

INTERAGENCY AGREEMENT
(Agency Provides Services)

Number: 19-745-19
Fund/Org: 5452
Account: 2310
Other: N74
CFDA: 93.558

1. **Contract Identification.**

Department: Employment and Human Services

Subject: Interagency Agreement between Contra Costa County Employment and Human Services and Agency named below for Vocational and Academic Skills Training for Welfare-to-Work Clients.

2. **Parties.** The County of Contra Costa, California (County), for its Department named above, and the following named Agency mutually agree and promise as follows:

Agency: Mt. Diablo Adult Education (hereinafter called "Agency")

Capacity: Public Agency

Address: 1266 San Carlos Avenue, Concord, CA 94518

3. **Term.** The effective date of this Agreement is July 1, 2023 and it terminates on June 30, 2024 unless sooner terminated as provided herein.

4. **Payment Limit.** County's total payments to Agency under this Agreement shall not exceed \$170,000.00

5. **County's Obligations.** County shall pay Agency for its provision of the services as set forth in the attached Payment Provisions which are incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

6. **Agency's Obligations.** Agency shall provide those services and carry out that work described in the Service Plan attached hereto which is incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

7. **General and Special Conditions.** This Agreement is subject to the General Conditions and Special Conditions (if any) attached hereto, which are incorporated herein by reference.

8. **Project.** This Agreement implements in whole or in part the following described Project, the application and approval documents of which are incorporated herein by reference: N/A

9. **Legal Authority.** This Agreement is entered into under and subject to the following legal authorities: California Government Code section 26227.

10. **Signatures.** These signatures attest the parties' agreement hereto:

COUNTY OF CONTRA COSTA, CALIFORNIA

BOARD OF SUPERVISORS	ATTEST: Clerk of the Board of Supervisors
By: _____ Chairman/Designee	By: _____ Deputy

AGENCY

By: _____ (Signature of authorized Agency representative)	By: _____ (Signature of authorized Agency representative)
_____ (Print name and title A)	_____ (Print name and title B)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF CONTRA COSTA)

On _____ (Date),
before me, _____ (Name and Title of the Officer),
personally appeared, _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL.

Signature of Notary Public



Place Seal Above

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)
(Civil Code §1189)

APPROVALS

RECOMMENDED BY DEPARTMENT

By: Sheryl A. Story
Designee

FORM APPROVED BY COUNTY COUNSEL

By: K. Parn
Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR

By: _____
Designee

ACKNOWLEDGMENT

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STATE OF CALIFORNIA)
)
COUNTY OF CONTRA COSTA)

On _____ (Date),
before me, _____ (Name and Title of the Officer),
personally appeared, _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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Signature of Notary Public



Place Seal Above

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)
(Civil Code §1189)

APPROVALS

RECOMMENDED BY DEPARTMENT

By: Drayna Storey
Designee

FORM APPROVED BY COUNTY COUNSEL

By: Keenan
Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR

By: _____
Designee

ACKNOWLEDGMENT

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COUNTY OF CONTRA COSTA)

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before me, _____ (Name and Title of the Officer),
personally appeared, _____

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Signature of Notary Public



Place Seal Above

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)
(Civil Code §1189)

APPROVALS

RECOMMENDED BY DEPARTMENT

By: Nancy A Story
Designee

FORM APPROVED BY COUNTY COUNSEL

By: Ke Barn
Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR

By: _____
Designee

PAYMENT PROVISIONS
(Cost Basis Contracts - Long and Short Form)

1. **Payment Basis.** Subject to the Payment Limit, payments to Contractor for all services provided for County under this Contract shall only be for allowable costs that are actually incurred in the performance of Contractor's obligations under this Contract.

2. **Payment Amounts.** Subject to later adjustments in total payments as provided below and subject to the Payment Limit of this Contract, County will pay Contractor as full compensation for all services, work, expenses or costs provided or incurred by Contractor:

[Check one alternative only]

a. \$ _____ monthly, or

b. \$ _____ per unit, as defined in the Service Plan, or

c. An amount equal to Contractor's allowable costs that are actually incurred each month, but subject to the "Budget of Estimated Program Expenditures" included in the Service Plan.

d. As set forth in Paragraph 1. of the Service Plan.

3. **Allowable Costs.** Contractor's allowable costs are only those which are determined in accordance with:

[Check applicable alternative]

a. Such State regulations and documents as are set forth in the Service Plan regarding accounting guidelines, including standards for determining allowable or non-allowable costs.

b. Department of Health and Human Services Administration of Grants Federal Regulations Title 45 Part 74 including any amendments thereto and the applicable Subpart listed hereunder; and other documents specified in the Service Plan regarding principles for determining and allocating the allowable costs of providing the services; and any standards set forth in the Service Plan for determining the allowability of selected items of costs of providing the services. Place a checkmark next to the applicable subsection.

