



County of San Diego

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January 10, 2020

COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 9823) HEALTH AND HUMAN SERVICES AGENCY SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)

The County of San Diego is seeking proposals from firms interested in providing sexual treatment, education, and prevention services to children and youth ages 6 to 21 years old. (“Offerors”).

The contract term is anticipated to be an initial (base) period of one (1) year with four (4) one-year options.

The Contracting Officer for this solicitation is Kelsey Neal, Contracting Officer, Kelsey.Neal@sdcounty.ca.gov)

This RFP package includes:

- This Cover Letter to the RFP
- RFP Instructions and Rules
- Evaluation Criteria
- Submittal Requirements
- Proposal Cover Page (PC 600 Form)
- Representations and Certifications Form
- Nondisclosure Indemnification Agreement
- DVBE Requirements and Forms
- Contract Template, which includes drafts of the following:
 - Exhibit A - Statement of Work
 - Exhibit B - Insurance and Bonding Requirements
 - Exhibit C - Pricing Schedule
- Budget (Posted as a separate attachment on BuyNet) and Fiscal Instructions

SCHEDULE

Below is the County’s timeline for this RFP and is subject to change at any time. The County will issue an addendum for changes to the Pre-Proposal Conference date, Questions due date, or Proposal due date. The actual timing and sequence of events resulting from this RFP shall ultimately be determined by the County.

| Event Description | Date and Time |
|-------------------------|--|
| Pre-Proposal Conference | January 16, 2020 at 9:00 a.m. San Diego time |
| Questions due | January 24, 2020 prior to 5:00 p.m. San Diego time |
| Proposals due | March 4, 2020 prior to 3:00 p.m. San Diego time |

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PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on the Date and Time listed in Schedule, and at the offices of the County of San Diego, Department of Purchasing and Contracting, 5560 Overland Avenue, Suite 270, Conference Room B, San Diego, CA 92123. The County will provide an overview of the RFP process and may provide a program/technical overview and other information.

PROPOSAL SUBMITTAL

Offeror must submit a complete original proposal in accordance with the format provided in this solicitation to the County of San Diego, Department of Purchasing and Contracting through:

- electronic upload to BuyNet

by the Date and Time listed in Schedule. If delivering the proposal at the Purchasing and Contracting front desk on the due date, Offeror should plan to arrive early, as parking may be limited.

QUESTIONS

Questions regarding this RFP shall be submitted in writing to the Contracting Officer by the Date and Time listed in Schedule, in accordance with Section 8 (Duty to Inquire, Questions, and Explanation to Offerors). Oral explanations or responses to Questions will not be binding upon the County.

Concerns or comments regarding this solicitation should be directed to the Contracting Officer.

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HEALTH AND HUMAN SERVICES AGENCY
SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)
RFP INSTRUCTIONS AND RULES

1. RFP PROCESS

- 1.1. RFPs shall normally be made available on the County of San Diego’s BuyNet Website at <https://buynet.sdcounty.ca.gov/>. If you are unable to download this document, you may request a hard copy from Purchasing and Contracting’s front counter or contact clerical support at (858) 505-6367.
- 1.2. The County reserves the right to host pre-proposal conference(s). If scheduled, the date, time, and location for the pre-proposal conference(s) will be as set forth in this RFP or as otherwise provided on BuyNet.
- 1.3. Offerors should submit all Questions by due date and time specified in the cover letter to this RFP.
- 1.4. Proposals received, including any additions, revisions, and clarifications, will be evaluated by a Source Selection Committee (SSC) appointed by a Source Selection Authority(s) (SSA).
- 1.5. If, at any point in the selection process, the County determines that a proposal will no longer be considered for award, the Contracting Officer will attempt to notify the Offeror.
- 1.6. During the selection process, the SSA may determine that an Offeror’s proposal is no longer in the competitive range and that it will no longer be considered for award
- 1.7. The County reserves the right to request clarification of and/or additional information (“Clarification”) from Offerors. The Contracting Officer will determine the appropriate means of Clarification, which may include telephonic, email, letter, presentations, oral interviews, or as an addendum or revision to the proposal. The County may invite Offerors to make a presentation to, or participate in interviews with, the County at a date, time and location determined by the County. The County is not obligated to seek Clarification, so Offerors are advised to submit complete and accurate information in the proposal.
- 1.8. At any point in the selection process, the SSA may authorize discussions to be held with one or more Offerors in the competitive range. Discussions may include requests for revised proposals, Best and Final Offers (BAFOs), or addenda to the proposal and may contain additional selection factors.
- 1.9. The SSC may recommend to the SSA that award be made to one or more Offerors.
- 1.10. After receipt and approval of the SSA’s decision, the Contracting Officer will post a Notice of Intent to Award.
- 1.11. Upon Posting of the Notice of Intent to Award a contract to the Offeror(s) whose proposal(s) has been ranked highest by the County on the basis of best value to the County, the Contracting Officer will enter into contract finalization negotiations and, upon the successful completion, award a contract(s).
- 1.12. The County may rescind or modify the NOI at any time due to unsuccessful negotiations or if the County otherwise determines that it is in its best interest to do so.
- 1.13. The County may, at any time, restart evaluations, modify or replace the membership of the SSC, or correct any deficiencies in the procurement process or evaluation.
- 1.14. The timing and sequence of events resulting from this RFP shall ultimately be determined by the County.

2. INSTRUCTIONS FOR SUBMITTING A PROPOSAL

- 2.1. It is the Offeror’s responsibility to submit a proposal based on the most current RFP, addenda thereto, responses to Questions, any diligence material made available by the County, and any other information posted on BuyNet. Offerors must consistently check BuyNet for information and are responsible to comply with anything posted on BuyNet relating to this RFP. The County has no obligation to contact Offerors directly with any such RFP related information.
- 2.2. Offerors shall submit one original proposal prior to the date and time specified and through the means specified in the cover letter to this RFP.
 - 2.2.1. When requested, Offeror shall submit additional copies of the proposal in the manner requested. Copies should be clearly marked as copies and numbered.
 - 2.2.2. For proposals submitted electronically through BuyNet, the time on the BuyNet server shall be considered the official time for purposes of determining timely submittal.
 - 2.2.3. For proposals submitted at the Purchasing and Contracting front desk, the time stamp at the front desk shall be considered official time for purposes of determining timely submittal.
 - 2.2.4. In the event of multiple submittals of an original proposal by an Offeror, the County will only consider the most recent submittal submitted by the due date and time. The County will not review or consider previous submittals, whether submitted at the front desk or through BuyNet. Offerors are strongly encouraged to submit only one original proposal and withdraw or replace any previous submittals in the event they choose

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to update their proposal. Proposals may be found non-conforming if the County is unable to determine which is the most recent, timely submittal.

- 2.3. All proposals shall be signed by an authorized officer or employee of the Offeror. The name, title, mailing address, email address, and phone number of the authorized officer or employee shall be included. Scanned images of pages containing original signatures are acceptable for submission of an electronic file. Electronic or digital signatures will not be accepted.
- 2.4. The proposal must be submitted in compliance with the following format, unless otherwise specified in this RFP:
 - 2.4.1. Submit electronic proposals as files in .pdf format. Separate each exhibit into one or more files. Clearly name files as to the exhibit and order. Pages requiring signatures must be scanned from an original signature. Other pages may be scanned, or converted to .pdf from other file formats. Converted and searchable formats are preferred.
 - 2.4.2. Proposals shall be formatted to print on 8-1/2” x 11” page size with no less than ½” margins and eleven (11) point font.
 - 2.4.3. Proposals shall be formatted as black ink on white background/paper with no shading, or otherwise suitable for black and white reproduction.
 - 2.4.4. Pages shall be consecutively numbered within the bottom or top margin of each page, including attachments.
 - 2.4.5. Each proposal shall be typed and be concise but comprehensive. Proposals shall not include unnecessarily elaborate brochures, visual or other presentations, or art work beyond what is sufficient to present a complete and effective proposal.
- 2.5. Your proposal must be organized in accordance with this RFP. Unless otherwise specified, the proposal shall conform to the following organization:
 - 2.5.1. A completed and signed PC 600 Form shall be submitted as the cover of Offeror’s proposal.
 - 2.5.2. Completed and signed Representations and Certifications form.
 - 2.5.3. Completed and signed Nondisclosure Indemnification Agreement (if applicable).
 - 2.5.4. Completed and signed DVBE forms (if applicable).
 - 2.5.5. Any other required forms.
 - 2.5.6. A table of contents listing, by page number, the contents of the proposal.
 - 2.5.7. Program/Technical exhibit.
 - 2.5.8. Cost/Price exhibit.
 - 2.5.9. Confidential/Proprietary exhibit (if applicable).
- 2.6. Offerors shall submit separate exhibits in separate files for the Program/Technical; Cost/Price; and (if applicable) Confidential/Proprietary exhibit components of their proposal.
 - 2.6.1. Submit a Program/Technical exhibit
 - 2.6.1.1. Content shall be organized to correspond to the applicable question or item within Submittal Requirements. All forms, responses and attachments shall be sequentially numbered to correspond to the applicable question or item.
 - 2.6.1.2. No price data are to be included in the Program/Technical exhibit.
 - 2.6.1.3. No confidential/proprietary information, including PI (Personnel Information), PII (Personal Identifiable Information) or PHI (Personnel Health Information), is to be included in the technical exhibit. Responses that include the confidential/proprietary information shall refer to the response contained within the Confidential/Proprietary exhibit (for example: If submittal requirement #1 requires staff Social Security Numbers, the response to requirement #1 shall reflect “see response #1 contained within Confidential/Proprietary exhibit).
 - 2.6.1.4. If price or confidential/proprietary information is included in the Program/Technical exhibit, the County may, at its sole discretion, remove such information or declare the proposal non-conforming.
 - 2.6.2. Submit a separate Cost/Price exhibit.
 - 2.6.2.1. All cost and pricing information must be contained within Cost/Price exhibit.
 - 2.6.3. Submit a separate Confidential/Proprietary exhibit (if applicable). The County is a public agency subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following. The County of San Diego intends to publish contracts, which may contain some or all of the successful proposal(s), to its public web site. If confidential/proprietary information is contained within the submission:

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- 2.6.3.1. It must be submitted in a separate clearly labeled exhibit with all pages marked as “CONFIDENTIAL/PROPRIETARY EXHIBIT”.
 - 2.6.3.2. Offeror must provide a signed Nondisclosure Indemnification Agreement.
 - 2.6.3.3. In accordance with the California Public Records Act, the County will not treat pricing or terms and conditions as confidential. Confidential/Proprietary exhibits will be examined prior to review, and price or terms and conditions may be removed or the County may declare a proposal non-conforming because of the inclusion of price or terms and conditions in the Confidential/Proprietary exhibit.
- 2.7. All proposals become the property of the County. An Offeror may request the return of its proposal upon withdrawal as specified in Paragraph 6, which return County may grant or deny in its sole discretion.
 - 2.8. It is understood and agreed upon by the Offeror by submitting a proposal that the County has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number of proposals received; identity of Offeror(s), content of proposals; the County evaluation methodology and results; and the identity of the members of the SSC. Information releasable after award is subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following.

3. EVALUATION AND SELECTION

- 3.1. Any submission may be construed as non-conforming and ineligible for consideration if it does not conform to the requirements of the Request for Proposals.
- 3.2. Evaluations shall be based on the list of criteria contain in the Evaluation Criteria and Submittal Requirements.
- 3.3. The County may consider information known to the County in addition to the information provided in response to the RFP.
- 3.4. At any point in the evaluation process, the County may determine that a proposal is unacceptable in any area and no longer consider it for award.
- 3.5. When evaluating Offeror’s program/technical response, County may appropriately consider the Environmental Impact of the proposed products and delivery of services in accordance with Board of Supervisors Policy B-67 Environmentally Preferable Procurement. Offerors are encouraged to include such information in the proposal.
- 3.6. When evaluating an Offeror’s pricing, the County may also consider the effect of the proposal on the overall total cost to the County.
- 3.7. Local preference: The County of San Diego intends to expend federal funds for contract(s) resulting from this solicitation; therefore, in accordance with 2 CFR §200.319(b), a local preference will not be applied when evaluating offers and determining contract award.

4. DETERMINATION OF ECONOMY AND EFFICIENCY

Pursuant to County Charter Sections 703.10 and 916, award of a contract resulting from this RFP may be subject to the County’s requirement to determine that the services can be provided more economically and efficiently by an independent contractor than by persons employed in the Classified Service.

5. COUNTY COMMITMENT

- 5.1. This RFP does not commit the County to award, nor does it commit the County to pay any cost incurred in the submission of the proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.
- 5.2. The County reserves the right to accept or reject any or all proposals received as a result of this RFP or to negotiate with any other provider of the requested goods and/or services.
- 5.3. The County reserves the right to terminate this RFP in part or in its entirety at any time prior to contract execution.
- 5.4. No prior, current, or post award communication with any officer, agent, or employee of the County shall affect or modify any terms or obligations of this RFP except as explicitly provided for in this RFP.

6. LATE, MODIFIED, OR WITHDRAWN PROPOSAL

- 6.1. A proposal that is received, but that is not received at the office or by the electronic means designated in the solicitation by the exact time specified for receipt will not be considered unless; it is received before award is made, the County determines that it is in its best interest to accept the proposal, and
 - 6.1.1. It was sent by mail or personal delivery, and it is determined by the County that the late receipt was due solely to mishandling by the County after receipt by the County; or
 - 6.1.2. No timely and conforming proposal was submitted.

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- 6.2. Proposals may not be modified after the due date, except a modification resulting from the Contracting Officer's request for a revised proposal, Best and Final Offer (BAFO), or an addendum to the proposal.
- 6.3. Proposals may be withdrawn by written notice signed by a duly authorized representative of Offeror if received prior to Notice of Intent to Award. Thereafter, all proposals constitute firm offers, subject to negotiation, that will remain open and cannot be revoked, withdrawn, or modified for a period of six (6) months thereafter.

7. DILIGENCE MATERIAL

County, its agents, advisors, and representatives make no representation or warranty, express or implied, as to the accuracy or completeness of any provided diligence material. Without limiting the generality of the foregoing, the diligence material may include certain statements, estimates, and projections provided by or with respect to the County. Such statements, estimates, and projections reflect various assumptions made by the County, which may or may not prove to be correct. No representations are made by the County as to the accuracy of such statements, estimates, projections, or assumptions.

8. DUTY TO INQUIRE, QUESTIONS, AND EXPLANATION TO OFFERORS

- 8.1. Offerors' Inquiries and County Responses – All communications from the Offeror (including its employees, agents, and representatives) to the County or its officers and employees (including consultants working on or assisting with this procurement), related to this RFP or the Offeror's proposal, must be directed in writing exclusively to the Contracting Officer, unless otherwise authorized in writing by the Contracting Officer. Any improper contact may, at County's sole discretion, cause the Offeror to be removed from consideration for contract award.
- 8.2. Should an Offeror find discrepancies in or omissions from, or be in doubt as to the meaning of, the RFP or related documents, Offeror shall have a duty to at once notify the County. Such notifications, or other requests for explanation regarding the RFP or related documents, shall be directed to the Contracting Officer in writing as a question ("Question"). Offeror is responsible for ensuring that Questions are received by the County. The County may choose not to respond to Questions received after the date stated in the Cover Letter. Offerors should not communicate with or attempt to contact any other County personnel about this solicitation, except as otherwise allowed for in this RFP

9. PROTEST PROCEDURE

County Board of Supervisors Policy A-97 sets forth the procedures for filing and resolution of protests related to this RFP. Board Policy A-97 is available from the Clerk of the Board, 1600 Pacific Highway, San Diego, CA 92101, or on the County's Web site at <http://www.SanDiegoCounty.gov/> under the Clerk of the Board's page.

All protests must be filed in accordance with Board Policy A-97, which requires among other things that a protest must be filed timely, be submitted in writing to the Contracting Officer identified in the solicitation package, and be based on a protestable action and established grounds for protest.

10. DEBRIEF AND REVIEW OF CONTRACT FILES

Offeror may request a "debriefing" from the Contracting Officer on the findings about Offeror's proposal (with no comparative information about proposals submitted by others) after Offeror has been notified by the Contracting Officer that the Offeror's proposal is no longer being considered for award.

After contract execution, the proposals, the Source Selection Committee Report, and any other releasable documents may be reviewed. Copies of any documents desired by the reviewer will be prepared at the requestor's expense in accordance with current County rates for such copies.

11. OFFEROR COMMUNICATIONS

- 11.1. If Offeror issues any public announcement or otherwise engages in communication that, in the County's sole determination, compromises the integrity of this RFP process or attempts to restrain competition, Offeror may be removed from consideration for award.
- 11.2. Audio and/or video recording of pre-proposal conferences, presentations, discussions, negotiations, debriefings, or other communications with the County regarding this RFP are prohibited, unless specifically authorized in writing by the Contracting Officer.

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12. CLAIMS AGAINST THE COUNTY

Neither Offeror nor any of its representatives shall have any claims whatsoever against the County or any of its respective officials, agents, or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive contract with Offeror in accordance with the terms thereof).

13. SOLICITING EMPLOYEES

Until contract award, Offerors shall not, directly or indirectly, solicit any employee of the County to leave the County's employ in order to accept employment with the Offeror, its affiliates, actual or prospective contractors, or any person acting in concert with the Offeror, without prior written approval of the County's Contracting Officer. This paragraph does not prevent the employment by an Offeror of a County employee who has initiated contact with the Offeror.

