Describe your organization's history and experience working with Child Welfare Service, Probation or other County entities providing services to foster youth;
 3. Describe the minimum qualifications of the employees who will be providing services to TAY as described herein;
 4. Describe your organization's efforts to utilize as volunteers and / or employ former foster youth as a part of the efforts described herein; and
 5. Identify whether or not your organization currently employs former foster youth for the provision of direct services to TAY.
 6. Please state whether your firm possesses all licenses, permits and approvals required by law and regulations to perform the scope of work described herein. Identify the Proposer's location(s) where services shall be performed under the resulting Agreement.

C. **Timeline:** Provide a timeline for all Program Area activities. The timeline should:

1. Describe the frequency and regularity of any group meetings, classes, workshops, or similarly formatted alternatives; and
2. Describe how time for individual meetings or appointments will be scheduled and / or accounted for.

Response:



County of El Dorado

Attachment E - Reference Worksheet

RFP: #2025-0014 Independent Living Program

Instructions: Please fill out the following information and attach to your proposal titled "References"

A. Client References (Section 4.3 on RFP) - Proposer must provide a minimum of three (3) references of clients for whom the responding firm has conducted similar services, including the client's business name, contact name, email, address, telephone number, length of contract/services, and type if services rendered. (HHSA may perform reference checks with those provided.)

1) Reference 1

Business Name:
Client Name:
Contact Email:
Business Address:
Contract Phone #:
Length of Contract/Services:
Type of Services Rendered:

2) Reference 2

Business Name:
Client Name:
Contact Email:
Business Address:
Contract Phone #:
Length of Contract/Services:
Type of Services Rendered:

3) Reference 3

Business Name:
Client Name:
Contact Email:
Business Address:
Contract Phone #:
Length of Contract/Services:
Type of Services Rendered:

Attachment F - Proposer Budget Template	
Instructions: All Proposers must complete this Budget Tool for all proposed costs, including fully burdened personnel costs, operational costs, travel costs, and a description of the F&A costs/rate. Proposed costs must include the totals for each category, calculated annually. Please ensure that all related Budget Sections are completed.	
Respondent (Organization):	Name of Organization
Proposed Service :	Independent Living Program (ILP)
Total Proposed Amount:	\$ -
Proposed Contract Period:	36 Months (3 Year Term)
Project Costs The budget categories should include proposed Actual Costs for all services outlined in the solicitation. Actual Costs may include personnel salaries and benefits, supplies, telephone/communications costs, transportation costs, and indirect costs. All line item descriptions of costs should include a calculation/formula in order to explain how the budgeted amount for the line item was determined.	
Proposed Personnel for El Dorado County Independent Living Program	Proposed Budget
List Personnel Line Items in Column A by Staff Title, Budgeted FTE (full-time equivalency), Months Proposed, Hourly Rate, and Hours Proposed with Total Cost Projected in Column B.	
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Total Proposed Start-Up Personnel Costs	\$ -
Proposed Contractor and Consultant Costs	Proposed Budget
List Contractor/Consultant Line Items in Column A by Title, Budgeted FTE (full-time equivalency), Months Proposed, Total Hours Proposed, and Hourly Rate with Total Cost Projected in Column B.	
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Total Proposed Start-Up Contractors and Consultant Costs	\$ -

El Dorado County Operational Costs, Supplies, and Telecommunications	Proposed Budget
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Total Operational Costs	\$ -
Direct Costs Subtotal	\$ -
Indirect Costs: F&A Costs	Proposed Budget
10% of all Direct Costs	\$ -
TOTAL Proposed Costs / Budget for Entire Contract	\$ -