(1) Federal Management Circular A-87, including any amendments to the circular published in the Federal Register by OMB is to be used for determining allowable costs of activities conducted by state and local governmental agencies.

(2) OMB Circular A-122, including any amendments to the Circular published in the Federal Register by OMB is to be used for determining allowable costs of activities conducted by nonprofit organizations (other than government agencies, educational institutions, and hospitals).

(3) 41 CFR Subpart 1-15.2 shall be used for profit organizations other than hospitals.

(4) OMB Circular No. A-21, including any amendments to the Circular published in the Federal Register by OMB shall be the principles to be used for determining allowable costs by educational institutions (other than for-profit institutions).

(5) Appendix E Subpart Q Section 74.173 shall be used for determining costs of research, development work, and other activities for determining allowable costs.

Initials: _____
Contractor County Dept.

PAYMENT PROVISIONS
(Cost Basis Contracts - Long and Short Form)

- c. Part IV Department of Labor, Employment and Training administration, 20 CFR Part 674, Section 674.402 and any amendments thereto; and California Department of Aging Title V Operations Handbook, 1987, Section 505.4 and any amendments thereto.
4. **Payment Demands.** Contractor shall submit written demands on County Demand Form D-15 in the manner and form prescribed by County. Contractor shall submit demands for payment no later than 30 days from the end of the month in which the contract services upon which such demand is based were actually rendered. Upon approval of said payment demands by the head of the County Department for which this Contract is made, or his designee, County will make payments as specified in Paragraph 2. (Payment Amounts) above.
5. **Penalty for Late Submission.** If County is unable to obtain reimbursement from the State of California as a result of Contractor's failure to submit to County a timely demand for payment as specified in Paragraph 4. (Payment Demands) above, County shall not pay Contractor for such services to the extent County's recovery of funding is prejudiced by the delay even though such services were fully provided.
6. **Right to Withhold.** County has the right to withhold payment to Contractor when, in the opinion of County expressed in writing to Contractor, (a) Contractor's performance, in whole or in part, either has not been carried out or is insufficiently documented, (b) Contractor has neglected, failed or refused to furnish information or to cooperate with any inspection, review or audit of its program, work or records, or (c) Contractor has failed to sufficiently itemize or document its demand(s) for payment.
7. **Cost Report and Settlement.** No later than forty-five (45) days following the termination of this Contract, Contractor shall submit to County a cost report in the form required by County, showing the allowable costs that have actually been incurred by Contractor under this Contract. If the cost report shows that the allowable costs actually incurred by Contractor under this Contract exceed the payments made by County, subject nevertheless to the payment limit of this Contract, County will remit any such excess amount to Contractor, provided that the payments made, together with any such excess amount, may not exceed the contract payment limit. If the cost report shows that the payments made by County exceed the allowable costs actually incurred by Contractor under this Contract, Contractor shall remit any such excess amount to County.
8. **Audits.** The records of Contractor may be audited by the County, State, or United States government, in addition to any certified cost report or audit required by the Service Plan. Any certified cost report or audit required by the Service Plan shall be submitted to County by Contractor within such period of time as may be expressed by applicable state or federal regulations, policies or contracts, but in no event later than 18 months from the termination date of this Contract. If such audit(s) show that the payments made by County exceed the allowable costs that have actually been incurred by Contractor under this Contract, including any adjustments made pursuant to Paragraph 7. (Cost Report and Settlement), then Contractor shall pay County within 30 days of demand by County any such excess amount. If such audit(s) show that the allowable costs that have actually been incurred by Contractor under this Contract exceed the payments made by County, including any adjustments made pursuant to Paragraph 7. (Cost Report and Settlement), then County agrees to pay Contractor any such excess amount, provided that payments made, together with any such excess payment, may not exceed the contract payment limit.

Initials: _____
Contractor County Dept.

PAYMENT PROVISIONS
(Cost Basis Contracts - Long and Short Form)

Number

9. **Audit Exceptions.** In addition to its obligations under Paragraph 8. (Audits) above, Contractor agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate county, state or federal audit agencies resulting from its performance of this Contract. Within 30 days of demand, Contractor shall pay County the full amount of County's obligation, if any, to the state and/or federal government resulting from any audit exceptions, to the extent such are attributable to Contractor's failure to perform properly any of its obligations under this Contract.