14. CALIFORNIA REVENUE AND TAXATION CODE SECTION 18662

In compliance with California Revenue and Taxation code section 18662, if Offeror is a non-resident of California (out-of-state invoices) that receives California source income and has not completed FTB Form 590, there may be a backup withholding on all payments. Fifteen (15) business days prior to the first payment, new suppliers or suppliers with expired forms or forms with incorrect information must submit new forms to the County (forms are available from the Franchise Tax Board website listed below).

Under certain circumstances, Offerors may be eligible for reduced or waived nonresident withholding. If Offeror has already received a waiver or a reduced withholding response from the State of California and the response is still valid, Offeror should submit the response to the County in lieu of the forms. Failure to submit the required forms will result in withholding of payments. Offerors should to the Franchise Tax Board websites (listed below) for tax forms and information on non-resident withholding, including waivers or reductions. The County will not give Offerors any tax advice. It is recommended that Offerors speak with their tax advisers and/or the State of California for guidance. Franchise Tax Board Websites:

<https://www.ftb.ca.gov>
<https://www.ftb.ca.gov/forms/misc/1017.pdf>
<https://www.ftb.ca.gov/forms/search/index.aspx>

If selected for award, the Offeror is to submit forms to the Auditor & Controller via fax at (858) 694-2060 or mail originals to: County of San Diego, 5530 Overland Avenue, Suite 410, San Diego, CA 92123. The P.O. Number or Contract Number (if available) and "California Revenue and Taxation Code Section 18662" must appear on fax cover sheet and/or the outside of the mailing envelope.

15. W-9 FORM

If selected for award, the Offeror must complete and submit a W-9 form if a current form is not on file with the County.

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EVALUATION CRITERIA

The evaluation criteria listed below are in descending order of importance and will be considered in the evaluation of the Offeror’s written and oral proposals accordingly. Proposals should give clear, concise information in sufficient detail to allow an evaluation based on these criteria.

| Criteria | Key factors include, but are not limited to: |
|--|---|
| Technical | |
| <i>Program Approach</i> | <ul style="list-style-type: none">• Offeror’s acceptance of the proposed Statement of Work (SOW)• Offeror’s ability to effectively and efficiently meet the goals of the program, including additional value that benefits the program• Feasibility and operational efficiency of offeror’s proposed site locations, site capacity and days/hours of operations• Feasibility and efficiency of Offeror’s implementation timeline |
| <i>Organizational Capability, Experience, and Qualifications</i> | <ul style="list-style-type: none">• Offeror’s experience and knowledge, including providing the same or similar services to the target population• Proposed staffing plan demonstrates the experience and qualifications to work with the target population |
| <i>Organizational Stability and Risk</i> | <ul style="list-style-type: none">• Offeror’s fiscal stability, contract compliance, and litigation• Offeror’s record of quality performance |
| Acceptance of Terms and Conditions and Insurance | <ul style="list-style-type: none">• Overall risk to the County resulting from Offeror’s agreement with, or exception to the terms and Conditions and Insurance |
| Cost | <ul style="list-style-type: none">• Price reasonableness to support the program• Offeror’s pricing presents best value to the County |

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SUBMITTAL REQUIREMENTS

Proposals should give clear, concise information in sufficient detail and in the order presented below to allow for a comprehensive evaluation. Any submission may be construed as non-conforming and ineligible for consideration if it does not conform to these Submittal Requirements. The County, at its sole discretion, may waive any variances from these Submittal Requirements and/or seek Clarification.

Offeror's narrative response to these Submittal Requirements will be no more than thirty (30) pages, excluding supporting materials submitted as attachment(s). Attachments are for additional documentation to support the narrative and are not to be used to extend the narrative beyond the page limitation. When including attachments, reference the specific supporting information in the applicable portion(s) of the narrative response. The County has no obligation to read beyond the maximum page limit when evaluating the proposals, nor to review or search attachments for relevant information.

1. Provide a statement that Offeror has read, understands, and accepts the Exhibit A - Statement of Work (SOW). If Offeror does not accept all portions of the SOW, then provide a marked up redline version of the SOW that provides applicable alternative language along with supporting explanation to support any alternative standards/language being proposed. Failure to specifically reject a proposed requirement(s) will be deemed an acceptance of such requirement.
2. Describe how Offeror will operationalize the activities in Intensive Outpatient Program (IOP) and Structured Outpatient Program (SOP) as outlined in Section 1, Specific Requirements for Service Delivery, of Exhibit A. Description should include the following information and how Offeror's approach will achieve the goals and outcomes as described in Section 3, Goals and Outcomes, of Exhibit A:
 - 2.1. Process for screening and assessing clients at intake, type of screening assessment tool that will be utilized to determine the level of care for referred clients, and the timeline from the initial screening to when services will begin.
 - 2.2. How IOP clients will be provided the option to participate in SOP groups and a sample schedule for IOP and SOP clients.
 - 2.3. Educational services provided to SOP clients, schedule for the school day, process for transitioning clients back to school of origin and when indicated, continuing with treatment.
 - 2.4. Name and overview of the treatment curriculum, length of treatment, and how thresholds will be achieved per Section 3.2 and 3.3 of Exhibit A.
 - 2.5. The minimum number of unduplicated clients per Section 3.9 of Exhibit A, Offeror's plan for how many clients will be served in the IOP and SOP.
3. Describe how Offeror plans to meet the requirements in Section 5, Facilities and Service Hours, of Exhibit A. Description should include the following information for the central and regional sites:
 - 3.1. Services offered, location address, floor plans, days and hours of operation including evening hours, how each facility will accommodate staff and clients.
4. Describe Offeror's plan to meet the requirements as described in Section 7, Staffing and Training Requirements of Exhibit A. Offeror's response must include the following information:
 - 4.1. List of evidence-based trainings offered.
 - 4.2. Job descriptions for all staff for the proposed program, including all administrative, support, direct staff, volunteers and/or intern positions, other non-paid staff, proposed by position title. Identify primary duties/responsibilities, range of authority and minimum requirements for employment skills (including linguistic and cultural skills), education, experience, licenses and certifications, etc.
 - 4.3. How minimum caseload will be maintained, how program staff will be assigned to different sites, and how will program adjust staffing based on the number of clients to maintain the 1:20 ratio in Section 7.5 of Exhibit A.
 - 4.4. The number of Family Partner FTEs and their role; how Offeror will recruit and train Family Partner(s); and how Family Partner(s) will engage families in treatment to achieve the threshold per Section 3.8 of Exhibit A.
5. If consultants/subcontractors are to be used to meet specific requirements of the Statement of Work under a Memorandum of Agreement (including volunteer services), provide a list of those consultants/subcontractors with the following information. Consultants/subcontractors include vendors such as nursing registries, equipment, part-time labor, physicians, psychiatrists, etc. Please do not include copies of subcontract agreements or Memorandum of Agreements.
 - 5.1. Fully identify the consultant(s)/subcontractor(s), if known at the time of proposal submission, and describe, in accordance with the appropriate experience requirements specified above, the experience of each consultant/subcontractor. Describe the specific program requirements to be met.
 - 5.2. Specify the type of contract or agreement and whether or not the consultant/subcontractor has committed to the contract or agreement.

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- 5.3. If the consultant(s)/subcontractor(s) are unknown at the time of proposal submission, explain how they will be solicited and selected and provide a draft schedule for soliciting, selecting, and subcontracting.
- 5.4. If offeror does not propose to use subcontractor(s)/partnership(s), state as such in the response.
6. Provide a plan for program implementation. Include a Gantt chart (or a similar type of chart), with start dates and completion dates for all the actions leading up to a fully functioning program. The chart should show actions required, strategies employed, responsibilities (persons, organizations, agencies), dependencies (actions which must be completed before subsequent actions may be initiated or completed), and milestones (significant actions and dates in the implementation).
 - 6.1. Describe how quickly the program will start up, when first client will be seen, and how program will be at full capacity and ready to receive all clients, Offeror to propose date.
 - 6.2. Describe how Offeror plans to transition existing clients from the current provider and provide services to them (with a minimal gap in services).
7. Provide a resume of the Offeror's experience, including County or other government contracts, within the last five (5) years in developing, implementing comparable program and/or services as described in Exhibit A. If Offeror has an extensive list of contracts, then list no more than five (5) contracts, beginning with the most recent, and ending with the oldest of those selected. Include the following information:
 - 7.1. Dates of operation for each program, facility address, phone number, email address, County department for which the program(s) operated, and a brief description of services.
 - 7.2. Target number of clients per fiscal year and number of clients served per fiscal year. Identify the percentage of the target met per fiscal year.
 - 7.3. Number of billing units the Contractor tasked with achieving per fiscal year and number of units achieved per fiscal year. Identify the percentage of the target met per fiscal year.
 - 7.4. Number of direct licensed/licensed eligible and direct unlicensed (paraprofessional) positions budgeted per fiscal year and number of direct licensed/licensed eligible and direct unlicensed (paraprofessional) FTEs were filled per fiscal year.
 - 7.5. Number and percentage of youth that avoided psychiatric hospitalization or re-hospitalization during the course of treatment per fiscal year.
 - 7.6. Any history of Corrective Action, Contract Risk Report or other compliance issues including Medical Records Review and In-dept Invoice Reviews over past five years (5) including program name, reason for corrective action, the agency issuing, how they were resolved and if they were resolved within the required timeline, and length of time on corrective action. Provide information on any breach or noncompliance, failure or refusals to complete a contract; information on early termination and details or any and all liquidated damages assessed by any entity.
8. Provide an organizational chart that describes the Offeror's overall organization and illustrates the relationship of the proposed program with other organizational divisions, programs and sections. Indicate the lines of organizational management, authority, and responsibility. If any operational components will be provided through a subcontract(s), consultant(s), other professional or volunteer, clearly illustrate the lines of accountability.
9. Provide a description of any litigation active and their resolution in the past five (5) years related to the contractor's performance. Provide a copy of a letter from the Offeror's attorney and/or in-house legal counsel concerning the status of lawsuits and pending litigation for the most recent year, if applicable. If there are none, state as such in the response.
10. Provide at least three (3) business references for the Offeror's most relevant projects or programs within the past five (5) years. County staff will verify the information provided and Offeror should make every effort to assure this information is correct. Each reference should be summarized in no more than one (1) page and should include the following:
 - 10.1. Reference organization's name, address, email address, telephone, and fax numbers.
 - 10.2. Contact persons representing the reference organization, title, email address, telephone, and fax numbers. The reference contact persons must be familiar with the Offeror and the Offeror's relevant experience and performance.
 - 10.3. Brief statement of the organization's relationship to the Offeror and the period of the relationship.
 - 10.4. A summary narrative of the applicable work provided; fee and contract term for the work; if the program's service was completed within the original contract fee and term (explain reasons for any fee increase and delays); problems encountered and resolutions; contract objectives and results. Explain how the experience gained could be beneficially applied to this project. If previous work was not similar, list three (3) references who can attest to Offeror's competency.

NOTE: If Offeror lists a County COR or BHS staff member as a reference, the Source Selection Committee (SSC) shall rely upon compliance and performance history provided by the Health and Human Services Agency, Agency Contract Support division.

The County will make reasonable attempts to contact any reference and the inability to contact a reference may be treated as an unfavorable reference for evaluation purposes. An unfavorable response is a response from a listed reference stating that they would not enlist the company to perform services again in the future, or comment provided that the County deems to be substantially negative or reflective of substandard service.

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
HEALTH AND HUMAN SERVICES AGENCY
SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)

The County reserves the right to contact County departments or any other agency for which a company has previously performed under contract. The County also reserves the right to make its own inquiries to other sources for which services have been performed but are not listed. The County may, at its sole discretion, disqualify a vendor if the requested number of references stated is not provided or responses are considered unfavorable.

11. The County is requesting budgets and other information for a cost reimbursement contract. The Offeror's budget shall achieve all program elements proposed and in the contract. The County is committed to obtaining optimal cost efficiency for the County, i.e.; lowest overall price for the highest overall performance. The County, therefore, reserves the right to award contracts based, among other factors of best value to the County, on budgets for the County of San Diego. Offeror's proposed budget(s) that exceeds the stated estimated price may not be considered for award. The estimated annual allocation for the initial term contract and each option year of the contract, subject to the availability of funding is \$1,050,000. Start-up funds shall be limited to a new provider of the service or program that is awarded the contract and is available only for the initial term of the contract at an estimated amount of up to \$105,000 plus \$178,483 in transition funding subject to the availability of funding.
 - 11.1. Offeror shall complete and provide a pricing schedule for each contract year. Option years are contingent upon available funding for this contract. Budget justifications are required. Budget documents can be found at the HHSA Behavioral Health Services Technical Resource Library located at: https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html
 - 11.2. Start-Up Funding: Offeror shall submit a separate budget for the Start-Up Allocation. Start-up funds shall be subject to negotiations shall be subject to available funding and shall be at the sole discretion of the County.
 - 11.2.1. A separate cost center for start-up funds shall be included in the proposed budget for the initial contract period and start-up expenditures shall be tracked separately from ongoing costs. The funding budgeted for start-up activities and the timeline for expending start-up funds must be approved by the County. Start-up funds will be limited to one-time costs associated with the development and implementation of a new or expanded program or service. The timeline for expending start-up funds shall be within three (3) months of the contract start date. At the end of the three (3) month period, an evaluation of the start-up costs expenditures will be made and remaining start-up funding may be rescinded at that time.

Examples of expenditures that may be approved include:

 - A. Costs of staff hiring.
 - B. Initial staff training and development related to a new program or operation (ongoing training and development should be included in the annual operating budget).
 - C. Minor equipment.
 - D. Supplies and materials.
 - E. Licenses and permits.
 - F. Tenant improvements.
 - 11.2.2. If multiple funding sources are identified within the contract, a plan that allocates start-up costs amongst the various funding sources shall be required and budgeted appropriately to reflect the funding ratios amongst the various funding sources. However, if the contract is fully funded by Mental Health Services Act (MHSA) dollars, a combination of MHSA and Federal Medi-Cal Federal Financial Participation (FFP) revenue or a combination of MHSA and Early Periodic Screening, Diagnosis, and Treatment (EPSDT) revenue, then the start-up funds should be comprised totally of MHSA dollars.
 - 11.2.3. Start-up costs will be reimbursed based on actual costs (cost reimbursement). Contractor shall comply with Cost Reimbursement Contract requirements. At a minimum the contractor shall submit an acceptable Cost Allocation Plan and keep an Inventory List, according to Article 2.4 of the Service Agreement.
 - 11.2.4. If Offeror is **not** a new provider of the service or program, offeror shall state such as the submittal response.

12. Financial Information:

- 12.1. Financial Information: Submit documentation demonstrating fiscal solvency and how entity will maintain solvency throughout the contract period. Briefly outline the internal fiscal management process the organization will use to monitor and ensure that County funding and other revenues are adequate to meet program costs.
- 12.2. Submit, as applicable, the most current un-audited financial statements, to include the Statement of Financial Position (Balance Sheet) and the Statement of Activities (Income Statement).
- 12.3. Submit, as applicable, the following information for the last three (3) fiscal years. Annual audit report to include:

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
HEALTH AND HUMAN SERVICES AGENCY
SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)

- Audited financial statements with the applicable notes.
- Independent Auditor’s Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards.
- Independent Auditor’s Statement of Findings and Questioned costs.
- Management Letter (if applicable)

If your Organization does not have audited financial statements, submit un-audited financial statements for the last three (3) Fiscal Years, to include the Statement of Financial Position (Balance Sheet) and the Statement of Activities (Income Statement).

Offeror may submit in place of the requested audited or un-audited financial statements for the last three (3) Fiscal Years as listed above copies of letters issued by the Health and Human Service Agency (HHSA), Agency Contract Support (ACS) verifying receipt of audited or unaudited financial statements for the last three (3) fiscal years.

- 12.4. Accounting System: Offeror shall have use of an accounting system for segregating, supporting, controlling, allocating, and accounting for all funds, property, expenses, revenues, and assets for each County contract distinct from other contract activities. Offeror shall have the ability to provide assurance that the system is in accordance with generally accepted principles and Office of Management and Budget Circulars located within the applicable Code of Federal Regulations. Describe how the proposed system will be used for this program. Accounting systems are subject to County review prior to contract award. No cost reimbursement contract will be awarded to any Offeror who does not have an acceptable accounting system.
- 12.5. Provide documentation that the organization has sufficient reserves to maintain the program for sixty (60) days. Documentation may include cash and/or credit reserves.
- 12.6. Cost Allocation Plan: Provide a cost allocation plan for the agency that identifies how administration costs and other shared costs are allocated between programs, in accordance with the Office of Management and Budget Circulars located within the applicable Code of Federal Regulations. Describe the methodology for determining indirect and administrative costs.
- 12.7. Federally Approved Indirect Rate: If your organization has a federally approved indirect rate, provide a copy of your organization’s federally approved indirect rate authorization.

13. Confirm (YES/NO) in accordance with 8.9.1 in the Service Agreement, Offeror certifies that it and its subcontractors have not used Federal appropriated funds to pay any persons or organization for influencing or attempting to influence an officer or employee of any agency, member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C 1352. List as a disclosure any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award by Offeror or Offeror’s subcontractors.

