COUNTY OF SONOMA
AGREEMENT FOR SERVICES
(Revision F – Standard Version)

This agreement ("Agreement"), dated as of __________________________, 20_______,
("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), on behalf of First 5 Sonoma County Commission (hereinafter "Commission") and Sonoma County Office of Education (hereinafter "Contractor").

R E C I T A L S

WHEREAS, Contractor represents that it is a duly qualified administrator of education, experienced in raising the quality of childcare programs and performing related services;

WHEREAS, the Commission is an agency of the County with independent authority over the First 5 Sonoma County Commission Strategic Plan and the local special revenue fund; and use of the term "County" in this Agreement necessarily includes the Commission;

WHEREAS, Commission desires to allocate Proposition 10 resources to the Quality Counts – Comprehensive Approaches to Raising Educational Standards (CARES) program in accordance with program goals and objectives outlined in the First 5 Sonoma County Commission Strategic Plan; and

WHEREAS, in the judgment of the Commission, it is necessary and desirable to employ the services of Contractor for the above services.

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

A G R E E M E N T

1. Scope of Services

1.1. Contractor's Specified Services

Contractor shall perform the services described in Exhibit A (Scope of Work), attached hereto and incorporated herein by this reference (hereinafter "Exhibit A"), within the times or by the dates provided for in Exhibit A and pursuant to Article 7 (Prosecution of Work). In the event of a conflict between the body of this Agreement and Exhibit A, the provisions in the body of this Agreement shall control.

1.2. Cooperation With County

Contractor shall cooperate with County and County staff in the performance of all work hereunder.

1.3. Performance Standard

Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and
standards of care, as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of Contractor’s work by County shall not operate as a waiver or release. If County determines that any of Contractor’s work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4 (Termination); or (d) pursue any and all other remedies at law or in equity.

1.4. **Assigned Personnel**

   a. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from County.

   b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.

   c. In the event that any of Contractor’s personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness, or other factors outside of Contractor’s control, Contractor shall be responsible for timely provision of adequately qualified replacements.

1.5. **Contract Exhibits**

   This Agreement includes the following exhibits, which are hereby incorporated by reference as though fully set forth herein:

   - Exhibit A. Scope of Work
   - Exhibit B. Budget
   - Exhibit C. Insurance Requirements

2. **Payment**

   For all services and incidental costs required hereunder, Contractor shall be paid in accordance with the following terms:

   2.1. **Payment for Services**

       Contractor shall be paid on a time-and-material/expense basis in accordance with the budget set forth in Exhibit B (Budget), attached hereto and incorporated herein by this reference (hereinafter "Exhibit B"). Should documented costs and expenses total less than the authorized annual total (on a fiscal-year basis), at the sole discretion of the County, the unexpended balance shall carry forward to the next fiscal year until the expiration of this Agreement. Any balance carried forward may be offset by the County, at its sole discretion, against the amount due for the next fiscal year under the Agreement. Contractor shall submit its bills in arrears on a monthly
basis in a form approved by County's Auditor and the Head of County department receiving the services. The bills shall show or include: (i) the task(s) performed, (ii) the time in quarter hours devoted to the task(s), (iii) the hourly rate(s) of the person(s) performing the task(s), and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this Agreement, payments shall be made within the normal course of County business after presentation of an invoice in a form approved by County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by County.

2.2. Maximum Payment Obligation

In no event shall County be obligated to pay Contractor more than the total sum of $400,000 under the terms and conditions of this Agreement.

2.3. California Franchise Tax Withhold

Pursuant to California Revenue and Taxation Code (R&TC) Section 18662, County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this Agreement for payment and reporting to the California Franchise Tax Board if Contractor does not qualify as any of the following: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Contractor does not qualify, County requires that a completed and signed California Form 587 be provided by Contractor in order for payments to be made. If Contractor is qualified, then County requires a completed California Form 590. California Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in their facts. By signing either form, Contractor agrees to promptly notify County of any changes in the facts. Forms should be sent to County pursuant to Article 12 (Method and Place of Giving Notice, Submitting Bills, and Making Payments). To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

2.4. Overpayment

If County overpays Contractor for any reason, Contractor agrees to return the amount of such overpayment to County, or at County’s option, permit County to offset the amount of such overpayment against future payments owed to Contractor under this Agreement or any other agreement.