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Contractor County Dept.

I. Purpose

- A. The purpose of this Agreement is to set forth the responsibilities of Mt. Diablo Adult Education (Contractor or Agency) and Contra Costa County on behalf of its Employment and Human Services Department (County or EHSD), in the provision of a vocational and academic skills training program, and distance learning vocational and job readiness activities specially designed for Welfare-to-Work (WTW) participants of the California Work Opportunity and Responsibility to Kids (CalWORKs) Program.
- B. The CalWORKs Program of EHSD is managed by the Workforce Services Bureau and provides temporary cash assistance to needy families who are County residents. The WTW program is a comprehensive employment and training program designed to promote financial self-sufficiency among CalWORKs recipients. CalWORKs adult recipients are required to participate in WTW activities leading to employment for a specific number of hours each week. They may receive cash aid benefits for a maximum of sixty (60) months as long as they meet WTW program requirements and CalWORKs eligibility. The overall objectives of the WTW program are to assist adults to obtain employment and promote family stability and financial self-sufficiency.

II. Agency's Obligations

Agency will perform the following services under this Agreement:

- A. Establish an academic curriculum of basic education, computer literacy and vocational skills training to assist WTW participants to prepare for employment. The training programs must be provided at the adult school campus located at 1266 San Carlos Ave., Concord, CA 94518 and will be called "Finding Opportunities Careers for Ultimate Self-Sufficiency (FOCUS), Essential Skills for Success (Essential Skills) Programs" and Career Connections (collectively, the Program). The Program curriculum must be approved by EHSD.
- B. The FOCUS Program will consist of basic mathematical and computer skills, keyboarding and other hands-on vocational projects to assist the participant in developing skills needed for the workplace. The Essential Skills Program will consist of distance learning vocational curriculum approved by EHSD and the Adult Schools, providing participants the opportunity to develop workplace skills in specific employment paths. The Career Connections Program will provide job readiness skills needed for participants to learn about the current job market, develop resume writing skills, current interviewing techniques and interpersonal behavior useful for employment.
- C. Develop and publish online and in the school catalog a FOCUS Program marketing tool listing the program duration, class subjects and schedules. The FOCUS, Essential Skills training workshops and Career Connections Program will be delivered to WTW participants for a duration of up to six (6) weeks consisting of five (5) days per week, eight (8) hours per day based upon the participant's need as determined by EHSD. The Program training workshops must include computer lab hours, with classes in the morning and afternoon. In collaboration with

Initials: _____
Agency County Dept.

EHSD, training workshop schedules will be set based on student needs and as indicated by EHSD program referrals.

- D. Accept from EHSD all participant referrals to the Program and assess their basic literary, mathematical, computer and employment skills to deliver instructional material appropriate to their level.
- E. Facilitate the communication between the Agency and EHSD through an individual who will serve as a point of contact and liaison with EHSD's WTW staff on issues specific to CalWORKs participant's WTW plans, participant's referrals to the Program, attendance, and other issues that may arise for participants of the Program. The Agency's point of contact or Agency's other assigned personnel may be invited to make face-to-face presentations to EHSD staff during specific WTW staff training. Additionally, EHSD will coordinate with the Agency's point of contact to arrange for designated EHSD staff presentations for participants at the Agency's adult school campuses.
- F. By request from either the Agency or EHSD, meet face-to-face with EHSD WTW Case Managers and Supervisors to discuss any issues pertaining to each program's implementation, curriculum content, referral process and reporting to EHSD. The WTW Program Analyst must be included in all communications and coordination of services from the Agency, written and/or electronic, to the WTW staff and/or Division Managers.
- G. As part of the communication and collaboration effort between the Agency and EHSD, both parties must identify, coordinate and share successful strategies and approaches to obtain the Program objectives, which include considering similar programs offered by other adult schools and the County's Office of Education.
- H. Provide monthly students' attendance reports electronically with the data required by EHSD. The monthly attendance reports will contain, at minimum, the following information:
1. Name of student, ID number and status (e.g., dropped the program, irregular attendance) as well as daily attendance and hours participating in the Program.
 2. Total number of participants who have attended classes during the month and the exit reason (e.g., employed, completed).
 3. The attendance reports must be submitted electronically to the EHSD Point of Contact, as well as the WTW Program Analyst no later than the 10th day of each month.
- I. Participate in the annual Contract Monitoring process by attending the scheduled meetings and facilitating the information and access to the documents necessary to evaluate Agency's performance and the achievement of the Program Outcome. The Agency will be evaluated to ensure it is meeting the following standards:
1. Perform all services without material deviation from the Service Plan.