Yes No

14. The terms and conditions have been provided as part of the RFP. Offeror should respond to these documents including Terms and Conditions and Definitions in RFP in accordance with the procedures and format set forth below. Confirm (YES/NO) Offeror’s acceptance of the proposed County standard terms and conditions and insurance requirements as presented in the RFP.

Yes No

If NO, provide a detailed paragraph-by-paragraph, contract clause-by-contract clause description of any issues or concerns that Offeror may have with the documents listed. If Offeror objects to a particular paragraph or clause, then Offeror will need to further describe, in business terms and not in proposed language, the nature of its concern and what terms Offeror is willing to accept. The Exception List shall provide the reason or rationale supporting the item of concern and/or counter response. Simply stating that a paragraph or clause is "Not Acceptable" or proposing alternative contract terms without describing in business language the reason or rationale may be considered acceptance of that paragraph or clause. If Offeror does not identify specific concerns with a particular paragraph or clause, the County will consider the paragraph and/or clause acceptable. Offeror shall also provide a description of the business benefit to the County for the proposed language changes.

If applicable, provide a redlined copy reflecting the proposed revisions.

The County will favor a response that contains a minimal number of exceptions to the requirements and Terms and Conditions contained in the RFP. Should you take exception(s) to the contract, you understand that the County may, as part of its evaluation process, conclude that exceptions are so numerous and/or material as to make Offeror’s response to the solicitation unacceptable.

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)

HEALTH AND HUMAN SERVICES AGENCY

SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)

No Standard Offeror Form Contracts – Do not provide a copy of the Offeror’s standard contract to the County. The County will be using the enclosed “Terms and Conditions” in negotiations with the Offeror.

The Offeror will be deemed to have accepted any terms and conditions of the Contract to which it does not take exception in its proposal, and such accepted terms and conditions will not be subject to further negotiation

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
 HEALTH AND HUMAN SERVICES AGENCY
 SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)
PROPOSAL COVER PAGE (PC-600)

SUBMITTAL INFORMATION

Submit this Completed Form as the Cover Page of Your Proposal

DESCRIPTION

| | |
|----------------------------------|--|
| Request for Proposals (RFP) 9823 | Sexual Treatment, Education, and Prevention Services |
|----------------------------------|--|

OFFEROR INFORMATION (TO BE COMPLETED BY OFFEROR)

Please Type or Print Clearly

BUSINESS INFORMATION

Company/Organization Name

Address
()

Telephone Number

Website Address
()

Fax Number

Offeror Website Address

County communications to Offeror regarding this RFP will be sent to the POC. If no POC is provided, such communications will be sent to the Authorized Representative.

REPRESENTATIVE AUTHORIZED TO SIGN OFFER

Authorized Representative Name

Authorized Representative Title

Authorized Representative Email Address
()

Authorized Representative Telephone Number

Mailing Address

AUTHORIZED POINT OF CONTACT (POC)
(if different from Authorized Representative)

POC Name

POC Title

POC Email Address
()

POC Telephone Number

Mailing Address

SIGNATURE

I certify under penalty of perjury under the laws of the State of California, that I am authorized to execute and submit this proposal on behalf of the Offeror listed above; that all of the RFP instructions and rules, exhibits, addenda, explanations, and any other information provided by the County, including but not limited to, the diligence material, has been reviewed, understood and complied with; and that all information in this submission is true, correct, and in compliance with the terms of the RFP.

Authorized Representative Signature

Date

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes a bid, proposal, quote, statement of qualifications, or any other submission to provide goods and/or services).

1. BUSINESS TYPE

For-profit Non-profit Government

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit and will be subcontracting with a related for-profit entity where an interlocking directorate, management or ownership relationship exists, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has not entered into a subcontract relationship with a related for-profit entity.

List Attached? Yes

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? Yes No

3.2. Are you certified by the State of California as a:

Disabled Veteran Business Enterprise(DVBE)
Certification #: _____

Small Business Enterprise (SBE)
Certification #: _____

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:

Veteran Owned Small Business (VOSB)
Certification # _____

Service Disabled Veteran Owned Small Business (SDVOSB)
Certification # _____

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): _____%

4. DEBARMENT, SUSPENSION, AND RELATED MATTERS

4.1. Offeror certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any state, local, or federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.5, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1 Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2 Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3 Are presently the target or subject of any investigation, accusation or charges by any federal, state or local agency or law enforcement, licensing, certification, ethics, or compliance body;

4.2.4 Are proposed for debarment by any state, local, or federal department or agency.

4.2.5 If Offeror is unable to certify Sections 4.2.1, 4.2.2, 4.2.3, or 4.2.4, it certifies that it has disclosed and attached to this Representations and Certifications the reason(s) it cannot do so. The disclosure must include the Section(s), specific relevant facts including dates, contracts, individuals involved, status of actions, and any other relevant information that prevent it from making the requested certification(s). The County reserves the right to disqualify an Offeror based upon information disclosed.

Disclosure Attached? Yes

5. RELATED WORK

Offeror certifies to the best of its knowledge that, other than as disclosed in an attached separate sheet, it and its proposed subcontractors, agents, and consultants have not previously contracted with the County to perform work on or related to this project (e.g. preparing related studies or recommendations, components of the statement of work, or plans and specifications).

Disclosure Attached? Yes

6. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

7. INDEPENDENT PRICING

Offeror certifies that in relation to this offer:

7.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

7.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor or with any County employee(s) or consultant(s) involved in this or related procurements; and

7.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

8. ADDITIONAL DISCLOSURES

Offeror shall report in writing to the County Department of Purchasing and Contracting within five business days of discovering or having any reason to suspect any change in status as certified in the preceding paragraphs. Upon County's request, Offeror shall provide additional information supporting Offeror's Representations and Certifications. Offeror's obligations under this Section 8 shall continue until Offeror is no longer under consideration for award of a contract, or until termination or expiration of any resulting contract(s).

CERTIFICATION

The information furnished in Paragraphs 1 through 8 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: _____ Signature: _____

Title: _____ Date: _____

Company/Organization: _____

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
HEALTH AND HUMAN SERVICES AGENCY
SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)
NONDISCLOSURE INDEMNIFICATION AGREEMENT

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement (“Agreement”) is made and entered into by and between the County of San Diego

(“County”) and Offeror Company/Organization Name: _____

(“Offeror”) with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror’s submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled “*EXHIBIT – CONFIDENTIAL/PROPRIETARY*” containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County’s ongoing non-disclosure of Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror’s representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
 - a. Offeror fails to comply with the terms and conditions of this Agreement; or
 - b. Offeror provides the County with written notice that some or all of the records may be released; or
 - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively “County Parties”), against any and all claims, demands, liability, judgments, awards, fines, mechanics’ liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys’ fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as “Claims”), related to Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics’ liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys’ fees and court costs, which arise out of or are in any way connected to Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR

Offeror Company/Organization Name: _____

Authorized Representative Name: _____

Authorized Representative Title: _____

Signature: _____ Date: _____

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
HEALTH AND HUMAN SERVICES AGENCY
SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)
DVBE REQUIREMENTS AND FORMS

The County, as a matter of policy, encourages the participation of Disabled Veterans Business Enterprises (DVBE) through DVBE Subcontractor Participation goals. County of San Diego, Board of Supervisors DVBE policy B-39a is found at <http://www.sdcountry.ca.gov/cob/policy/index.html#>. The County DVBE program recognizes the State of California DVBE certification, which may be found at <http://www.pd.dgs.ca.gov>.

For this solicitation:

Bidder/Offeror (Offeror) must meet or exceed a 3% DVBE Subcontractor Participation goal or show a good faith effort to do so. Offeror must submit a DVBE Subcontractor Participation Summary and DVBE Subcontractor Participation Plan based on total pricing/payment schedule of its submittal. If the DVBE Subcontractor Participation Plan does not show that Offeror has met or exceeded the 3% DVBE Subcontractor Participation goal, Offeror must provide Documentation of a Good Faith Effort. Offerors are encouraged to submit the Documentation of Good Faith Effort even if they have met or exceeded the 3% DVBE Subcontractor Participation goal in the event that all or part of the DVBE Subcontractor Participation Plan is determined to be ineligible. County reserves the right to request a Documentation of Good Faith Effort from any Offeror regardless of utilization calculated on the DVBE Subcontractor Participation Plan.

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
 HEALTH AND HUMAN SERVICES AGENCY
 SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)
DVBE SUBCONTRACTOR PARTICIPATION SUMMARY

This DVBE Subcontractor Participation Summary is required to document Bidder’s/Offeror’s (Offeror) compliance with the DVBE participation goals set forth in Board Policy B-39a.

| |
|--|
| All Offerors must complete this section |
| Offeror: |
| Offeror’s Representative: |

| |
|---|
| Exemptions (complete only if Offeror qualifies for one of the exemptions below) |
| <p>Offeror is exempt from DVBE Subcontractor Participation Requirements in accordance with Board Policy B-39a because Offeror is a:</p> <p><input type="checkbox"/> Government Agency</p> <p><input type="checkbox"/> Nonprofit Organization</p> <p><input type="checkbox"/> Small Business Enterprise (SBE), pursuant to Board Policy B-53 State of California SBE Certification #: _____</p> <p><input type="checkbox"/> Veteran Owned Business (VOB), pursuant to Board Policy B-39a</p> <p>VOB status due to certification as a:</p> <p><input type="checkbox"/> DVBE - State of California Certification #: _____</p> <p><input type="checkbox"/> VOSB - U.S. VA Certification #: _____</p> <p><input type="checkbox"/> SDVOSB - U.S. VA Certification #: _____</p> |

| |
|---|
| DVBE Compliance (complete if Offeror claimed no exemption above) |
| <p><input type="checkbox"/> Offeror will self-perform 100% of the services.</p> <p><input type="checkbox"/> Complete and attach DVBE Subcontractor Participation Plan</p> <p><input type="checkbox"/> Complete and attach Documentation of Good Faith Effort (Optional if Offeror has met or exceeded the 3% DVBE Subcontractor Participation goal)</p> |

Offeror must provide additional supporting documentation upon request.

THIS FORM SHALL BE SUBMITTED WITH PROPOSAL ON THE DUE DATE

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
 HEALTH AND HUMAN SERVICES AGENCY
 SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)
DVBE SUBCONTRACTOR PARTICIPATION PLAN

Offeror: _____ Offeror Representative: _____

Project Title: _____

| ITEM NO. | DESCRIPTION OF WORK, SERVICE OR MATERIAL | NAME, ADDRESS, TELEPHONE NUMBER AND CERTIFICATION NUMBER OF CERTIFIED DVBE TO BE USED | DOLLAR AMOUNT TO BE PAID THIS DVBE |
|--------------------------------|--|---|------------------------------------|
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| | | Name: | |
| | | Address: | |
| | | Telephone #: Certification #: | |
| TOTAL AMOUNT TO CERTIFIED DVBE | | | \$ |

Use additional sheets if necessary. Compute utilization on last sheet.

Sheet ____ of ____ (complete if submitting more than one sheet)

| COMPUTATION OF UTILIZATION AND COMPARISON WITH THE SUBCONTRACTOR PARTICIPATION GOAL | |
|--|---|
| $\frac{\text{Total Amount to Certified DVBE}}{\text{Total Bid/Proposal}} \times 100 = \text{Percent of Utilization}$ | Goal = 3% |
| <hr style="width: 20%; margin: 0 auto;"/> $\times 100 = \underline{\hspace{2cm}}\%$ | Submit Documentation of Good Faith Effort if goal is not met. |

THIS FORM SHALL BE SUBMITTED WITH PROPOSAL ON THE DUE DATE

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
 HEALTH AND HUMAN SERVICES AGENCY
 SEXUAL TREATMENT, EDUCATION AND PREVENTION SERVICES (STEPS)
DOCUMENTATION OF GOOD FAITH EFFORT- Page 1 of 2

A. List potential DVBEs that the Offeror solicited for participation in this contract along with dates. Use additional sheets if necessary.

| | Certified DVBE Firm | Date of Contact (Mail, Fax, Telephone, etc) | Responded (Yes/No) |
|-----|---------------------|--|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

Sheet ____ of ____ (complete if submitting more than one sheet)

B. DVBE Solicitations

Solicitation Sample:

Offeror must attach a sample of the solicitation sent to certified DVBE firms. If phone contact was made, document conversation: date, time, contact person, and business opportunities discussed.

THIS FORM SHALL BE SUBMITTED WITH PROPOSAL ON THE DUE DATE

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
HEALTH AND HUMAN SERVICES AGENCY
SEXUAL TREATMENT, EDUCATION, AND PREVENTION SERVICES (STEPS)

DOCUMENTATION OF GOOD FAITH EFFORT- Page 2 of 2

Identification of: (1) All DVBEs that submitted bids/proposals, (2) Nature of work/supplies/services offered that are not accepted, (3) Dollar amounts of the DVBEs bids/proposals not accepted, (4) Subcontractors and/or suppliers that will be used instead of the DVBEs, (5) Dollar amounts of these subcontractors and/or suppliers' bids/proposals, and (6) The reason for the bidder/offeror not accepting the DVBE's bid/proposal. Use additional sheets if necessary.

| Name of DVBE (1) | Nature of Work (2) | DVBE Bids/Offer(\$) (3) | Subcontractor/ Supplier to be used (4) | Bid/Proposal Amount Accepted (5) | Reason Not Accepted (6) |
|---------------------|-----------------------|----------------------------|--|--|-------------------------------|
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Sheet _____ of _____ (complete if submitting more than one sheet)

THIS FORM SHALL BE SUBMITTED WITH PROPOSAL ON THE DUE DATE

RFP 9823

**SEXUAL EDUCATION, TREATMENT,
AND PREVENTION SERVICES**

**DRAFT
SERVICE AGREEMENT**

INCLUDES:

Exhibit A – Statement of Work

Exhibit B – Insurance and Bonding

Exhibit C – Pricing/Payment Schedule

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
HEALTH AND HUMAN SERVICES AGENCY
SEXUAL TREATMENT, EDUCATION, AND PREVENTION SERVICES (STEPS)
DRAFT AGREEMENT

This agreement (“Agreement”) is made and entered into effective as of the date of the last signature on the signature page by and between the County of San Diego, a political subdivision of the State of California (“County”) and [*# enter full corporate title, describe company, located at (complete address)*] (“Contractor”), with reference to the following facts:

RECITALS

- A. The County, by action of the Board of Supervisors Minute Order No. 10 June 4, 2019 authorized the Director of Purchasing and Contracting, to award a contract for **Sexual Treatment, Education, and Prevention Services**.
- B. Contractor is specially trained and possesses certain skills, experience, education and competency to perform these services.
- C. The Chief Administrative Officer made a determination that Contractor can perform the services more economically and efficiently than the County, pursuant to Section 703.10 of the County Charter.
- D. The Agreement shall consist of this document, Exhibit A Statement of Work, Contractor’s Proposal dated ###/###/#####, Exhibit B Insurance Requirements and Exhibit C, Payment Schedule. In the event that any provision of the Agreement or its Exhibits, A, A-1, B or C, conflicts with any other term or condition, precedence shall be: First (1st) the Agreement; Second (2nd) Exhibit B; Third (3rd) Exhibit A; Fourth (4th) Exhibit C; and Fifth (5th) Exhibit A-1.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 1
PERFORMANCE OF WORK

- 1.1 **Standard of Performance.** Contractor shall, in good and workmanlike manner and in accordance with the highest professional standards, at its own cost and expense, furnish all of the labor, technical, administrative, professional and all other personnel, all supplies and materials, equipment, printing, transportation, training, facilities, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by County, necessary or proper to perform and complete the work and provide the services required of Contractor by this Agreement.
- 1.2 **Contractor’s Representative.** The person identified on the signature page (“Contractor’s Representative”) shall ensure that Contractor’s duties under this Agreement shall be performed on behalf of the Contractor by qualified personnel; Contractor represents and warrants that (1) Contractor has fulfilled all applicable requirements of the laws of the State of California to perform the services under this Agreement and (2) Contractor’s Representative has full authority to act for Contractor hereunder. Contractor and County recognize that the services to be provided by Contractor’s Representative pursuant to this Agreement are unique: accordingly, Contractor’s Representative shall not be changed during the Term of the Agreement without County’s written consent. County reserves the right to terminate this Agreement pursuant to Clause 7.1 “Termination for Default”, if Contractor’s Representative should leave Contractor’s employ, or if, in County’s judgment, the work hereunder is not being performed by Contractor’s Representative.
- 1.3 **Contractor as Independent Contractor.** Contractor is, for all purposes of this Agreement, an independent contractor, and neither Contractor nor Contractor’s employees or subcontractors shall be deemed to be employees of the County. Contractor shall perform its obligations under this Agreement according to the Contractor’s own means and methods of work, which shall be in the exclusive charge and under the control of the Contractor, and which shall not be subject to control or supervision by County except as to the results of the work. County hereby delegates to Contractor any and all responsibility for the safety of Contractor’s employees, which shall include inspection of property to identify potential hazards. Neither Contractor nor Contractor’s employees or subcontractors shall be entitled to any benefits to which County employees are entitled, including without limitation, overtime, retirement benefits, workers’ compensation benefits and injury leave.
- 1.4 **Contractor’s Agents and Employees or Subcontractors.** Contractor shall obtain, at Contractor’s expense, all agents, employees and subcontractors required for Contractor to perform its duties under this Agreement, and all such services shall be performed by Contractor’s Representative, or under Contractor’s Representatives’ supervision, by persons authorized by law to perform such services. Retention by Contractor of any agent, employee or subcontractor shall be at Contractor’s sole cost and expense, and County shall have no obligation to pay Contractor’s agents, employees or subcontractors; to support any such person’s or entity’s claim against the Contractor; or to defend Contractor against any such claim.