2.5. Federal Funding

This Section 2.5 is applicable if all or part of this Agreement will be paid with Federal awards.

2.5.1. Required Information.

As a pass-through entity, County is required to provide certain information regarding Federal award(s) to Contractor as a subrecipient. In signing this Agreement, Contractor acknowledges receipt of the following information regarding Federal award(s) that will be used to pay this Agreement:
a. CFDA Number: N/A  
b. CFDA Title: N/A  
c. Federal Agency: N/A  
d. Award Name: N/A  
e. Federal Award(s) Amount: N/A

2.5.2. **Title 2 Code of Federal Regulations Part 200**

As a subrecipient of Federal awards, Contractor is subject to the provisions of Title 2 Code of Federal Regulations Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (hereinafter "2 CFR Part 200"). In signing this Agreement, Contractor acknowledges that it understands and will comply with the provisions of 2 CFR Part 200. One provision of 2 CFR Part 200 requires a subrecipient that expends $750,000 in Federal awards during its fiscal year to have an audit performed in accordance with 2 CFR Part 200. If such an audit is required, Contractor agrees to provide County with a copy of the audit report within 9 months of Contractor’s fiscal year-end. Questions regarding 2 CFR Part 200 can be directed to the County's Auditor-Controller-Treasurer-Tax Collector’s Office – General Accounting Division.

2.5.3. **Audits**

Contractor agrees that all expenditures of State and Federal funds furnished to the Contractor pursuant to this Agreement are subject to audit by County, State agencies, and/or Federal agencies. Contractor warrants that it shall comply with the audit requirements as set forth in 2 CFR Part 200. County agrees to provide 14-days notice of intent of County to audit Contractor. Contractors subject to the Single Audit Act of 1984 and Single Audit Act Amendments of 1996 shall annually submit an independent audit conforming to 2 CFR Part 200, which applies to non-profit organizations.

2.5.4. **Copy of Audit**

Contractor agrees that a copy of audits performed shall be submitted to County no later than 30 days after completion of the audit report, or no later than 9 months after the end of Contractor's fiscal year, whichever comes first. The Contractor's agreement(s) with audit firms shall have a clause to permit access by County, State agencies, and/or Federal agencies to the working papers of the external independent auditor.

2.5.5. **Retention of Audit Report**

Contractor agrees that audit reports and work papers shall be retained for a minimum of 7 years from the date of the audit report, unless the auditor is notified in writing by County, a State agency, and/or a Federal agency to extend the retention period.

2.5.6. **Repayment**

Contractor is responsible for the repayment of all audit exceptions and disallowances taken by County, State agencies, and/or Federal agencies related to services provided by Contractor under this Agreement. Where allowable costs have been claimed and reimbursed, they will be refunded to the program that reimbursed the unallowable cost either by cash refund or by offset to subsequent claims.
3. **Term of Agreement**

The term of this Agreement shall be from July 1, 2016 to June 30, 2018 unless terminated earlier in accordance with the provisions of Article 4 (Termination) below.

4. **Termination**

4.1. **Termination Without Cause**

Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving 5 business days' advance written notice to Contractor.

4.2. **Termination for Cause**

Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3. **Delivery of Work Product and Final Payment Upon Termination**

In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to County all materials and work product subject to Section 9.11 (Ownership and Disclosure of Work Product), and shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4. **Payment Upon Termination**

Upon termination of this Agreement by County, Contractor shall be entitled to receive, as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2 (Termination for Cause), County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.5. **Authority to Terminate**

The Board of Supervisors has the authority to terminate this Agreement on behalf of County. In addition, the Purchasing Agent or Health Services Department Head, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of County.