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Agency County Dept.

- 2. Maintain accurate and verifiable records of the participants to document Agency’s compliance with the Service Plan, and complete all forms and reports requested by EHSD.
 - 3. Maintain regular communication with EHSD to provide all information and documents as required in the Service Plan and attend all meetings scheduled by EHSD staff.
 - 4. Participate in the monitoring process by attending scheduled meetings and facilitating the information and access to the documents necessary to evaluate the Agency’s performance and achievement of the outcomes.
 - 5. Facilitate interviews with Agency staff and participants necessary for County to perform monitoring tasks, including fiscal monitoring of financial records pertaining to this Agreement.
- J. Agency agrees to comply with the requirements set forth in **Attachment B, Information Security Addendum**, attached hereto and incorporated herein.

III. County Obligations

EHSD will actively monitor services provided through the Agreement. The Agreement will be monitored at least once every twelve (12) months, or more often, as established by EHSD. Contract monitoring will ensure the Agency has met the minimum standards outlined above.

IV. Fiscal Monitoring

EHSD has the right to access and audit Agency’s records. Agency must cooperate with EHSD fiscal monitoring staff by:

- A. Tracking Agency’s staff hours and services to the appropriate program(s). Agency will track allocation of staff time for particular service components. Agency will provide the assistance of its fiscal staff to ensure documentation of expenses for each of the funding streams that fund the services provided by this Agreement.
- B. Attend Fiscal Training or Compliance Sessions provided by EHSD.

V. Program Outcomes

Seventy percent (70%) of CalWORKs/WTW participants enrolled in the FOCUS, Essential Skills and Career Connections Program will complete their assigned program, enroll in vocational school, or obtain employment by the completion of the assigned FOCUS, Career Connections or Essential Skills activity.

Initials: _____
Agency County Dept.

VI. Payment Provisions

- A. County’s total payments to Contractor under this Agreement shall not exceed \$170,000.00 (the “Payment Limit”).
- B. Subject to the total Agreement Payment Limit, Agency will be reimbursed for allowable costs in accordance with **Attachment A, Budget of Estimated Program Expenditures**, which is attached hereto and incorporated herein by reference. Adjustments between line item expenses may be made if the line item budget adjustment is ten (10%) percent of the line item budget or less. EHSD must approve any line item adjustments, which exceed the line item budget by more than ten (10%) percent.
- C. Agency must submit a County Demand Form D-15 with attached documentation of services delivered and date of services delivered no later than thirty (30) days after the month services were provided to:
 - Contra Costa County
 - Employment and Human Services Department
 - Workforce Services Bureau
 - Attn: Program Analyst – Z90D
 - 40 Douglas Drive, Martinez, CA 94553
- D. Upon approval of demands, the demand will be submitted for payment.

Attachment A: Budget of Estimated Program Expenditures
Attachment B: Information Security Addendum

Initials: _____
 Agency County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.

Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

5. **Termination and Cancellation.**

- a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
- b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
- c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.

7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.

8. **Modifications and Amendments.**

- a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$200,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$200,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.
- b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.

9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.

Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

10. **Choice of Law and Personal Jurisdiction.**

- a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
- b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.

12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.

14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties, or between County and any Contractor employee, of agent, servant, employee, partnership, joint venture, or association. Neither Contractor, nor any of its employees, is a County employee. This Contract does not give Contractor, or any of its employees, any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

15. **Conflicts 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 Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In

Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.

16. **Confidentiality**. To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services**. Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification**. Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.
19. **Insurance**. During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:
- a. **Commercial General Liability Insurance**. For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by

Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.

- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
- c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
- d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract
20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.
21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.

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24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.
26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.
27. **Required Audit.**
- a. If Contractor expends \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Code of Federal Regulations, Title 2, Part 200, Subpart F.
 - b. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, but the grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements.
 - c. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year except as required by Code of Federal Regulations, Title 2, Part 200, Subpart F. Contractor shall make its records available for, and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office, the pass-through entity and/or the County. If an audit is required, Contractor must provide County with the audit.

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- d. With respect to the audits specified in sections (a), (b) and (c) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.
28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.