Any subcontract or consultant agreement that is in excess of fifty thousand dollars (\$50,000) or twenty five percent (25%) of the value of the contract, whichever is less, or a combination of subcontracts or consultant agreements to the same individual or firm for the agreement period, or any subcontract or consultant agreement for professional medical or mental health services, regardless of value, must have prior concurrence of the Contracting Officer’s Representative (“COR”). Contractor shall provide Contracting Officer Representative with copies of all other subcontracts relating to this Agreement entered into

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SEXUAL TREATMENT, EDUCATION, AND PREVENTION SERVICES (STEPS)

by Contractor within 30 days after the effective date of the subcontract. Such subcontractors of Contractor shall be notified of Contractor's relationship to County. "Subcontractor" means any entity, other than County, that furnishes to Contractor services or supplies relevant to this Agreement other than standard commercial supplies, office space, and printing services.

- 1.4.1 Contractor Responsibility. In the event any subcontractor is utilized by Contractor for any portion of the project, Contractor retains the prime responsibility for carrying out all the terms of this Agreement, including the responsibility for performance and insuring the availability and retention of records of subcontractors in accordance with this Agreement. No subcontract utilizing funds from this Agreement shall be entered into if it has a term extending beyond the ending date of this Agreement.
- 1.4.2 Mandated Clause. All subcontracts shall include the Standard Terms and Conditions required of Contractor Articles 3, 7, 8, 9, 10, 11, 12, 13, 14 and 16 herein.
- 1.4.3 County Approval. As identified above, all subcontracts under this Agreement shall have prior written approval of the Contracting Officer Representative.
- 1.5 Off Shore Prohibition. Except where Contractor obtains the County's prior written approval, Contractor shall perform the work of this Agreement only from or at locations within the United States. Any County approval for the performance of work outside of the United States shall be limited to the specific instance and scope of such written approval, including the types of work and locations involved. Notwithstanding the foregoing, this Section shall not restrict the country or countries of origin of any assets purchased to provide the work hereunder; provided that when such assets are used to provide the work, such assets shall be used only from or at locations within the geographic boundaries of the United States.

ARTICLE 2

SCOPE OF WORK

- 2.1 Statement of Work. Contractor shall perform the work described in the "Statement of Work" attached as Exhibit "A" to this Agreement, and by this reference incorporated herein, except for any work therein designated to be performed by County.
- 2.2 Right to Acquire Equipment and Services. Nothing in this Agreement shall prohibit the County from acquiring the same type or equivalent equipment and/or service from other sources, when deemed by the County to be in its best interest.
- 2.3 Responsibility for Equipment. For cost reimbursement agreements, County shall not be responsible nor be held liable for any damage to persons or property consequent upon the use, misuse, or failure of any equipment used by Contractor or any of Contractor's employees, even though such equipment may be furnished, rented, or loaned to Contractor by County. The acceptance or use of any such equipment by Contractor or Contractor's employees shall be construed to mean that Contractor accepts full responsibility for and agrees to exonerate, indemnify and hold harmless County from and against any and all claims for any damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such damage be to the employee or property of Contractor, other Contractors, County, or other persons. Equipment includes, but is not limited to material, computer hardware and software, tools, or other things.
 - 2.3.1 Contractor shall repair or replace, at Contractor's expense, all County equipment or fixed assets that are damaged or lost as a result of Contractor negligence.
- 2.4 Non-Expendable Property Acquisition. County retains title to all non-expendable property provided to Contractor by County, or which Contractor may acquire with funds from this Agreement if payment is on a cost reimbursement basis, including property acquired by lease purchase Agreement. Contractor may not expend funds under this Agreement for the acquisition of non-expendable property having a unit cost of \$5,000 or more and a normal life expectancy of more than one-year without the prior written approval of Contracting Officer Representative. Contractor shall maintain an inventory of non-expendable equipment, including dates of purchase and disposition of the property. Inventory records on non-expendable equipment shall be retained, and shall be made available to the County upon request, for at least three years following date of disposition. Non-expendable property that has value at the end of the Agreement (e.g. has not been depreciated so that its value is zero), and to which the County may retain title under this paragraph, shall be disposed of at the end of the Agreement as follows: At County's option, it may: 1) have Contractor deliver to another County contractor or have another County contractor pick up the non-expendable property; 2) allow the contractor to retain the non-expendable property provided that the contractor submits to the County a written statement in the format directed by the County of how the non-expendable property will be used for the public good; or 3) direct the Contractor to return to the County the non-expendable property.

ARTICLE 3

DISENTANGLEMENT

- 3.1 General Obligations.

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At County's discretion, Contractor shall accomplish a complete transition of the services as set forth in Exhibit A to this Agreement (for purposes of this Article 3.1, these shall be referred to as the "Disentangled Services") being terminated from Contractor and the Subcontractors to County, or to any replacement provider designated by County, without any interruption of or adverse impact on the Disentangled Services or any other services provided by third parties. This process shall be referred to as the Disentanglement. Contractor shall fully cooperate with County and any new service provider and otherwise promptly take all steps, including, but not limited to providing to County or any new service provider all requested information or documentation, required to assist County in effecting a complete Disentanglement. Contractor shall provide all information or documentation regarding the Disentangled Services or as otherwise needed for Disentanglement, including, but not limited to, data conversion, client files, interface specifications, training staff assuming responsibility, and related professional services. Contractor shall provide for the prompt and orderly conclusion of all work required under the Agreement, as County may direct, including completion or partial completion of projects, documentation of work in process, and other measures to assure an orderly transition to County or the County's designee of the Disentangled Services. All Contractor work done as part of the Disentanglement shall be performed by Contractor and will be reimbursed by the County at no more than Contractor's costs, up to the total amount of this Agreement. Contractor shall not receive any additional or different compensation for the work otherwise required by the Agreement. Contractor's obligation to provide the Services shall not cease until the earlier of the following: 1) The Disentanglement is satisfactory to County, including the performance by Contractor of all asset-transfers and other obligations of Contractor provided in this Paragraph, has been completed to the County's reasonable satisfaction or 2) twelve (12) months after the Expiration Date of the Agreement.

3.2 Disentanglement Process.

The Disentanglement process shall begin on any of the following dates: (i) the date County notifies Contractor that no funds or insufficient funds have been appropriated so that the Term shall be terminated pursuant to the Agreement, Article 7; (ii) the date designated by County not earlier than sixty (60) days prior to the end of any initial or extended term that County has not elected to extend pursuant to the Agreement's, Signature Page, Agreement Term; or (iii) the date any Termination Notice is delivered, if County elects to terminate any or all of the Services pursuant to the Agreement, Article 7. Subject to Exhibit A Contractor's obligation to perform Disentangled Services, and County's obligation to pay for Disentangled Services, shall expire: (A) when funds appropriated for payment under this Agreement are exhausted, as provided in this Agreement, Article 7; (B) at the end of the initial or extended term set forth in this Agreement's, Signature Page, Agreement Term; or (C) on the Termination Date, pursuant to this Agreement, Article 7 (with the applicable date on which Contractor's obligation to perform the Services expires being referred to herein as the "Expiration Date"). Contractor and County shall discuss in good faith a plan for determining the nature and extent of Contractor's Disentanglement obligations and for the transfer of the Disentangled Services in process provided, however, that Contractor's obligation under this Agreement to provide all Disentangled Services shall not be lessened in any respect.

3.3 Specific Obligations.

The Disentanglement shall include the performance of the following specific obligations:

3.3.1 No Interruption or Adverse Impact

Contractor shall cooperate with County and all of the County's other service providers to ensure a smooth transition at the time of Disentanglement, with no interruption of Disentangled Services or other work required under the Agreement, no adverse impact on the provision of Disentangled Services or other work required under the Agreement or County's activities, no interruption of any services provided by third parties, and no adverse impact on the provision of services provided by third parties.

3.3.2 Third-Party Authorizations.

Without limiting the obligations of Contractor pursuant to any other clause in Exhibit A herein, Contractor shall, subject to the terms of any third-party agreements, procure at no charge to County any third-party authorizations necessary to grant County the use and benefit of any third-party agreements between Contractor and third-party contractors used to provide the Disentangled Services, pending their assignment to County. Similarly, at County's direction, Contractor shall obtain all legally necessary client consents or authorizations legally necessary to transfer client data to County or any new service provider.

3.3.3 Return, Transfer and Removal of Assets.

3.3.3.1 Contractor shall return to County all County assets in Contractor's possession, pursuant to Paragraph 2.4 of the Agreement.

3.3.3.2 County shall be entitled to purchase at net book value those Contractor assets used for the provision of Disentangled Services to or for County, other than those assets expressly identified by the Parties as not

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being subject to this provision. Contractor shall promptly remove from County’s premises, or the site of the work being performed by Contractor for County, any Contractor assets that County, or its designee, chooses not to purchase under this provision.

3.3.4 Transfer of Leases, Licenses, and Agreements.

Contractor, at its expense, shall convey or assign to County or its designee such fully-paid leases, licenses, and other agreements used by Contractor, County, or any other Person in connection with the Disentangled Services, as County may select, when such leases, licenses, and other agreements have no other use by Contractor. Contractor’s obligation described herein, shall include Contractor’s performance of all obligations under such leases, licenses, and other agreements to be performed by it with respect to periods prior to the date of conveyance or assignment and Contractor shall reimburse County for any losses resulting from any claim that Contractor did not perform any such obligations.

3.3.5 Delivery of Documentation.

Contractor shall deliver to County or its designee, at County’s request, all documentation and data related to County, including, but not limited to, the County Data and client files, held by Contractor, and Contractor shall destroy all copies thereof not turned over to County, all at no charge to County. Notwithstanding the foregoing, Contractor may retain one (1) copy of the documentation and data, excluding County Data, for archival purposes or warranty support.

3.4 Findings Confidential. Any reports, information, data, etc., given to or prepared or assembled by Contractor under this Agreement that the County requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

3.5 Publication, Reproduction or Use of Materials. No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. The County shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement. All reports, data and other materials prepared under this Agreement shall be the property of the County upon completion of this Agreement.

ARTICLE 4
COMPENSATION

The Payment Schedule, and/or budget are in Exhibit C and the compensation is on the Signature page. County will pay Contractor the agreed upon price(s), pursuant to Exhibit C for the work specified in Exhibit A, Statement of Work. The County is precluded from making payments prior to receipt of services (advance payments). Contractor shall provide and maintain an accounting and financial support system to monitor and control costs to assure completion of the Agreement. Invoices are subject to the requirements below.

4.1 Fiscal for Cost Reimbursement (Rev. 7/1/17)

- 4.1.1 General Principles. Contractor shall, comply with generally accepted accounting principles and good business practices, including all applicable cost principles published by the [Federal Office of Management and Budget \(OMB\)](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl), including 2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS "The Uniform Guidance", which can be viewed at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Contractor shall comply with all federal, State and other funding source requirements. Contractor shall, at its own expense, furnish all cost items associated with this Agreement except as herein otherwise specified in the budget or elsewhere to be furnished by County. Contractor shall submit annually to the County a cost allocation plan in accordance with The Uniform Guidance.
- 4.1.2 Travel Restrictions. Allowable travel costs as provided in the applicable cost principles may not exceed those established by the General Services Administration (GSA) available on-line at <http://www.gsa.gov/portal/category/21287>
- 4.1.3 Agreement Budget. In no event shall the Exhibit C Agreement budget total be increased or decreased prior to County approved Agreement amendment. In no event shall County pay Contractor in excess of the amount identified on the Signature Page. Budget line item adjustments requiring County review and approval are listed in Exhibit C "Contractor’s Budget."
- 4.1.4 Administrative Adjustment. The COR may make administrative Agreement adjustments to change or modify the budget as long as the total Agreement amount or Agreement term is not modified.
- 4.1.5 Agreement Amendment. An Agreement amendment signed by the Contracting Officer is required to modify the total Agreement amount or Agreement term.

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4.2 Invoices and Payment

- 4.2.1 Invoices for Reimbursement. Contractor shall submit properly executed monthly invoices to the Contracting Officer's Representative ("COR") for reimbursement of allowable costs associated with the work performed in the prior month. Payments will be paid as described in paragraph 4.2.2 below. Contractor's monthly invoices shall be completed and submitted in accordance with written COR instructions and shall include a statement certifying whether it is in compliance with the debarment and suspension paragraph within Article 8.
- 4.2.2 Payments. County agrees to reimburse Contractor after receipt of properly completed invoice. County will reimburse for actual allowable, allocable and reasonable costs incurred in consideration for services performed. Contractor shall maintain supporting documentation of expenses as specified in Articles 11 and 13. Payments will be made in arrears after receipt of properly completed invoice approved by the COR. Payment shall be NET 30 days from receipt and approval of invoice unless otherwise stated.
- 4.2.3 Full Compensation. Pending any adjustments by the COR, each invoice approved and paid shall constitute full and complete compensation to Contractor for the invoice. This Agreement constitutes the entire Agreement between Contractor and County. Contractor shall be entitled only to reimbursement for allowable, allocable and reasonable costs associated with services pursuant to Exhibit A.
- 4.2.4 Final Fiscal Year End Settlements. Contractor shall submit the final invoice for reimbursement for services performed during the County fiscal year by the final fiscal year settlement date, which will be established by each department. This settlement date shall be no more than 60 calendar days from the end of the County fiscal year. County may, in its sole discretion, choose to not process invoices for reimbursement for services performed during that fiscal year after this date. The County fiscal year shall be defined as July 1, through June 30, unless otherwise defined in this Agreement.
- 4.2.5 Final Agreement Settlement Date. Contractor shall submit the final invoice for reimbursement for services performed during the final fiscal year of the contract by the final contract settlement date, which shall be no more than 60 calendar days from the final date of the contract services. County may, in its sole discretion, choose to not process invoices for reimbursement for services performed during the final fiscal year of the contract after the final Agreement settlement date.
- 4.2.6 Prompt Payment for Vendors and Subcontractors
- 4.2.6.1 Prompt payment for vendors and subcontractors.
- 4.2.6.1.1 Unless otherwise set forth in this paragraph, Contractor shall promptly pay its vendors and subcontractor(s) for satisfactory performance under its subcontract(s) to this Agreement. Such prompt payment shall be no later than thirty (30) days after Contractor receives payment for such services from County and shall be paid out of such amounts as are paid to Contractor under this Agreement.
- 4.2.6.1.2 Contractor shall include a payment clause conforming to the standards set forth in Paragraph 4.2.6.1.1. of this Agreement in each of its subcontracts, and shall require each of its subcontractors to include such a clause in their subcontracts with each lower-tier subcontractor or supplier.
- 4.2.6.2 If Contractor, after submitting a claim for payment to County but before making a payment to a vendor or subcontractor for the goods or performance covered by the claim, discovers that all or a portion of the payment otherwise due such vendor or subcontractor is subject to withholding from the vendor or subcontractor in accordance with the vendor or subcontract agreement, then the Contractor shall:
- 4.2.6.2.1 Furnish to the vendor or subcontractor and the COR within three (3) business days of withholding funds from its vendor or subcontractor a notice stating the amount to be withheld, the specific causes for the withholding under the terms of the subcontract or vendor agreement; and the remedial actions to be taken by the vendor or subcontractor in order to receive payment of the amounts withheld;
- 4.2.6.2.2 Contractor shall reduce the subcontractor's progress payment by an amount not to exceed the amount specified in the notice of withholding furnished under paragraph 4.2.6.2.1. of this Agreement and Contractor may not claim from the County this amount until its subcontractor has cured the cause of Contractor withholding funds;
- 4.2.6.2.3 Upon the vendor's or subcontractor's cure of the cause of withholding funds, Contractor shall pay the vendor or subcontractor as soon as practicable, and in no circumstances later than ten (10) days after the Contractor claims and receives such funds from County.