4.6. **Obligations After Termination**

The following shall remain in full force and effect after termination of this Agreement: (1) Section 2.5 (Federal Funding), (2) Article 5 (Indemnification), (3) Section 9.5 (Records Maintenance), (4) Section 9.5.1 (Right to Audit, Inspect, and Copy Records), (5) Section 9.15 (Confidentiality), and (6) Section 13.5 (Applicable Law and Forum).
4.7. Change in Funding

Contractor understands and agrees that County shall have the right to terminate this Agreement immediately upon written notice to Contractor in the event that any State and/or Federal agency and/or other funder(s) reduce, withhold, or terminate funding which County anticipated using to pay Contractor for services provided under this Agreement, or in the event that County has exhausted all funds legally available for payments due under this Agreement.

5. Indemnification

Contractor agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees from and against any actions, claims, damages, liabilities, disabilities, or expenses that may be asserted by any person or entity, including Contractor, that arise out of, pertain to, or relate to Contractor’s or its agents’, employees’, contractors’, subcontractors’, or invitees’ performance or obligations under this Agreement. Contractor agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to such Contractor’s or its agents’, employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor’s obligations under this Article apply whether or not there is concurrent negligence on County’s part, but to the extent required by law, excluding liability due to County’s conduct. County shall have the right to select its legal counsel at Contractor’s expense, subject to Contractor’s approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, contractors, and other agents to maintain insurance as described in Exhibit C (Insurance Requirements), which is attached hereto and incorporated herein by this reference (hereinafter "Exhibit C").

7. Prosecution of Work

The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God, or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work

Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes, which do not increase the amount paid under the Agreement, and which do not significantly change the scope of work or significantly lengthen time schedules, may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors/Purchasing Agent must authorize all other extra or changed work. The parties expressly recognize that, pursuant to Sonoma County Code Sections 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Contractor to secure such written authorization for
extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work, and thereafter Contractor shall be entitled to no compensation whatsoever for the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of County.

9. Representations of Contractor

9.1. Standard of Care

County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

9.2. Status of Contractor

The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits that County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4 (Termination), Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3. No Suspension or Debarment

Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving Federal funds as listed in the "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" issued by the General Services Administration. If Contractor becomes debarred, Contractor has the obligation to inform County.

9.4. Taxes

Contractor agrees to file Federal and State tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement, and shall be solely liable and responsible to pay such taxes and other obligations, including but not limited to State and Federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.5. Records Maintenance

Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement, and shall make such documents and records available to County for inspection at any reasonable time.
Contractor shall maintain such records for a period of 7 years following completion of work hereunder.

9.5.1. Right to Audit, Inspect, and Copy Records

Contractor agrees to permit County and any authorized State or Federal agency to audit, inspect, and copy all records, notes, and writings of any kind in connection with the services provided by Contractor under this Agreement, to the extent permitted by law, for the purpose of monitoring the quality and quantity of services, monitoring the accessibility and appropriateness of services, and ensuring fiscal accountability. All such audits, inspections, and copying shall occur during normal business hours. Upon request, Contractor shall supply copies of any and all such records to County. Failure to provide the above-noted documents requested by County within the requested time frame indicated may result in County withholding payments due under this Agreement. In those situations required by applicable law(s), Contractor agrees to obtain necessary releases to permit County or governmental or accrediting agencies to access patient medical records.

9.6. Conflict of Interest

Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under State law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement, no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.7. Statutory Compliance/Living Wage Ordinance

Contractor agrees to comply with, and to ensure compliance with from its subcontractors, all applicable Federal, State and local laws, regulations, statutes and policies – including but not limited to the County of Sonoma Living Wage Ordinance – applicable to the services provided under this Agreement as they exist now and as they are changed, amended, or modified during the term of this Agreement. Without limiting the generality of the foregoing, Contractor expressly acknowledges and agrees that this Agreement is subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

9.8. Nondiscrimination

Without limiting any other provision hereunder, Contractor shall comply with all applicable Federal, State, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation, or other prohibited basis, including without limitation County’s Nondiscrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.
9.9. **AIDS Discrimination**

Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.10. **Assignment of Rights**

Contractor assigns to County all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, and right to ideas in and to all versions of the plans and specifications, if any, now or later, prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights assigned to County in this Agreement, and to refrain from taking any action which would impair those rights. Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as County may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of County. Contractor shall not use or permit another party to use the plans and specifications in connection with this or any other project without first obtaining written permission of County.