Entity Legal Name:	Mt. Diablo Adult Education
Term Start Date:	07/01/23
Term End Date:	06/30/24
Cost Reimbursement Amount	\$ 170,000.00
In-Kind Match Amount (If Applicable)	
Total Budget with Match	\$ 170,000.00
BUDGET CATEGORY DESCRIPTION	BUDGETED COST REIMBURSEMENT AMOUNT
PERSONNEL AND FRINGE BENEFITS	\$ 156,800.00
Focus Full-Time and Part-Time Instructors	63,169.00
Career Connection Part-Time Instructors	49,562.00
CTE Coordinator	12,069.00
Clerical Support	3,200.00
Fringe Benefits	28,800.00
OPERATING COSTS	\$ 3,805.00
ACT Workkeys Software	2,000.00
Monthly Office Supplies (\$150.42 per month x 12 months)	1,805.00
OTHER COSTS	\$ -
PARTICIPANT COSTS	\$ -
INDIRECT OVERHEAD AND/OR ADMINISTRATIVE COSTS	\$ 9,395.00
(5.85% for 2023-2024)	9,395.00
COST REIMBURSEMENT AMOUNT	\$ 170,000.00
BUDGET - IN-KIND MATCH (If Applicable)	IN-KIND AMOUNT
IN-KIND MATCH	\$ -
IN-KIND AMOUNT	\$ -
Cost Reimbursement Amount	\$ 170,000.00
In-Kind/Match Amount	\$ -
Total Budget	\$ 170,000.00

This Information Security Addendum is part of the Contract to which it is attached between the County, on behalf of its Employment and Human Services Department ("EHSD"), and Contractor, and sets forth additional Contractor obligations relating to the privacy and security of County Data (as defined below). By entering into the Contract, Contractor agrees to the following.

A. Personally Identifiable Information (PII) and County Data.

1. As a result of entering into the Contract, Contractor will have access to information that can be used alone, or in conjunction with other information, to identify a specific individual or used to access, distinguish or trace an individual's identity, such as name, social security number, driver's license number, phone number, date and place of birth, address, mother's maiden name, or identification number, and includes information that is linkable an individual, such as medical, educational, financial, and employment information (collectively, "PII"). In addition to PII, Contractor will have access to the County's electronic systems and other information and data (together with PII, "County Data"). County Data may be in electronic, paper, verbal, or recorded form.
2. County is subject to legal and regulatory requirements regarding access, use and disclosure of County Data, which also require County to obligate its contractors to safeguard County Data it may have access to in performing contracts.

B. Security Obligations.

1. Acknowledgement. Contractor acknowledges that it is solely responsible for the confidentiality and security of County Data that it has access to or which comes into its possession, custody, or control as a result of performing the Contract.
2. Security Controls. Contractor shall implement and maintain security processes and appropriate administrative, physical, and technical safeguards designed to protect the confidentiality of County Data. Contractor shall conduct privacy and security awareness training for all staff with access to County Data. Contractor shall train new Contractor staff within 30 days of receiving access to County Data. In addition, Contractor shall provide annual mandatory privacy and security awareness training for all staff with access to County Data. Contractor shall maintain records indicating employee name and the date on which the privacy and security awareness training has been completed.
3. Supervision. Contractor shall exercise necessary and appropriate supervision over its relevant employees and others acting on its behalf to maintain the confidentiality, integrity, availability, and security of County Data. No Contractor staff shall duplicate, disseminate, or disclose County Data. Contractor shall restrict access to County Data to Contractor staff who need to perform their official duties to perform the Contract.

4. Mobility and Transfer of County Data. Contractor shall encrypt all electronic files that contain County Data when it is stored on any mobile device or removable media, including without limitation, USB drives, CD/DVD, smartphones, tablets, and backup tapes. Contractor shall not store County Data on a laptop or removable storage media or share it with a third party without the prior written permission of the County.
5. Potential Data Breach. If Contractor becomes aware of the possible unauthorized disclosure, release, loss by theft or accident of any County Data, either in hard copy form or electronically (a "Potential Data Breach"), it shall immediately notify The County by sending an email to: EHSDPrivacyOffice@ehsd.cccounty.us.

Contractor's initial email notification to County of a Potential Data Breach may be in summary form, provided that a comprehensive written notice shall be given within 48 hours thereafter using the email address above. The notice shall summarize in reasonable detail the nature and scope of the Potential Data Breach (including a description of all The County Data affected, the names of individuals whose data was disclosed and the nature of the data that was disclosed) and the corrective action already taken or to be taken by Contractor.

6. Secure Return or Disposition; Termination of Access. Upon the expiration or termination of the Contract, or at the direction of the EHSD Contracting Officer, the Contractor shall return or dispose of the County Data in its possession, custody, or control within three (3) business days of Contract expiration, termination, or notification from the EHSD Contracting Officer.