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- 4.2.6.3 Contractor shall not claim from County all of or that portion of a payment otherwise due to a vendor or subcontractor that Contractor is withholding from the vendor or subcontractor in accordance with the subcontract agreement where Contractor withholds the money before submitting a claim to County. Contractor shall provide its vendor or subcontractor and the COR with the notice set forth in Paragraph 4.2.6.2.1 of this Agreement and shall follow Paragraph 4.2.6.2.3. of this Agreement when vendor or subcontractor cures the cause of Contractor withholding its vendors or subcontractor's funds.
- 4.2.6.4 Overpayments. If Contractor becomes aware of a duplicate contract financing or invoice payment or that County has otherwise overpaid on a contract financing or invoice payment, Contractor shall immediately notify the COR and request instructions for disposition of the overpayment.
- 4.2.7 Availability of Funding. The County's obligation for payment of any Agreement beyond the current fiscal year is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are designated by the County and are made available for such performance.
- County shall, in its sole discretion, have the right to terminate or suspend this Agreement or reduce compensation and service levels proportionately upon thirty (30) days' written notice to Contractor in the event that Federal, State or County funding for this Agreement ceases or is reduced prior to the ordinary expiration of the term of this Agreement. In the event of reduction of funding for the Agreement, County and Contractor shall meet within ten (10) days of written notice to renegotiate this Agreement based upon the modified level of funding. In this case if no Agreement is reached between County and Contractor within 10 days of the first meeting, either party shall have the right to terminate this Agreement within ten (10) days written notice of termination.
- In the event of termination of this Agreement in accordance with the terms of this Section, Contractor shall be entitled to retain all sums paid as of the effective date of such termination, subject to any payment offset to which County may be entitled, for damages or otherwise, under the terms of this Agreement. In the event of termination of this Agreement pursuant to this Section, in no event shall Contractor be entitled to any loss of profits on the portion of this Agreement so terminated, or to other compensation, benefits, reimbursements or ancillary services other than as herein expressly provided.
- 4.2.8 Conditions Prerequisite to Payments. County may elect not to make a particular payment if any of the following exists:
- 4.2.8.1 Misrepresentation. Contractor, with or without knowledge, made any misrepresentation of substantial and material nature with respect to any information furnished to County.
- 4.2.8.2 Unauthorized Actions by Contractor. Contractor took any action pertaining to this Agreement which required County approval, without having first received said County approval.
- 4.2.8.3 Default. Contractor was in default under any terms and conditions of this Agreement.
- 4.2.8.4 Fees for Service. Contractor implemented a schedule of fees to be charged to clients or third party client representatives without prior County approval.
- 4.2.9 Withholding of Payment. County may withhold reimbursement until reports, data, audits, or other information required for Agreement administration or to meet County, State, Federal or other funding source reporting or auditing requirements are received and approved by COR or designee. County may also withhold payment if, in County's opinion, Contractor is in noncompliance with this Agreement.
- 4.2.10 Interpretation of Claim Provisions. As used in this Section, the term "claim" refers to a claim filed pursuant to [San Diego County Code of Administrative Ordinances Article V-A](#), "Processing and Certification of Routine Claims." The term "claim" as used in this Article 4 does not refer to a claim filed pursuant to San Diego County Code of Administrative Ordinances, Article X, "Claims Against the County."
- 4.2.11 Severability Limits. Severability pertains only to those Agreements that originate in one fiscal year and end in another fiscal year. This Agreement is severable for and limited to the amounts in the attached budget. In no event shall Contractor exceed the Severability Limits.
- 4.2.12 Disallowance. In the event Contractor receives payment from County for a service, for which reimbursement is later disallowed by County, the State, the Federal government, or any other funding source, Contractor shall promptly refund the disallowed amount to County on request, or County may offset the amount disallowed from any payment due to or to become due to Contractor under this Agreement or any other Agreement. Similarly, a disallowance under a prior Agreement may be offset against this Agreement.

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- 4.2.13 Partial Payment. If Contractor fails to perform specified services, provide specified products or perform services or provide products timely and in accordance with specified requirements, Contractor shall be paid only the reasonable cost for the services performed or products provided for the payment period as determined by the COR.
- 4.2.14 Project Generated Revenue. Project Generated Revenue realized by Contractor in excess of the Agreement budget shall be utilized in support of the Project.
- 4.2.14.1 Project Generated Revenue and Expenditures shall be reported at the end of the Agreement period.
- 4.2.14.2 With COR approval, Contractor may expend a remaining balance of project generated revenue in the term of a subsequent County Agreement in support of this Project.
- 4.2.15 Incentive/Bonus/Performance Payments. Contractor shall not use any funds paid under this agreement to pay any incentive programs, bonus programs or structures, or performance incentives for employees at any level without a quantifiable measurement of compliant and ethical conduct. Contractor agrees to provide information on any formula or criteria used to calculate said payments to the County at the County's request.
- 4.2.16 Rate of Expense. Contractor shall control its rate of expense in relation to units of service and anticipated revenues.
- 4.2.17 Budget. Contractor shall inform the COR when it is anticipated that the need for services will exceed the approved service units and budget; however, Contractor's claim/invoice shall not exceed the approved budget.
- 4.2.18 Compliance. Any records of revenues, expenditures and/or clinical records under this Agreement shall be subject to compliance with Federal, State or local laws or regulations and may be audited and/or reviewed by the County and/or the appropriate Federal, State or County agency. In the event of an audit disallowance of any claimed cost which is subject to compliance with Federal, State or local law or regulations, Contractor shall be liable for any costs or lost revenue resulting therefrom.

ARTICLE 5

AGREEMENT ADMINISTRATION

- 5.1 County's Agreement Administrator. The Director of Purchasing and Contracting is designated as the Contracting officer ("Contracting Officer") and is the only County official authorized to make any Changes to this Agreement. The County has designated the individual identified on the signature page as the Contracting Officer's Representative ("COR")
- 5.1.1 County's COR will chair Contractor progress meetings and will coordinate County's Agreement administrative functions. The COR is designated to receive and approve Contractor invoices for payment, audit and inspect records, inspect Contractor services, and provide other technical guidance as required. The COR is not authorized to change any terms and conditions of this Agreement. Only the Contracting Officer, by issuing a properly executed amendment to this Agreement, may make changes to the scope of work or total price.
- 5.1.2 Notwithstanding any provision of this Agreement to the contrary, County's COR may make Administrative Adjustments ("AA") to the Agreement, such as line item budget changes or adjustments to the service requirements that do not change the purpose or intent of the Statement of Work, the Terms and Conditions, the Agreement Term or the total Agreement price. Each AA shall be in writing and signed by COR and Contractor. All inquiries about such AA will be referred directly to the COR.
- 5.2 Agreement Progress Meeting. The COR and other County personnel, as appropriate, will meet periodically with the Contractor to review the Agreement performance. At these meetings the COR will apprise the Contractor of how the County views the Contractor's performance and the Contractor will apprise the County of problems, if any, being experienced. The Contractor shall also notify the Contracting Officer (in writing) of any work being performed, if any, that the Contractor considers being over and above the requirements of the Agreement. Appropriate action shall be taken to resolve outstanding issues. The minutes of these meetings will be reduced to writing and signed by the COR and the Contractor. Should the Contractor not concur with the minutes, the Contractor shall set out in writing any area of disagreement. Appropriate action will be taken to resolve any areas of disagreement.

ARTICLE 6

CHANGES

- 6.1 Contracting Officer. The Contracting Officer may at any time, by a written order, make changes ("Changes"), within the general scope of this Agreement, in the definition of services to be performed, and the time (i.e.) hours of the day, days of the week, etc. and place of performance thereof. If any such Change causes an increase or decrease in the cost of, or the time required for, the performance of any part of the work under this Agreement, whether changed or not changed by such an order, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified in writing accordingly. Such changes may require Board of Supervisors approval.

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- 6.2 Claims. Contractor must assert any claim for adjustment under this clause within thirty (30) days from the date of receipt by the Contractor of the notification of Change; provided, however, that the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this Agreement. Where the cost of property made obsolete or excess as a result of a change is included in the Contractor's claim for adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of such property. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this Agreement entitled "Disputes" (Article 15). However, nothing in this clause shall excuse the Contractor from proceeding with this Agreement as changed.

ARTICLE 7

SUSPENSION, DELAY AND TERMINATION

- 7.1 Termination for Default. Upon Contractor's breach of this Agreement, County shall have the right to terminate this Agreement, in whole or part. Prior to termination for default, County will send Contractor written notice specifying the cause. The notice will give Contractor ten (10) days from the date the notice is issued to cure the default or make progress satisfactory to County in curing the default, unless a different time is given in the notice. If County determines that the default contributes to the curtailment of an essential service or poses an immediate threat to life, health or property, County may terminate this Agreement immediately upon issuing oral or written notice to the Contractor without any prior notice or opportunity to cure. In the event of termination under this Article, all finished or unfinished documents, and other materials, prepared by Contractor under this Agreement shall become the sole and exclusive property of County.

In the event of such termination, the County may purchase or obtain the supplies or services elsewhere, and Contractor shall be liable for the difference between the prices set forth in the terminated order and the actual cost thereof to the County. The prevailing market price shall be considered the fair repurchase price. Notwithstanding the above, Contractor shall not be relieved of liability to County for damages sustained by County by virtue of any breach of this Agreement by Contractor, and County may withhold any reimbursement to Contractor for the purpose of off-setting until such time as the exact amount of damages due County from Contractor is determined.

If, after notice of termination of this Agreement under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, the rights and obligations of the parties shall, if this Agreement contains a clause providing for termination for convenience of the County, be the same as if the notice of termination had been issued pursuant to such clause.

- 7.2 Damages for Delay. If Contractor refuses or fails to prosecute the work, or any separable part thereof, with such diligence as shall ensure its completion within the time specified in this Agreement, or any extension thereof, or fails to complete said work within such time, County will be entitled to the resulting damages caused by the delay. Damages will be the cost to County incurred as a result of continuing the current level and type of service over that cost that would be incurred had the Agreement segments been completed by the time frame stipulated and any other damages suffered by County.
- 7.3 County Exemption from Liability. In the event there is a reduction of funds made available by County to Contractor under this or subsequent agreements, the County of San Diego and its Departments, officers and employees shall incur no liability to Contractor and shall be held harmless from any and all claims, demands, losses, damages, injuries, or liabilities arising directly or from such action.
- 7.4 Full Cost Recovery Of Investigation And Audit Costs. Contractor shall reimburse County of San Diego for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation (material breach) of the terms of the Agreement.

At the sole discretion of the County, and subject to funding source restrictions and federal and State law, County may (1) withhold reimbursement for such costs from any amounts due to Contractor pursuant to the payment terms of the Agreement, (2) withhold reimbursement for such costs from any other amounts due to Contractor from County, and/or (3) require Contractor to remit a check for the total amount due (or a lesser amount specified by the County) to County within thirty (30) days of request by County. Alternatively, at the County's sole discretion, County and Contractor may enter into a written repayment plan for the reimbursement of the audit/investigation costs.

- 7.5 Termination for Convenience. The County may, by written notice stating the extent and effective date terminate this Agreement for convenience in whole or in part, at any time. The County shall pay the Contractor as full compensation for work performed in accordance with the terms of this Agreement until such termination:
- 7.5.1 The unit or pro rata price for any delivered and accepted portion of the work.
- 7.5.2 A reasonable amount, as costs of termination, not otherwise recoverable from other sources by the Contractor as approved by the County, with respect to the undelivered or unaccepted portion of the order, provided compensation hereunder shall in no event exceed the total price.

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- 7.5.3 In no event shall the County be liable for any loss of profits on the resulting order or portion thereof so terminated.
- 7.5.4 County’s termination of this Agreement for convenience shall not preclude County from taking any action in law or equity against Contractor for:
- 7.5.4.1 Fraud, waste or abuse of Agreement funds, or
 - 7.5.4.2 Improperly submitted claims, or
 - 7.5.4.3 Any failure to perform the work in accordance with the Statement of Work, or
 - 7.5.4.4 Any breach of any term or condition of the Agreement, or
 - 7.5.4.5 Any actions under any warranty, express or implied, or
 - 7.5.4.6 Any claim of professional negligence, or
 - 7.5.4.7 Any other matter arising from or related to this Agreement, whether known, knowable or unknown before, during or after the date of termination.
- 7.6 Suspension of Work. The Contracting Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this Agreement for the period of time that the Contracting Officer determines appropriate for the convenience of the Government. County reserves the right to prohibit, without prior notice, contractor or contractor's employees, directors, officers, agents, subcontractors, vendors, consultants or volunteers from 1) accessing County data systems and County owned software applications, including websites, domain names, platforms, physical files, 2) treating County’s patients, clients, or facility residents, or 3) providing any other services under this Agreement.
- 7.7 Remedies Not Exclusive. The rights and remedies of County provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law, equity, or under resulting order.

ARTICLE 8
COMPLIANCE WITH LAWS AND REGULATIONS

- 8.1 Compliance with Laws and Regulations. Contractor shall at all times perform its obligations hereunder in compliance with all applicable federal, State, County, and local laws, rules, and regulations, current and hereinafter enacted, including facility and professional licensing and/or certification laws and keep in effect any and all licenses, permits, notices and certificates as are required. Contractor shall further comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.
- 8.2 Contractor Permits and License. Contractor certifies that it possesses and shall continue to maintain or shall cause to be obtained and maintained, at no cost to the County, all approvals, permissions, permits, licenses, and other forms of documentation required for it and its employees to comply with all existing foreign or domestic statutes, ordinances, and regulations, or other laws, that may be applicable to performance of services hereunder. The County reserves the right to reasonably request and review all such applications, permits, and licenses prior to the commencement of any services hereunder.
- 8.3 Equal Opportunity. Contractor shall comply with the provisions of Title VII of the Civil Rights Act of 1964 in that it will not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment nor shall Contractor discriminate in any way that would deprive or intend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual’s race, color, religion, sex, national origin, age, handicap, medical condition, sexual orientation or marital status.
- 8.4 Affirmative Action. Each Contractor of services and supplies employing fifteen (15) or more full-time permanent employees, shall comply with the Affirmative Action Program for Vendors as set forth in Article IIIk (commencing at Section 84) of the San Diego County Administrative Code, which program is incorporated herein by reference. A copy of this Affirmative Action Program will be furnished upon request by COR or from the County of San Diego Internet web-site (www.co.san-diego.ca.us).
- 8.5 Non-Discrimination. Contractor shall ensure that services and facilities are provided without regard to ethnic group identification, race, color, nation origin, creed, religion, age, sex, physical or mental disability, political affiliation or marital status in accordance with applicable laws, including, but not limited to, Title VI of the Civil Rights Act of 1964 (42 U.S.C 200-d), Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C 324), Section 504 of the Rehabilitation Act of 1973, The Civil Rights Restoration Act of 1987 (P.L. 100-209), Executive Order 12898 (February 11, 1994), Executive Order 13166 (August 16, 2000), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000-d), the Age Discrimination of 1975 (42 U.S.C. 6101), Article 9.5, Chapter 1, Part 1, Division 2, Title 2 (Section 11135, et seq) of the California Government Code,

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Title 9, Chapter 4, Subchapter 6 (Section 10800, et seq) of the CCR and California Dept of Social Services Manual of Policies and Procedures (CDSS MPP) Division 21.

- 8.6 AIDS Discrimination. Contractor shall not deny any person the full and equal enjoyment of, or impose less advantageous terms, or restrict the availability of, the use of any County facility or participation in any County funded or supported service or program on the grounds that such person has Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) as those terms are defined in Title 3, Division 2, Chapter 8, Section 32.803, of the San Diego County Code of Regulatory Ordinances.
- 8.7 American with Disabilities Act (ADA) 1990. Contractor shall not discriminate against qualified people with disabilities in employment, public services, transportation, public accommodations and telecommunications services in compliance with the Americans with Disabilities Act (ADA) and California Administrative Code Title 24.
- 8.8 Political Activities Prohibited. None of the funds, provided directly or indirectly, under this Agreement shall be used for any political activities or to further the election or defeat of any candidate for public office. Contractor shall not utilize or allow its name to be utilized in any endorsement of any candidate for elected office. Neither this Agreement nor any funds provided hereunder shall be utilized in support of any partisan political activities, or activities for or against the election of a candidate for an elected office.
- 8.9 Lobbying. Contractor agrees to comply with the lobbying ordinances of the County and to assure that its officers and employees comply before any appearance before the County Board of Supervisors. Except as required by this Agreement, none of the funds provided under this Agreement shall be used for publicity or propaganda purposes designed to support or defeat any legislation pending before State and federal Legislatures, the Board of Supervisors of the County, or before any other local governmental entity. This provision shall not preclude Contractor from seeking necessary permits, licenses and the like necessary for it to comply with the terms of this Agreement.
- 8.9.1 Byrd Anti-Lobbying Amendment. Contractor shall file Standard Form-LLL, “Disclosure Form to Report Lobbying,” to certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award by Contractor or Contractor’s Subcontractors. In accordance with 31 U.S.C. 1352, Contractor shall also file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. Contractor shall include this provision in all subcontracts and require each of its subcontractors to comply with the certification and disclosure requirements of this provision.
- 8.10 Religious Activity Prohibited. There shall be no religious worship, instructions or proselytization as part of or in connection with the performance of this Agreement.
- 8.11 Drug and Alcohol-Free Workplace. The County of San Diego, in recognition of individual rights to work in a safe, healthful and productive work place, has adopted a requirement for a drug and alcohol-free work place, County of San Diego Drug and Alcohol Use Policy C-25, available on the County of San Diego website. This policy provides that all County-employed Contractors and Contractor employees shall assist in meeting this requirement.
- 8.11.1 As a material condition of this Agreement, the Contractor agrees that the Contractor and the Contractor employees, while performing service for the County, on County property, or while using County equipment:
- 8.11.1.1 Shall not be in any way impaired because of being under the influence of alcohol or a drug.
- 8.11.1.2 Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal drug.
- 8.11.1.3 Shall not sell, offer, or provide alcohol or an illegal drug to another person; provided, however, that the foregoing restriction shall not be applicable to a Contractor or Contractor employee who as part of the performance of normal job duties and responsibilities prescribes or administers medically prescribed drugs.
- 8.11.2 Contractor shall inform all employees who are performing service for the County on County property or using County equipment of the County objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.
- 8.11.3 The County may terminate for default or breach this Agreement, and any other agreement the Contractor has with the County, if the Contractor, or Contractor employees are determined by the Contracting Officer not to be in compliance with the conditions listed herein.