9.11. **Ownership and Disclosure of Work Product**

All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor’s subcontractors, contractors, and other agents in connection with this Agreement, shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to County all such documents which have not already been provided to County in such form or format as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation. Contractor may retain copies of the above-described documents, but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of County.

9.12. **Authority**

The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

9.13. **Sanctioned Employee**

Contractor agrees that it shall not employ in any capacity, or retain as a subcontractor in any capacity, any individual or entity that is listed on any list published by the Federal Office of Inspector General regarding the sanctioning, suspension, or exclusion of individuals or entities from the Federal Medicare and Medicaid programs. Contractor agrees to periodically review said State and Federal lists to confirm the status of current employees, subcontractors, and contractors. In the event Contractor does employ such individual(s) or entity(ies), Contractor agrees to assume full liability for any associated penalties, sanctions, loss, or damage that may be imposed on County by the Medicare or Medicaid programs.
9.14. **Compliance with County Policies and Procedures**
Contractor agrees to comply with all County policies and procedures as they may relate to services provided hereunder.

9.15. **Confidentiality**
Contractor agrees to maintain the confidentiality of all patient medical records and client information in accordance with all applicable State and Federal laws and regulations. This Section 9.15 shall survive termination of this Agreement.

9.16. **Lobbying**
If any Federal funds are to be used to pay for any services under this Agreement, Contractor shall fully comply with all certifications and disclosure requirements prescribed by Section 319 of the Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds under this Agreement also fully complies with all such certification and disclosure requirements.

9.17. **Subcontractors**
Contractor agrees that any employees or agents of Contractor that assist Contractor in the provision of services shall also satisfy the requirements of this Agreement. In this regard, Contractor understands and agrees that all obligations and prohibitions imposed on Contractor pursuant to this Agreement are equally applicable to each and every individual providing services through Contractor under this Agreement, and Contractor shall assure that such individuals agree to comply with such obligations and prohibitions.

9.18. **Licensure**
Contractor shall obtain and maintain in effect during the term of this Agreement all licenses, permits, registrations, accreditations, and certificates as required by all Federal, State, and local laws, ordinances, rules, regulations, manuals, guidelines, and directives, which are applicable to Contractor’s services under this Agreement. Contractor shall further ensure that all of its officers, employees, and agents, who perform services hereunder, shall obtain and maintain in effect during the term of this Agreement all licenses, permits, registrations, accreditations, and certificates which are applicable to their performance hereunder. A copy of each such license, permit, registration, accreditation, and certificate shall be retained, and current updates of such documents shall be maintained, and made available upon request, not to exceed 3 business days after the initial request, for inspection, review, and/or audit by authorized representatives and designees of County, State, and/or Federal governments during the term of this Agreement and for the applicable records retention period.

10. **Demand for Assurance**
Each party to this Agreement undertakes the obligation that the other party's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other party may in writing demand adequate assurance of due performance, and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable
time, but not exceeding 30 days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party’s right to demand adequate assurance of future performance. Nothing in this Article limits County’s right to terminate this Agreement pursuant to Article 4 (Termination).

11. **Assignment and Delegation**

Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other party, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. **Method and Place of Giving Notice, Submitting Bills, and Making Payments**

All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. mail or courier service. Notices, bills, and payments shall be addressed as follows:

**TO COUNTY:**

Sheri Lang  
Senior Office Assistant  
First 5 Sonoma County Commission  
Department of Health Services  
County of Sonoma  
490 Mendocino Avenue, Suite 203  
Santa Rosa CA 95401  
707-565-6686  
sheri.lang@sonoma-county.org

**TO CONTRACTOR:**

Susy Marron  
Early Education Program Specialist  
Sonoma County Office of Education  
5340 Skylane Blvd.  
Santa Rosa CA 95403  
707-524-2639  
smarron@scoe.org

When a notice, bill, or payment is given by a generally recognized overnight courier service, the notice, bill, or payment shall be deemed received on the next business day. When a copy of a notice, bill, or payment is sent by facsimile or email, the notice, bill, or payment shall be deemed received upon transmission as long as: (1) the original copy of the notice, bill, or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date); (2) the sender has a written confirmation of the facsimile transmission or email; and (3) the facsimile or email is transmitted before 5 p.m. (recipient’s time). In all other instances, notices, bills, and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this Article 12.
13. **Miscellaneous Provisions**

13.1. **No Waiver of Breach**

The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2. **Construction**

To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other party. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3. **Consent**

Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4. **No Third-Party Beneficiaries**

Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5. **Applicable Law and Forum**

This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa in the County of Sonoma.

13.6. **Captions**

The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7. **Merger**

This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8. **Survival of Terms**

All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
13.9. **Counterparts and Electronic Copies**

The parties agree that, where applicable, this Agreement may be executed in counterparts, together which when executed by the requisite parties shall be deemed to be a complete original agreement. An electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement or counterpart, shall be deemed, and shall have the same legal force and effect as, an original document.

13.10. **Time of Essence**

Time is and shall be of the essence of this Agreement and every provision hereof.

§ The remainder of this page has intentionally been left blank. §
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR:

[Signature]
Mickey Porter, Deputy Superintendent
Sonoma County Office of Education

5/31/16
Dated

COUNTY OF SONOMA:
Certificate of Insurance on File with County:

______________________________
Stephan Betz, PhD, Director
Department of Health Services

Dated

Approved as to Substance:

[Signature]
Division Director or Designee

6/3/16
Dated

Approved as to Form:

[Signature]
Sonoma County Counsel

5/20/16
Dated
### Exhibit A. Scope of Work

**Project Title:** Quality Counts – CARES (Comprehensive Approaches to Raising Educational Standards)

**Project Summary:** Raise the quality of early childhood programs by providing financial incentives and support services to participants working towards a degree, California Child Development Permit, and/or Santa Rosa Junior College (SRJC) Certificate. Priority will be given to participants in Quality Counts.

<table>
<thead>
<tr>
<th>Project Strategies / Activities</th>
<th>Timeline</th>
<th>To Be Performed By</th>
<th>Measurable Process Outcomes</th>
<th>Measurable Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Develop CARES Program materials</td>
<td>a. Annually by July 31, 2016 and July 31, 2017</td>
<td>CCPC staff</td>
<td>a. Flier, forms, program booklet, application, and other outreach materials ready for implementation in English and Spanish</td>
<td>N/A</td>
</tr>
<tr>
<td>b. Develop annual contracts with SRJC and Sonoma State University (SSU) for textbook support services (voucher and book-loan program).</td>
<td></td>
<td></td>
<td>b. Contracts signed with SRJC and SSU bookstores</td>
<td></td>
</tr>
<tr>
<td>c. Support system meetings.</td>
<td></td>
<td></td>
<td>c. CCPC staff facilitated meetings focused on accessing instructional resources, permit and degree attainment support</td>
<td></td>
</tr>
<tr>
<td>d. Develop local data collection and reporting systems</td>
<td></td>
<td></td>
<td>d. Database and reporting systems ready for implementation</td>
<td></td>
</tr>
</tbody>
</table>