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- 8.12 Board of Supervisors' Policies. Contractor represents that it is familiar, and shall use its best efforts to comply, with the following policies of the Board of Supervisors, available on the County of San Diego website:
- 8.12.1 Board Policy B-67, which encourages the County's Contractors to offer products made with recycled materials, reusable products, and products designed to be recycled to the County in response to the County's requirements; and
 - 8.12.2 Board Policies B-53 and B-39a, which encourage the participation of small and disabled veterans' business enterprises in County procurements; and
 - 8.12.3 Zero Tolerance for Fraudulent Conduct in County Services. Contractor shall comply with County of San Diego Board of Supervisors Policy A-120 "Zero Tolerance for Fraudulent Conduct in County Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of County programs and the provision of County services. Upon proven instances of fraud committed by independent contractors in connection with their performance under the Agreement, said contractor shall be subject to corrective action up to and including termination of the Agreement; and
 - 8.12.4 Interlocking Directorate. In recognition of Board Policy A-79, available on the County of San Diego Website, not-for-profit Contractors shall not subcontract with related for-profit subcontractors for which an interlocking relationship exist unless specifically authorized in writing by the Board of Supervisors; and
 - 8.12.5 Zero Tolerance in Coaching Medi-Cal or Welfare Clients (Including Undocumented Immigrants). The County of San Diego in recognition of its unique geographical location and the utilization of the Welfare and Medi-Cal systems by foreign nationals who are not legal residents of this county or country, has adopted a Zero Tolerance policy and shall aggressively prosecute employees and Contractors who coach Medi-Cal or Welfare clients (including undocumented immigrants), to obtain services for which they are not otherwise entitled.

As a material condition of this Agreement, Contractor agrees that the Contractor and Contractor's employees, while performing service for the County, on County property or while using County equipment shall not:

- (a) in any way coach, instruct, advise, or guide any Medi-Cal or Welfare clients or prospective clients who are undocumented immigrants on ways to obtain or qualify for Medi-Cal assistance, for which they are not otherwise entitled.
- (b) support or provide funds to any organization engaged directly or indirectly in advising undocumented immigrants on ways to obtain or qualify for Medi-Cal assistance, for which they are not otherwise entitled.

Contractor shall inform all employees that are performing service for the County on County property or using County equipment of County's Zero Tolerance Policy as referenced herein.

County may terminate for default or breach this Agreement and any other agreement Contractor has with County, if Contractor or Contractor employees are determined not to be in compliance with the conditions stated herein.

- 8.13 Cartwright Act. Following receipt of final payment under the Agreement, Contractor assigns to the County all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright act (Chapter 2) (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Contractor for sale to the County under this Agreement.
- 8.14 Hazardous Materials. Contractor shall comply with all Environmental Laws and all other laws, rules, regulations, and requirements regarding Hazardous Materials, health and safety, notices, and training. Contractor agrees that it will not store any Hazardous Materials at any County facility for periods in excess of ninety (90) days or in violation of the applicable site storage limitations imposed by Environmental Law. Contractor agrees to take, at its expense, all actions necessary to protect third parties, including, without limitation, employees and agents of the County, from any exposure to Hazardous Materials generated or utilized in its performance under this Agreement. Contractor agrees to report to the appropriate governmental agencies all discharges, releases, and spills of Hazardous Materials that are required to be reported by any Environmental Law and to immediately notify the County of it. Contractor shall not be liable to the County for the County's failure to comply with, or violation of, any Environmental Law. As used in this section, the term "Environmental Laws" means any and all federal, state or local laws or ordinances, rules, decrees, orders, regulations or court decisions (including the so-called "common law"), including, but not limited to, the Resource Conservation and Recovery Act, relating to hazardous substances, hazardous materials, hazardous waste, toxic substances, environmental conditions or other similar substances or conditions. As used in this section the term "Hazardous Materials" means any chemical, compound, material, substance or other matter that: (a) is a flammable, explosive, asbestos, radioactive nuclear medicine, vaccine, bacteria, virus, hazardous waste, toxic, overtly injurious or potentially injurious material, whether injurious or potentially injurious by itself or in combination with other materials; (b) is controlled, referred to, designated in or governed by any Environmental Laws; (c) gives rise to any

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reporting, notice or publication requirements under any Environmental Laws, or (d) is any other material or substance giving rise to any liability, responsibility or duty upon the County or Lessee with respect to any third person under any Environmental Laws.

8.15 Clean Air Act and Federal Water Pollution Control Act.

8.15.1 Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.

8.15.2 Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq.). Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.

8.16 Debarment, Exclusion, Suspension, and Ineligibility.

8.16.1 Contractor certifies that, except as disclosed to County and acknowledged in writing by County prior to the execution of this Agreement, Contractor, its employees, directors, officers, agents, subcontractors, vendors, consultants, and volunteers:

8.16.1.1 Are not presently debarred, excluded, suspended, declared ineligible, voluntarily excluded, or proposed for debarment, exclusion, suspension or ineligibility by any federal, state, or local department or agency; and

8.16.1.2 Have not within a 3-year period preceding this Agreement been convicted of, or had a civil or administrative judgment rendered against them for, the commission of fraud or a criminal offense or civil action in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction; violation of federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property; physical, financial or sexual abuse or misconduct with a patient or client, or medical negligence or malpractice;

8.16.1.3 Are not presently indicted or otherwise criminally, civilly or administratively charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and

8.16.1.4 Have not within a 3-year period preceding this Agreement had one or more public transaction (federal, State, or local) terminated for cause or default.

8.16.2 Contractor shall have an ongoing duty during the term of this Agreement to disclose to the County any occurrence that would prevent Contractor from making the certifications contained in this Section 8.16 on an ongoing basis. Such disclosure shall be made in writing to the COR and the County Office of Ethics and Compliance within five (5) business days of when Contractor discovers or reasonably believes there is a likelihood of such occurrence.

8.16.3 Contractor invoices shall include the following language:

I certify that the above deliverables and/or services were delivered and/or performed specifically for this Agreement in accordance with the terms and conditions set forth herein.

I further certify, under penalty of perjury under the laws of the State of California, that no employee or entity providing services under the terms and conditions of this Agreement is currently listed as debarred, excluded, suspended, or ineligible on the Federal System for Award Management (SAM: <http://SAM.gov>), the Federal Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE: <http://exclusions.oig.hhs.gov>), or the State of California Medi-Cal Suspended and Ineligible list (www.medical.ca.gov).

8.17 Display of Fraud Hotline Poster(s). As a material term and condition of this Agreement, Contractor shall:

8.17.1 Prominently display in common work areas within all business segments performing work under this Agreement County of San Diego Office of Ethics and Compliance Ethics Hotline posters;

8.17.2 Posters may be downloaded from the County Office of Ethics and Compliance website at: <http://www.sandiegocounty.gov/content/sdc/cao/oec.html>. Additionally, if Contractor maintains a company website as a method of providing information to employees, the Contractor shall display an electronic version of the poster(s) at the website;

8.17.3 If Contractor has implemented a business ethics and conduct awareness program, including a reporting mechanism, the Contractor need not display the County poster;

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8.17.4 In the event Contractor subcontracts any of the work performed under this Agreement, Contractor include this clause in the subcontract(s) and shall take appropriate steps to ensure compliance by the subcontractor(s).

8.18 False Claims Act Training. Contractor shall, not less than annually, provide training on the Federal False Claims Act (31 USC 3729-3730) and State False Claims Act (California Government Code 12650-12653) to all employees, directors, officers, agents, subcontractors, consultants or volunteers providing services under this Agreement. Contractor shall maintain verification of this training. Contractor shall retain these forms, or an electronic version, in accordance with the Agreement requirement for retention of records. For the purposes of this section, "Subcontractor" shall include any entity, other than County, that furnishes to Contractor services or supplies relevant to this Agreement other than standard commercial supplies, office space, and printing services.

8.19 Code of Ethics. As a material term and condition of this Agreement, Contractor shall develop and implement a Code of Ethics or similar document and maintain it during the term of this Agreement. Additionally, Contractor shall train all employees and volunteers on the Code of Ethics, and all employees, volunteers, directors, officers, and agents shall certify that they have received training and have been provided an opportunity to ask questions of their employer regarding the Code of Ethics. Contractor shall retain these certifications in accordance with the Agreement's provision regarding retention of records. Contractor shall pass this requirement down to its subcontractors in its entirety. For purposes of this section, "Subcontractor" shall mean any entity, other than County, that furnishes to Contractor services or supplies relevant to this Agreement other than standard commercial supplies, office space, and printing services.

8.20 Compliance Program. Contractors with an agreement that exceeds more than \$250,000 in value annually shall establish, and maintain for the duration of this Agreement, a compliance program that meets the standards of Federal Sentencing Guidelines section 8B2.1 and 42 CFR 438.608 (b)(1) – (b) (7) regardless of funding source or services.

8.21 Investigations. Unless prohibited by an investigating government authority, Contractor shall cooperate and participate fully in any investigation initiated by County relative to this Agreement. Upon County's request, Contractor shall promptly provide to County any and all documents, including any and all communications or information stored digitally, and make available for interviews any employee(s) of Contractor identified by County. Contractor further agrees to immediately notify County if any employee, director, officer, agent, subcontractor, vendor, consultant or volunteer of Contractor comes under investigation by any federal, State or local government entity with law enforcement or oversight authority over the Agreement or its funding for conduct arising out of, or related to, performance under this Agreement.

Contractor shall promptly make available to County all internal investigative results, findings, conclusions, recommendations and corrective action plans pertaining to the investigation in its possession as requested by the County, unless otherwise protected by applicable law or privilege.

8.22 Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms. Contractor shall, in accordance with 2 CFR 200.321 - Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms, take affirmative steps to include minority business, women's business enterprises, and labor surplus area firm by:

8.22.1 Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

8.22.2 Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

8.22.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

8.22.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and

8.22.5 Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

8.23 Procurement of Recovered Materials. Contractor shall comply with 2 CFR part 200.322. Contractor shall procure only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000. Contractor certifies that the percentage of recovered materials to be used in the performance of this Agreement will be at least the amount required by applicable specifications or other contractual requirements. For contracts over \$100,000 in total value, Contractor shall estimate the percentage of total material utilized for the performance of the Agreement that is recovered materials and shall provide such estimate to County upon request.

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- 8.24 Contract Work Hours and Safety Standards. If mechanics or laborers are to be employed under this Agreement, Contractor shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Contractor shall compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Contractor shall not require any laborer or mechanic to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

ARTICLE 9

CONFLICTS OF INTEREST; CONTRACTOR'S CONDUCT

- 9.1 Conflicts of Interest. Contractor presently has no interest, including but not limited to other projects or independent agreements, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor shall not employ any person having any such interest in the performance of this Agreement. Contractor shall not hire County's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of County. Without such written approval, performance of services under this Agreement by associates or employees of County shall not relieve Contractor from any responsibility under this Agreement.
- 9.1.1 California Political Reform Act and Government Code Section 1090 Et Seq. Contractor acknowledges that the California Political Reform Act ("Act"), Government Code section 81000 et seq., provides that Contractors hired by a public agency, such as County, may be deemed to be a "public official" subject to the Act if the Contractor advises the agency on decisions or actions to be taken by the agency. The Act requires such public officials to disqualify themselves from participating in any way in such decisions if they have any one of several specified "conflicts of interest" relating to the decision. To the extent the Act applies to Contractor, Contractor shall abide by the Act. In addition, Contractor acknowledges and shall abide by the conflict of interest restrictions imposed on public officials by Government Code section 1090 et seq.
- 9.2 Conduct of Contractor.
- 9.2.1 Contractor shall inform the County of all Contractor's interests, if any, that are, or that Contractor believes to be, incompatible with any interests of the County.
- 9.2.2 Contractor shall not, under circumstances that might reasonably be interpreted as an attempt to influence the recipient in the conduct of his duties, accept any gratuity or special favor from individuals or organizations with whom the Contractor is doing business or proposing to do business, in accomplishing the work under this Agreement.
- 9.2.3 Contractor shall not use for personal gain or make other improper use of confidential information, which is acquired in connection with his employment. In this connection, the term "confidential information" includes, but is not limited to, unpublished information relating to technological and scientific development; medical, personnel, or security records of the individuals; anticipated materials requirements or pricing actions; and knowledge of selections of Contractors or subcontractors in advance of official announcement.
- 9.2.4 Contractor, its employees, directors, officers, agents, subcontractors, vendors, consultants, and volunteers shall not offer, directly or indirectly, any unlawful gift, gratuity, favor, entertainment, or other item(s) of monetary value to an employee or official of the County.
- 9.2.5 Referrals. Contractor further covenants that no referrals of clients through Contractor's intake or referral process shall be made to the private practice of any person(s) employed by the Contractor.
- 9.3 Prohibited Agreements. As required by Section 67 of the San Diego County Administrative Code, Contractor certifies that it is not in violation of the provisions of Section 67, and that Contractor is not, and will not subcontract with, any of the following:
- 9.3.1. Persons employed by County or of public agencies for which the Board of Supervisors is the governing body;
- 9.3.2. Profit-making firms or businesses in which employees described in sub-section 9.3.1, above, serve as officers, principals, partners, or major shareholders;
- 9.3.3. Persons who, within the immediately preceding twelve (12) months came within the provisions of the above sub-sections and who (1) were employed in positions of substantial responsibility in the area of service to be performed by the Agreement, or (2) participated in any way in developing the Agreement or its service specifications; and
- 9.3.4. Profit-making firms or businesses, in which the former employees described in sub-section 9.3.3 above, serve as officers, principals, partners, or major shareholders.

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- 9.4 Limitation of Future Agreements or Grants. It is agreed by the parties to the Agreement that Contractor shall be restricted in its future contracting with the County to the manner described below. Except as specifically provided in this clause, Contractor shall be free to compete for business on an equal basis with other companies.
- 9.4.1 If Contractor, under the terms of the Agreement, or through the performance of tasks pursuant to this Agreement, is required to develop specifications or statements of work and such specifications or statements of work are to be incorporated into a solicitation, Contractor shall be ineligible to perform the work described within that solicitation as a prime or subcontractor under an ensuing County agreement. It is further agreed, however, that County will not, as additional work, unilaterally require Contractor to prepare such specifications or statements of work under this Agreement.
- 9.4.2 Contractor may not apply for nor accept additional payments for the same services contained in the Statement of Work.

ARTICLE 10

INDEMNITY AND INSURANCE

- 10.1 Indemnity. County shall not be liable for, and Contractor shall defend and indemnify County and the employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), related to this Agreement or the work covered by this Agreement and arising either directly or indirectly from any act, error, omission or negligence of Contractor or its Contractors, licensees, agents, servants or employees, including, without limitation, Claims caused by the sole passive negligent act or the concurrent negligent act, error or omission, whether active or passive, of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
- 10.2 Insurance. Prior to execution of this Agreement, Contractor must obtain at its own cost and expense, and keep in force and effect during the term of this Agreement, including all extensions, the insurance specified in Exhibit "B," "Insurance Requirements," attached hereto.

ARTICLE 11

AUDIT AND INSPECTION OF RECORDS

The County shall have the audit and inspection rights described in this section.

- 11.1 Audit and Inspection. Contractor agrees to maintain and/or make available within San Diego County accurate books and accounting records relative to all its activities under this Agreement. Authorized federal, State or County representatives shall have the right to monitor, assess, or evaluate Contractor's performance pursuant to this Agreement, said monitoring, assessments, or evaluations to include but not limited to audits, inspection of premises, reports, and interviews of project staff and participants. Contractor assertions of confidentiality shall not be a bar to full access to the records.

At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County, State or federal officials for examination all of its records with respect to all matters covered by this Agreement and will permit County, State or federal officials to audit, examine and make excerpts or transcripts from such records, and to make audits of all invoices, materials, payrolls, records of personnel, information regarding clients receiving services, and other data relating to all matters covered by this Agreement. If an audit is conducted, it will be done in accordance with generally accepted government auditing standards as described in "Government Auditing Standards," published for the United States General Accountability Office or the institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.

If any services performed hereunder are not in conformity with the specifications and requirements of this Agreement, County shall have the right to require the Contractor to perform the services in conformity with said specifications and requirements at no additional increase in total Agreement amount. When the services to be performed are of such nature that the difference cannot be corrected, County shall have the right to (1) require Contractor immediately to take all necessary steps to ensure future performance of the services in conformity with requirements of the Agreement, and (2) reduce the Agreement price to reflect the reduced value of the services performed. In the event Contractor fails to perform the services promptly or to take necessary steps to ensure future performance of the service in conformity with the specifications and requirements of the Agreement, County shall have the right to either (1) by agreement or to otherwise have the services performed in conformity with the Agreement specifications and charge to Contractor any cost occasioned to County that is directly related to the performance of such services, or (2) terminate this Agreement for default as provided in the Termination clause.

- 11.2 External Audits. Contractors will provide the following to the COR:

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- 11.2.1 Contractor shall provide COR a copy of all notifications of audits or pending audits by federal or State representatives regarding contracted services identified in this Agreement no later than three (3) business days of Contractor receiving notice of the audit.
- 11.2.2 Contractor shall provide COR with a copy of the draft and final State or federal audit reports within twenty four (24) hours of receiving them (Health and Human Services Agency (HHSA) Contractors shall also provide electronic copies to Agency Contract Support (ACS) at ACS.HHSA@sdcounty.ca.gov).
- 11.2.3 Contractor shall provide COR a copy of the contractor’s response to the draft and final State or federal audit reports at the same time as response provided to the State or federal representatives.
- 11.2.4 Unless prohibited by the government agency conducting the audit, Contractor shall provide COR a copy of all responses made by the federal or State audit representative to the contractors’ audit response no later than three (3) business days of receiving it. This will continue until the federal or State auditors have accepted and closed the audit.
- 11.3 Cost or Pricing Data. If the Contractor submitted cost or pricing data in connection with the pricing of this Agreement or any change or modification thereto, unless such pricing was based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities of the general public, or prices set by law or regulation, the Contracting Officer or his representatives who are employees of the County or its agent shall have the right to examine all books, records, documents and other data of the Contractor related to the negotiation pricing or performance of such Agreement, change or modification, for the purpose of evaluating the accuracy, completeness and currency of the cost or pricing data submitted.
- 11.4 Availability. The materials described above shall be made available at the office of the Contractor, at all reasonable times, for inspection, audit or reproduction, until the expiration of three (3) years from the date of final payment under this Agreement, or by section 11.4.1 and 11.4.2, below:
- 11.4.1 If this Agreement is completely or partially terminated, the records relating to the work terminated shall be made available for a period of three (3) years from the date of any resulting final settlement.
- 11.4.2 Record that relate to appeals under the “Disputes” clause of this Agreement, or litigation or the settlement of claims arising out of the performance of this Agreement, shall be made available until such appeals, litigation, or claims have been disposed of, or three years after Agreement completion, whichever is longer. County shall keep the materials described above confidential unless otherwise required by law.
- 11.5 Subcontract. The Contractor shall insert a clause containing all the provisions of this Article 11 in all subcontracts hereunder except altered as necessary for proper identification of the contracting parties and the contracting officer.

ARTICLE 12

INSPECTION OF SERVICE

- 12.1 Subject to Inspection. All performance (including services, materials, supplies and equipment furnished or utilized in the performance of this Agreement, and workmanship in the performance of services) shall be subject to inspection and test by the County at all times during the term of this Agreement. Contractor shall cooperate with any inspector assigned by the County to permit the inspector to determine whether Contractor’s performance conforms to the requirements of this Agreement. County shall perform such inspection in a manner as not to unduly interfere with Contractor’s performance.
- 12.2 Specification and Requirements. If any services performed by Contractor do not conform to the specifications and requirements of this Agreement, County may require Contractor to re-perform the services until they conform to said specifications and requirements, at no additional cost, and County may withhold payment for such services until Contractor correctly performs them. When the services to be performed are of such a nature that Contractor’s cannot correct its performance, the County shall have the right to (1) require the Contractor to immediately take all necessary steps to ensure future performance of services conforms to the requirements of this Agreement, and (2) reduce the Agreement price to reflect the reduced value of the services received by County. In the event Contractor fails to promptly re-perform the services or to take necessary steps to ensure that future performance of the service conforms to the specifications and requirements of this Agreement, the County shall have the right to either (1) without terminating this Agreement, have the services performed, by agreement or otherwise, in conformance with the specifications of this Agreement, and charge Contractor, and/or withhold from payments due to Contractor, any costs incurred by County that are directly related to the performance of such services, or (2) terminate this Agreement for default.

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ARTICLE 13
USE OF DOCUMENTS AND REPORTS

- 13.1 **Findings Confidential.** Any reports, information, data, etc., given to or prepared or assembled by Contractor under this Agreement that the County requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.
- 13.2 **Ownership, Publication, Reproduction and Use of Material.** All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other material or properties produced under this Agreement shall be the sole and exclusive property of County. No such materials or properties produced in whole or in part under this Agreement shall be subject to private use, copyright or patent right by Contractor in the United States or in any other country without the express written consent of County. County shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent, in whole or in part, any such reports, studies, data, statistics, forms or other materials or properties produced under this Agreement.
- 13.3 **Confidentiality.** Contractor agrees to maintain the confidentiality of and take industry appropriate and legally required measures to prevent the unlawful disclosure of any information that is legally required to be kept confidential. Except as otherwise allowed by local, State or federal law or regulation and pursuant to this Section 13.3, Contractor agrees to only disclose confidential records where the holder of the privilege, whether the County, or a third party, provides written permission authorizing the disclosure.
- 13.4 **Public Records Act.** The California Public Records Act (“CPRA”) requires County to disclose “public records” in its actual or constructive possession unless a statutory exemption applies. This generally includes contracts and related documents. If County receives a CPRA request for records relating to the Agreement, County may, at its sole discretion, either determine its response to the request without notifying Contractor or notify Contractor of the request. If County determines its response to the request without notifying Contractor, Contractor shall hold County harmless for such determination. If County notifies Contractor of the request, Contractor may request that County withhold or redact records responsive to the request by submitting to County a written request within five (5) business days after receipt of the County’s notice. Contractor’s request must identify specific records to be withheld or redacted and applicable exemptions. Upon timely receipt of Contractor’s request, County will review the request and at its sole discretion withhold and/or redact the records identified by Contractor. Contractor shall hold County harmless for County’s decision whether to withhold and/or redact pursuant to Contractor’s written request. Contractor further agrees that its defense and indemnification obligations set forth in Section 10.1 of this Agreement extend to any Claim (as defined in Section 10.1) against the County Parties (as defined in Section 10.1) arising out of County’s withholding and/or redacting of records pursuant to Contractor’s request. Nothing in this section shall preclude Contractor from bringing a “reverse CPRA action” to prevent disclosure of records. Nothing in this section shall prevent the County or its agents or any other governmental entity from accessing any records for the purpose of audits or program reviews if that access is legally permissible under the applicable local, State or federal laws or regulations. Similarly, County or its agent or designee may take possession of the record(s) where legally authorized to do so.
- 13.5 **Maintenance of Records.** Contractor shall maintain all records relating to its performance under this Agreement, including all records of costs charged to this Agreement, and shall make them available within San Diego County for a minimum of five (5) years from the ending date of this Agreement, or longer where required by funding source or while under dispute under the terms of this Agreement, unless County agrees in writing to an earlier disposition. Contractor shall provide any requested records to County within two (2) business days of request.
- 13.6 **Custody of Records.** County, at its option, may take custody of Contractor's client records upon Agreement, termination, expiration, or at such other time as County may deem necessary. County agrees that such custody will conform to applicable confidentiality provisions of State and federal law. Said records shall be kept by County in an accessible location within San Diego County and shall be available to Contractor for examination and inspection.
- 13.7 **Audit Requirement.**
- (a) Contractor shall annually engage a Licensed Certified Public Accountant licensed to perform audits and attests in the State of California to conduct an annual audit of its operations. Contractors that expend \$750,000 or more of federal grant funds per year shall also have an audit conducted in compliance with Government Auditing Standards, which includes Single Audit Act Amendments and the Compliance Supplement (2 CFR part 200 App. XI). Contractors that are commercial organizations (for-profit) are required to have a non-federal audit if, during its fiscal year, it expended a total of \$750,000 or more under one or more HHS awards. 45 CFR part 74.26(d) incorporates the threshold and deadlines of the Compliance Supplement but provides for-profit organizations two options regarding the type of audit that will satisfy the audit requirements. Contractor shall include a clause in any agreement entered into with an audit firm, or notify the audit firm in writing prior to the audit firm commencing its work for Contractor, that the audit firm shall, pursuant to 31 U.S.C. 7503, and

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to the extent otherwise required by law, provide access by the federal government or other legally required entity to the independent auditor's working papers that were part of the independent auditor's audit of Contractor. Contractor shall submit two (2) copies of the annual audit report, the audit performed in accordance with the Compliance Supplement, and the management letter to the County fifteen (15) days after receipt from the independent Certified Public Accountant but no later than nine (9) months after the Contractor's fiscal year end.

(b) Contractor shall immediately notify County upon learning that Contractor's independent Certified Public Accountant may or will issue a disclaimer of opinion due to substantial doubt of Contractor's ability to continue as a going concern.

- 13.8 **Reports.** Contractor shall submit reports required in Exhibit A and additional reports as may be requested by the COR and agreed to by the Contractor. Format for the content of such reports may be developed by County. The timely submission of these reports is a necessary and material term and condition of this Agreement and Contractor agrees that failure to meet specified deadlines will be sufficient cause to withhold payment. Contractor shall submit to County within thirty (30) days of the termination of this Agreement a report detailing all work done pursuant to this Agreement by Contractor.
- 13.9 **Evaluation Studies.** Contractor shall participate as requested by the County in research and/or evaluative studies designed to show the effectiveness and/or efficiency of Contractor services or to provide information about Contractor's project.

ARTICLE 14

INFORMATION PRIVACY AND SECURITY PROVISIONS

- 14.1 **Recitals.** This Article is intended to protect the privacy and security of County information that Contractor may create, receive, access, store, transmit, and/or destroy under this Agreement. In addition to the below Responsibilities, contractor shall be in compliance with the following rules, regulations, and agreements, as applicable:
- 14.1.1 Health Insurance Portability and Accountability Act, specifically, Public Law 104-191, the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005, 42USC section 17921 et seq., and 45CFR Parts 160 and 164, collectively referred to as "HIPAA;"
- 14.1.2 County agreements with the State of California, collectively referred to as "State Agreements" and posted on the County's website at: www.cosdcompliance.org, including:
- 14.1.2.1 The Medi-Cal Privacy and Security Agreement Between the California Department of Health Care Services (DHCS) and the County;
- 14.1.2.2 The Medi-Cal Behavioral Health Services Performance Agreement between DHCS and the County;
- 14.1.2.3 The San Diego County Alcohol and Drug Program Administrator Agreement between DHCS and the County;
- 14.1.2.4 The Refugee Health Agreement between the California Department of Public Health (CDPH) and the County;
- 14.1.2.5 The HIV/AIDS Case Reporting System Data Use Agreement between CDPH and the County;
- 14.1.2.6 The Childhood Lead Poisoning Prevention Program between CDPH and the County; and
- 14.1.2.7 The Standard Agreement between the County and the California Department of Aging; and.
- 14.1.2.8 The Agreement for Whole Person Care Pilot Program for San Diego County with DHCS.
- 14.1.3 Title 42 Code of Federal Regulations, Chapter 1, Subchapter A, Part 2.
- 14.2 **Definitions.** Terms used, but not otherwise defined, in this Article shall have the same meaning as defined by HIPAA.
- 14.2.1 "Breach" of Protected Health Information (PHI) shall have the same meaning given to the term "breach" under HIPAA and "breach" of Personal Information (PI)/Personally Identifiable Information (PII) shall have the same meaning as given to it under the State Agreements.
- 14.2.2 "Business Associate," when applicable, shall mean the Contractor.
- 14.2.3 "County PHI" shall have the same meaning as PHI under HIPAA, specific to PHI under this Agreement.
- 14.2.4 "County PI/PII" shall have the same meaning as PI/PII under the State Agreements, specific to PI/PII under this Agreement.
- 14.2.5 "Covered Entity," when applicable, shall mean the County.
- 14.2.6 "Security incident" shall have the same meaning as defined by the State Agreements.

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14.3 Responsibilities of Contractor

- 14.3.1 Use and Disclosure of County PHI/PI/PII. Contractor shall use the minimum County PHI/PI/PII required to accomplish the requirements of this Agreement or as required by Law. Contractor may not use or disclose County PHI/PI/PII in a manner that would violate HIPAA or the State Agreements if done by the County.
- 14.3.2 Safeguards. Contractor shall develop and maintain a HIPAA-compliant information privacy and security program to prevent use or disclosure of County PHI/PI/PII, other than as required by this Agreement.
- 14.3.3 Mitigation. Contractor shall mitigate, to the extent practicable, any harmful effects caused by violation of the requirements of this Article, as directed by the County.
- 14.3.4 Subcontractors. Contractor shall ensure that any agent, including a subcontractor, to whom it provides County PHI/PI/PII, imposes the same conditions on such agents that apply to Contractor under this Article.
- 14.3.5 Cooperation with County
- 14.3.5.1 Contractor shall provide access to County PHI/PI/PII, as well as internal practices and records related to County PHI/PI/PII, at the written request of County within ten (10) calendar days.
- 14.3.5.2 Contractor will assist County regarding individual’s access, copy, amendment, accounting of disclosure, and other such requests for County PHI/PI/PII in the time and manner designated by County.
- 14.3.6 Breach Reporting. Contractor shall report breaches and suspected security incidents to County, to include:
- 14.3.6.1 Initial Report
- 14.3.6.1.1 Contractor shall email County Contracting Officer’s Representative (COR) and HHSA Privacy Officer immediately upon the discovery of a suspected security incident that involves data provided to County by the Social Security Administration, as per the State Agreements.
- 14.3.6.1.2 Contractor shall email COR and HHSA Privacy Officer immediately of breaches and suspected privacy incidents involving 500 or more individuals.
- 14.3.6.1.3 Contractor shall additionally submit an online County “Privacy Incident Report,” through the online portal at www.cosdcompliance.org within one (1) business day.
- 14.3.6.2 Investigation Report. Contractor shall immediately investigate such suspected security incident or breach and provide the County a complete report of the investigation within seven (7) working days using County’s “Privacy Incident Report” online form.
- 14.3.6.3 Notification. Contractor will comply with County’s request to notify individuals and/or media and shall pay any costs of such notifications, as well as any costs associated with the breach. County shall approve the time, manner and content of any such notifications before notifications are made.
- 14.3.6.3.1 Designation of Individuals. Contractor shall designate a Privacy Official and a Security Official to oversee its privacy and security requirements herein.
- 14.3.7 Data Security. Contractor shall comply with, as applicable, data privacy and security requirements specified by HIPAA and the State Agreements, which may include, but are not limited to:
- 14.3.7.1 Workforce members, including employees, interns, volunteers, subcontractors, etc., with access to applicable County PHI/PI/PII shall:
- 14.3.7.1.1 Complete privacy and security training to include a signed certification within thirty (30) days of hire, and at least annually thereafter; and
- 14.3.7.1.2 Sign a confidentiality statement, prior to access to such PHI/PI/PII.
- 14.3.7.2 Computer warning banners for all systems containing applicable County PHI/PI/PII.
- 14.3.7.3 Comprehensive, annual security risk assessments.
- 14.3.7.4 Policies and internal controls to ensure secure transport and storage of County PHI/PI/PII in cars, airplanes, trains, and buses.
- 14.3.7.5 Sufficient administrative, physical, and technical controls in place to protect County PHI/PI/PII.

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- 14.3.8 Termination. Upon termination of the Agreement for any reason, Contractor shall return or destroy all County PHI/PII/PI, except County PHI/PII/PI necessary for Contractor to continue its proper management and administration or to carry out its legal responsibilities, as mutually agreed upon by the Parties. If the Parties mutually agree that return or destruction of County PHI/PII/PI is infeasible, Contractor shall extend the protections of this Article to such County PHI/PII/PI for so long as Contractor maintains such County PHI/PII/PI.

ARTICLE 15

DISPUTES

Notwithstanding any provision of this Agreement to the contrary, the Contracting Officer shall decide any dispute concerning a question of fact arising out of this Agreement that is not otherwise disposed of by the parties within a reasonable period of time. The decision of the Contracting Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary or so grossly erroneous as necessarily to imply bad faith. Contractor shall proceed diligently with its performance hereunder pending resolution by the Contracting Officer of any such dispute. Nothing herein shall be construed as granting the Contracting Officer or any other administrative official, representative or board authority to decide questions of law, or issues regarding the medical necessity of treatment or to pre-empt any medical practitioners' judgment regarding the medical necessity of treatment of patients in their care. The foregoing does not change the County's ability to refuse to pay for services rendered if County disputes the medical necessity of care.

ARTICLE 16

GENERAL PROVISIONS

- 16.1 Assignment and Subcontracting. Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the County; County's consent shall not be unreasonably withheld. The Contractor shall make no agreement with any party for furnishing any of the work or services herein contained without the prior written consent of the COR, pursuant to Paragraph 1.4.
- 16.2 Contingency. This Agreement shall bind the County only following its approval by the Board of Supervisors or when signed by the Purchasing and Contracting Director.
- 16.3 Entire Agreement. This Agreement, together with all Exhibits attached hereto and other agreements expressly referred to herein, constitute the entire agreement between the parties with respect to the subject matter contained herein. All prior or contemporaneous agreements, understandings, representations, warranties and statements, oral or written, including any proposals from Contractor and requests for proposals from County, are superseded.
- 16.4 Sections and Exhibits. All sections and exhibits referred to herein are attached hereto and incorporated by reference.
- 16.5 Further Assurances. Parties agree to perform such further acts and to execute and deliver such additional documents and instruments as may be reasonably required in order to carry out the provisions of this Agreement and the intentions of the parties.
- 16.6 Governing Law. This Agreement shall be governed, interpreted, construed and enforced in accordance with the laws of the State of California.
- 16.7 Headings. The Article captions, Clause and Section headings used in this Agreement are inserted for convenience of reference only and are not intended to define, limit or affect the construction or interpretation of any term or provision hereof.
- 16.8 Modification Waiver. Except as otherwise provided in Article 6, "Changes," above, no modification, waiver, amendment or discharge of this Agreement shall be valid unless the same is in writing and signed by both parties.
- 16.9 Neither Party Considered Drafter. Despite the possibility that one party may have prepared the initial draft of this Agreement or played the greater role in the physical preparation of subsequent drafts, neither party shall be deemed the drafter of this Agreement and that, in construing this Agreement in case of any claim that any provision hereof may be ambiguous, no such provision shall be construed in favor of one party on the ground that such provision was drafted by the other.
- 16.10 No Other Inducement. The making, execution and delivery of this Agreement by the parties hereto has been induced by no representations, statements, warranties or agreements other than those expressed herein.
- 16.11 Notices. Notice to either party shall be in writing and personally delivered; sent by certified mail, postage prepaid, return receipt requested; or emailed to the County's or Contractor's designated representative (or such party's authorized representative). Any such notice shall be deemed received by the party (or such party's authorized representative) on the earliest of the date of personal delivery, three (3) business days after deposit in the U.S. Mail, or upon sending of an email from which an acknowledgement of receipt has been received other than an out of office, unavailable, or undeliverable reply.