*Annually by July 31, 2016 and July 31, 2017*
<table>
<thead>
<tr>
<th>Project Strategies / Activities</th>
<th>Timeline</th>
<th>To Be Performed By</th>
<th>Measurable Process Outcomes</th>
<th>Measurable Program Outcomes</th>
</tr>
</thead>
</table>
| a. Create outreach materials in English and Spanish and distributed to all known child care providers (contact information provided by 4Cs and River to Coast Children’s Services). Place fliers at resource and referral agencies, SRJC, SSU, Head Start, Mentor Director Meetings, Children and Family Circle, Early Learning Institute, etc. | July 1 – October 31 of each year | CCPC Staff | a. Outreach materials developed and disseminated  
  b. A minimum of 3 presentations made in the Early Childhood Education (ECE) community; at least 1 presentation made in Spanish.  
  c. # of applications received (target=100 annually) | a. At least 50% of applicants employed in sites participating in Quality Counts |
<p>| b. Make presentations at settings such as professional associations, child care centers, directors’ meetings (e.g., 4Cs Food Program, Head Start, SSU and SRJC classes, etc.). |                       |                    |                                              |                                                                    |
| c. Direct specific outreach efforts toward Quality Counts participants.                       |                       |                    |                                              |                                                                    |
| d. Process applications and assist applicants as needed.                                      |                       |                    |                                              |                                                                    |
| a. Ensure participants meet their Academic Advisors and have a clear academic plan for degree, permit, and/or SRJC Certificate attainment.                                                                                                                   | a. Once in the fall, once in the spring of each program year | a. Academic Advisors at SRJC, SSU or other approved college/university | a. 66% of entering participants submitted verification of having met with an advisor during each semester and were eligible to continue in the program | a. 66% of participants have an Academic Plan |</p>
<table>
<thead>
<tr>
<th>Project Strategies / Activities</th>
<th>Timeline</th>
<th>To Be Performed By</th>
<th>Measurable Process Outcomes</th>
<th>Measurable Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Ensure participants have access to the following support services: Textbook vouchers, Textbook Loan Program, Support System meetings, tutoring, writing, math support, permit workshops</td>
<td>a. Ongoing during program year</td>
<td>a. CCPC staff</td>
<td>a. 50% of participants utilized one or more of the offered support services</td>
<td>a. 60% of participants who utilize one or more support services completed the program</td>
</tr>
<tr>
<td>a. Require participants to apply, hold, renew, or upgrade Child Development Permits. Encourage participants to apply for SRJC Certificates.</td>
<td>a. Ongoing during program year</td>
<td>a. CCPC staff</td>
<td>a. CCPC staff supported participants in completing permit and certificate requirements</td>
<td>a. 100% of the successful participants hold/received/ upgraded Child Development Permits.</td>
</tr>
<tr>
<td>a. Ensure participants attending SRJC have access to a library textbook loan program. Ensure participants of SRJC &amp; SSU have access to a textbook voucher.</td>
<td>a. Fall and Spring semesters</td>
<td>a. CCPC staff</td>
<td>a. 100% of participants received a textbook voucher; SRJC students received a textbook loan card</td>
<td>a. 60% of participants utilized the textbook program</td>
</tr>
<tr>
<td>a. Monitor program completion and distribute stipends to eligible participants.</td>
<td>June of each program year</td>
<td>CCPC staff</td>
<td>a. At least 60% of enrolling participants successfully fulfilled all program requirements</td>
<td>a. Teachers obtained degrees and permits (report # obtained)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b. All participants successfully completing program requirements received stipends in a timely manner (within 30 business days of approval)</td>
<td>b. Quality Counts sites with successful CARES participants increased in tier ratings</td>
</tr>
<tr>
<td>Project Strategies / Activities</td>
<td>Timeline</td>
<td>To Be Performed By</td>
<td>Measurable Process Outcomes</td>
<td>Measurable Program Outcomes</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------</td>
<td>--------------------</td>
<td>-----------------------------</td>
<td>----------------------------</td>
</tr>
</tbody>
</table>
| a. Collect and report required data fields to Commission  
   b. Complete semi-annual progress reporting to Commission. | Ongoing | CCPC staff | a. Collected and maintained detailed demographic data on population(s) served. Duplicated and unduplicated counts served to include ethnicity, primary language, special needs status of all service recipients, service provided, units of service, and length of service units  
   b. Semi-annual progress reports submitted by January 31 and June 30 each year. | NA |
### Exhibit B. Budget

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>2016-17 ($)</th>
<th>2017-18 ($)</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Program Specialist</td>
<td>41,600</td>
<td>41,600</td>
<td>83,200</td>
</tr>
<tr>
<td>2. Program Assistant</td>
<td>14,200</td>
<td>14,200</td>
<td>28,400</td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td><strong>55,800</strong></td>
<td><strong>55,800</strong></td>
<td><strong>111,600</strong></td>
</tr>
<tr>
<td><strong>Operating</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Office Supplies</td>
<td>1,850</td>
<td>1,850</td>
<td>3,700</td>
</tr>
<tr>
<td>2. Communications</td>
<td>78</td>
<td>78</td>
<td>156</td>
</tr>
<tr>
<td>3. Staff Travel</td>
<td>596</td>
<td>596</td>
<td>1,192</td>
</tr>
<tr>
<td>4. Copying/printing/other services</td>
<td>5,830</td>
<td>5,830</td>
<td>11,660</td>
</tr>
<tr>
<td>5. Subcontracts for support services</td>
<td>7,600</td>
<td>7,600</td>
<td>15,200</td>
</tr>
<tr>
<td>6. Stipends</td>
<td>111,312</td>
<td>111,312</td>
<td>222,624</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>127,266</strong></td>
<td><strong>127,266</strong></td>
<td><strong>254,532</strong></td>
</tr>
<tr>
<td><strong>Total Personnel and Operating</strong></td>
<td><strong>183,066</strong></td>
<td><strong>183,066</strong></td>
<td><strong>366,132</strong></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>16,934</td>
<td>16,934</td>
<td>33,868</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>200,000</strong></td>
<td><strong>200,000</strong></td>
<td><strong>400,000</strong></td>
</tr>
</tbody>
</table>
Exhibit C. Insurance Requirements
(Template 3 – Rev 2016 Mar 16)

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a Waiver of Insurance Requirements. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. Workers Compensation and Employers Liability Insurance
   a. Required if Contractor has employees as defined by the Labor Code of the State of California.
   b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
   c. Employers Liability with minimum limits of $1,000,000 per Accident; $1,000,000 Disease per employee; $1,000,000 Disease per policy.
   d. **Required Evidence of Insurance**: Certificate of Insurance.
   e. If Contractor currently has no employees as defined by the Labor Code of the State of California, Contractor agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance
   a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
   b. Minimum Limits: $1,000,000 per Occurrence; $2,000,000 General Aggregate; $2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Contractor.
   c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds $25,000, it must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention and shall fund it upon County’s written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the County.
d. "First 5 Sonoma County Commission and County of Sonoma, their Officers, Agents, and Employees" shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the Contractor in the performance of this Agreement.

e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.

f. The policy definition of “insured contract” shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the “f” definition of insured contract in ISO form CG 00 01, or equivalent).

g. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a “separation of insureds” or “severability” clause which treats each insured separately.

h. **Required Evidence of Insurance**
   i. Copy of the additional insured endorsement or policy language granting additional insured status; and
   ii. Certificate of Insurance.

3. **Automobile Liability Insurance**
   a. Minimum Limit: $1,000,000 combined single limit per accident. The required limit may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
   b. Insurance shall cover all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
   c. Insurance shall cover hired and non-owned autos.
   d. **Required Evidence of Insurance**: Certificate of Insurance.

4. **Standards for Insurance Companies**

   Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

5. **Documentation**
   a. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1, 2 or 3 above.
b. The name and address for Additional Insured endorsements and Certificates of Insurance is:

First 5 Sonoma County Commission and
County of Sonoma, its Officers, Agents, and Employees
Attn: DHS – Contract & Board Item Development Unit
3313 Chanate Road
Santa Rosa CA 95404

c. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.

d. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.

e. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

6. Policy Obligations
Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

7. Material Breach
If Contractor fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.