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- 16.12 Severability. If any term, provision, covenant or condition of this Agreement is held to be invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby, and each term, provision, covenant or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 16.13 Successors. Subject to the limitations on assignment set forth in Clause 16.1 above, all terms of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto and their respective heirs, legal representatives, successors, and assigns.
- 16.14 Time. Time is of the essence for each provision of this Agreement.
- 16.15 Time Period Computation. All periods of time referred to in this Agreement shall be calendar days, unless the period of time specifies business days. Calendar days shall include all days of the week, including holidays. Business days shall be Monday through Friday, excluding County observed holidays.
- 16.16 Waiver. The waiver by one party of the performance of any term, provision, covenant or condition shall not invalidate this Agreement, nor shall it be considered as a waiver by such party of any other term, provision, covenant or condition. Delay by any party in pursuing any remedy or in insisting upon full performance for any breach or failure of any term, provision, covenant or condition shall not prevent such party from later pursuing remedies or insisting upon full performance for the same or any similar breach or failure.
- 16.17 Third Party Beneficiaries Excluded. This Agreement is intended solely for the benefit of the County and its Contractor. Any benefit to any third party is incidental and does not confer on any third party to this Agreement any rights whatsoever regarding the performance of this Agreement. Any attempt to enforce provisions of this Agreement by third parties is specifically prohibited.
- 16.18 Publicity Announcements and Materials. All public announcements, including those issued on Contractor letterhead, and materials distributed to the community shall identify the County of San Diego as the funding source for contracted programs identified in this Agreement. Copies of publicity materials related to contracted programs identified in this Agreement shall be filed with the COR. County shall be advised at least twenty-four (24) hours in advance of all locally generated press releases and media events regarding contracted services identified in this Agreement. Alcohol and Drug Prevention Services Contractors shall notify COR or designee at least five (5) business days in advance of all Contractor generated media releases and media events regarding contracted services identified in this Agreement.
- 16.19 Critical Incidents. Contractor shall have written plans or protocols and provide employee training for handling critical incidents involving: external or internal instances of violence or threat of violence directed toward staff or clients; loss, theft or unlawful accessing of confidential client, patient or facility resident Personal Information (PI), Personally Identifiable Information (PII) and/or Personal Health Information (PHI); fraud, waste and/or abuse of Agreement funds; unethical conduct; or violation of any portion of San Diego County Board of Supervisors Policy C-25 “Drug & Alcohol Use” while performing under this Agreement. Contractor shall report all such incidents to the COR within one business day of their occurrence. However, if this Agreement includes Article 14, Contractor must adhere to the timelines and processes contained in Article 14.
- 16.20 Responsiveness to Community Concerns. Unless prohibited by applicable State or federal law, Contractor shall notify County within one business day of receipt of any material complaints including but not limited to complaints referring to issues of abuse or quality of care, submitted to Contractor orally or in writing, regarding the operation of Contractor’s program or facility under this Agreement. Contractor shall take appropriate steps to acknowledge receipt of said complaint(s) from individuals or organizations. Contractor shall take appropriate steps to utilize appropriate forums to address or resolve any such complaints received. Nothing in this provision shall be interpreted to preclude Contractor from engaging in any legally authorized use of its facility, property or business as approved, permitted or licensed by the applicable authority.
- 16.21 Criminal Background Check Requirements. Contractor shall ensure that criminal background checks are required and completed prior to employment or placement of any employee, director, officer, agent, subcontractor, consultant or volunteer in compliance with any licensing, certification, funding, or Agreement requirements, including the Statement of Work, which may be higher than the minimum standards described herein. At a minimum, background checks shall be in compliance with Board of Supervisors Policy C-28, available on the County of San Diego website, and are required for any individuals identified above who will be providing services under this Agreement or who will be assigned to sensitive positions funded by this Agreement. Sensitive positions are those that: (1) physically supervise minors or vulnerable adults; (2) have unsupervised physical contact with minors or vulnerable adults; and/or (3) have a fiduciary responsibility to any County client, or direct access to, or control over, bank accounts or accounts with financial institutions of any client. If this Agreement includes Article 14, Contractor must also adhere to requirements contained in Article 14.

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Contractor shall have a documented process for reviewing the information and determine if criminal history demonstrates behavior that could create an increased risk of harm to clients. Contractor shall document review of criminal background findings and consideration of criminal history in the selection of such persons listed above in this section

16.21.1 Contractor shall utilize a subsequent arrest notification service during the term of this Agreement for any individual required to undergo the Criminal Background Check process described in 16.21.

16.21.2 Contractor shall keep the documentation of their review and consideration of the individual’s criminal history on file in accordance with paragraph 13.4 “Maintenance of Records.”

16.21.3 Definitions

A. Activities of Daily Living: The basic tasks of everyday life, such as eating, bathing, dressing, toileting, and transferring.

B. Minor: Individuals under the age of eighteen (18) years old.

C. Sensitive Position: A job with responsibilities that can be criminally abused at great harm to the Agreement or the clients served. All positions that (1) physically supervise minors or vulnerable adults, (2) have unsupervised physical contact with minors or vulnerable adults, or (3) have fiduciary responsibility to a County client or direct access to, or control over client bank accounts, or serve in a financial capacity to the County client.

D. Vulnerable Adult: (1) Individuals age eighteen (18) years or older, who require assistance with activities of daily living and who may be put at risk of abuse during service provision; (2) Individuals age eighteen (18) years or older who have a permanent or temporary limited physical and/or mental capacity that may put them at risk of abuse during service provision because it renders them: unable to make decisions for themselves, unable to physically defend themselves, or unaware of physical abuse or other harm that could be perpetrated against them.

E. Volunteer: A person who performs a service willingly and without pay.

16.22 Health Insurance. Contractors providing direct services to the public shall ask if the client and any minor(s) for whom they are responsible have health insurance coverage. If the response is “no” for client or minor(s) the Contractor shall refer the client to Covered California at <https://www.coveredca.com/> or to 1-800-300-1506.

16.23 Survival. The following sections or articles of this Agreement shall survive the expiration or earlier termination of this Agreement: Sections 8.1, 8.13, 8.14, 8.15, 8.21, 10.1, 11.1, 11.2, and 11.4, and Articles 7 and 13.

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COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
HEALTH AND HUMAN SERVICES AGENCY
SEXUAL TREATMENT, EDUCATION, AND PREVENTION SERVICES (STEPS)

SIGNATURE PAGE

AGREEMENT TERM. The initial term of this Agreement shall begin the 1st day of July 2020 and end on June 30, 2021 for an Agreement period of one year (“Initial Term”).

OPTION TO EXTEND. The County shall have the option to extend the term of this Agreement for four increments of one year each for a total of four (4) years beyond the expiration of the Initial Term, not to exceed June 30, 2025 pursuant to Exhibit C Payment Schedule or other applicable pricing provisions of this Agreement. Unless County notifies Contractor in writing not less than thirty (30) days prior to the expiration date that the County does not intend to extend the Agreement, the Agreement will be automatically extended for the next option period.

Options to Extend For One To Six Additional Months at End of Agreement. County shall also have the option to extend the term of this Agreement, in one or more increments, for a total of no less than one (1) and no more than six (6) calendar months (“Incremental Options”). The County may exercise each Incremental Option by providing written notice to Contractor no fewer than fifteen (15) calendar days prior to expiration of this Agreement. The rates in effect at the time an Incremental Option is exercised shall apply during the term of the Incremental Option.

COMPENSATION: Pursuant to Exhibit C or other applicable pricing provisions of this Agreement, County agrees to pay Contractor a sum not to exceed _____ (\$#####) for the initial term of this Agreement and a sum not to exceed _____ (\$#####) for each of the # one-year option periods, for #/ a maximum Agreement amount of _____ (\$#####), in accordance with the method of payment stipulated in Article 4.

COR. The County has designated the following individual as the Contracting Officer’s Representative (“COR”)

#Name and Title
#Address
#Address
#Phone, FAX and email

CONTRACTOR’S REPRESENTATIVE. The Contractor has designated the following individual as the Contractor’s Representative.

#Name and Title
#Address
#Address
#Phone, FAX and email

IN WITNESS WHEREOF, County and Contractor have executed this Agreement effective as of the date of the last signature below.

COUNTY OF SAN DIEGO

[#CONTRACTOR NAME]

By: _____
JOHN M. PELLEGRINO, Director
Department of Purchasing and Contracting

By: _____
[#Name and Title]

Date: _____

Date: _____

COUNTY OF SAN DIEGO – REQUEST FOR PROPOSALS (RFP 9823)
HEALTH AND HUMAN SERVICES AGENCY
SEXUAL TREATMENT, EDUCATION, AND PREVENTION SERVICES (STEPS)
EXHIBIT A – STATEMENT OF WORK

1. SCOPE OF WORK

Contractor shall operate a certified Intensive Outpatient Program (6 to 21 years old) and Structured Outpatient Program (12 to 21 years old) for sexually abusive/reactive children and youth and provide a full range of Title 9 outpatient diagnostic and treatment services for children, adolescents, and young adults who are Seriously Emotionally Disturbed (SED), hereafter known as clients, who are full-scope Medi-Cal beneficiaries. Services shall adhere to Children’s System of Care (CSOC) principles and be community based, with services provided at home, and/or office/clinic settings. Contractor shall be involved in the following activities:

1.1. Intensive Outpatient Program (IOP)

1.1.1. IOP shall be designed to meet the unique needs of children and youth who have exhibited sexually abusive/reactive behavior.

1.1.2. Services shall include individual, family and group therapy

1.1.2.1. IOP shall be offered Monday through Friday with clients attending one (1) to five (5) days a week based on individualized clinical needs.

1.1.2.1.1. The program shall have a procedure in place to titrate clients when they achieve their treatment goals.

1.1.2.2. Group therapy shall be offered a minimum of three (3) days a week at clinic sites. IOP clients may participate in SOP groups.

1.1.2.3. The program shall have three (3) regionalized IOP sites (Central-main site, South or East, and North Inland or North Coastal) and may provide teletherapy to ensure individual and family services are accessible.

1.2. Structure Outpatient Program (SOP) with School

1.2.1. SOP shall be designed to meet the unique needs of youth who are trauma reactive and have committed sex offenses.

1.2.2. SOP shall be offered five (5) days a week for 2.5 hours a day following school.

1.2.3. Services shall include individual, family, group therapy (minimum 3x a week) and psychoeducational groups.

1.2.4. Program shall include schooling for those students referred by their school districts.

1.2.4.1. Contractor shall make available two (2) school classrooms to accommodate up to 15 clients each.

1.2.4.2. Educational service shall include curriculum for 8th-12th graders through identified school district.

1.2.4.3. School day shall start at (*offeror to propose*) AM until (*offeror to propose*) PM, with SOP commencing after school, with any modification requiring prior written COR approval and written agreement from educational partners.

1.2.4.4. Contractor shall establish a Memorandum of Understanding (MOU) with the clinic site School District and Local Educational Agencies in San Diego County who refer students to SOP. Agreements will include parameters for transportation and educational instruction made available through the School District. Copy of most recent MOU shall be provided to the COR.

1.2.5. Program shall have a procedure in place for clients who returned to their school of origin to step down to IOP for continued services as needed.

1.3. Office/Clinic Services: Contractor shall operate a Medi-Cal certified clinic available for clients and families who prefer to receive services within an office or clinic setting. Services shall include the full array of outpatient behavioral health services.

1.4. Community/Home Based Services: Contractor shall provide community and/or limited home-based services to meet the client and family needs.

2. BACKGROUND

Federal law and regulations require that all full-scope Medi-Cal eligible beneficiaries receive all medically necessary services, as permitted by federal law in a State plan, for the purpose of correcting or ameliorating an

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illness or condition including mental illness. This provision of the federal law is known as the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) mandate for supplemental services. County of San Diego, Behavioral Health Services (BHS) Children, Youth and Families (CYF) Services is a “System of Care (SOC)”. The SOC is based on Child and Adolescent Service System Program (CASSP) System of Care principles and the Wraparound Initiative of the State of California (All County Information Notice I-28-99, April 17, 1999; and SB 163, Wraparound Pilot Project). The SOC shall ensure that agencies serving San Diego county youth from 0 through age 21 have coordinated services resulting in improved youth and family, and system outcomes consistent with SOC values and principles as evidenced by:

- **Collaboration of four sectors-** Coordination and shared responsibility between child/youth/family, public agencies, private organizations and education.
- **Integrated-** Services and supports are coordinated, comprehensive, accessible, and efficient.
- **Child, Youth, and Family Driven-** Child, youth, and family voice, choice, and lived experience are sought, valued and prioritized in service delivery, program design and policy development.
- **Individualized-** Services and supports are customized to fit the unique strengths and needs of children, youth and families.
- **Strength-based-** Services and supports identify and utilize knowledge, skills, and assets of children, youth, families and their community.
- **Community-based-** Services are accessible to children, youth and families and strengthen their connections to natural supports and local resources.
- **Outcome driven-** Outcomes are measured and evaluated to monitor progress and to improve services and satisfaction.
- **Culturally Competent-** Services and supports respect diverse beliefs, identities, cultures, preference, and represent linguistic diversity of those served.
- **Trauma Informed-** Services and supports recognize the impact of trauma and chronic stress, respond with compassion, and commit to the prevention of re-traumatization and the promotion of self-care, resiliency, and safety.
- **Persistence-** Goals are achieved through action, coordination and perseverance regardless of challenges and barriers.

Live Well San Diego Vision: The County of San Diego Health and Human Services Agency supports the Live Well San Diego vision of Building Better Health, Living Safely, and Thriving. Live Well San Diego, developed by the County of San Diego, is a comprehensive, innovative regional vision that combines the efforts of partners inside and outside County government to help all residents be healthy, safe, and thriving. All HHS partners and contractors, to the extent feasible, are expected to advance this vision. Building Better Health focuses on improving the health of residents and supporting healthy choices. Living safely seeks to ensure residents are protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies. Thriving focuses on promoting a region in which residents can enjoy the highest quality of life.

Information about *Live Well San Diego* can be found on the County’s website and a website designated to the initiative:

- http://www.sdcounty.ca.gov/hhsa/programs/sd/live_well_san_diego/index.html
- <http://www.LiveWellSD.org>

Requirements, deliverables, and measurable outcomes in Exhibit A – Statement of Work that supports Live Well San Diego may be found in the following sections: 8.8, 8.27, and 10.1.17.

3. GOALS AND OUTCOMES

- 3.1. Contractor’s program shall provide culturally, and developmentally appropriate clinical services described herein to accomplish the Children’s SOC goals defined in the Organization Provider Operations Handbook (OPOH).
- 3.2. Contractor shall provide an Intensive Outpatient Program (IOP) and a Structured Outpatient Program (SOP) to children and youth who are sexually abusive/reactive. Services shall be designed with the goal

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of eliminating sexual offense recidivism, maintaining the child safely in the home and community, and improving client’s functioning at home, school, and in the community through establishing healthy/safe relationships and prosocial activities.

- 3.2.1. IOP shall include at a minimum, two (2) individual sessions/group sessions per week, and one (1) family session per month, aligned with the (*offeror to propose*) evidence-based curriculum. During the last month of treatment, client may titrate down to one (1) session per week as indicated.
- 3.2.2. SOP shall include at a minimum, two (2) individual sessions and three (3) therapeutic groups per week, and two (2) family sessions per month, aligned with the (*offeror to propose*) evidence-based curriculum.
- 3.3. Contractor shall achieve the outpatient outcome objectives as defined in the OPOH, as well as:
 - 3.3.1. Based on (*offeror to propose*) evidence-based curriculum, it is expected that a minimum of 75% of clients shall successfully complete the IOP in (*offeror to propose*) months.
 - 3.3.2. Based on (*offeror to propose*) evidence-based curriculum, it is expected that a minimum of 75% of clients shall successfully complete the SOP in (*offeror to propose*) months.
 - 3.3.2.1. 95% of clients discharged from SOP shall transition and return to their prior school setting.
 - 3.3.3. At least 95% of clients enrolled in the program will not require psychiatric hospitalization during program enrollment.
 - 3.3.4. 100% of clients shall not sexually reoffend during program enrollment as measured by self/family and justice reporting.
- 3.4. Contractor’s Clinicians shall maintain a minimum of 50% productivity level.
- 3.5. Contractor’s Family Partners (paraprofessionals) shall maintain a minimum of 30% productivity level.
- 3.6. Contractor’s Psychiatrists shall maintain a minimum of 75% productivity level.
- 3.7. Contractor’s Clinicians shall serve 20 unduplicated clients per fiscal year for each full time equivalent direct service staff.
- 3.8. Contractor’s Family Partners shall serve 50 unduplicated clients per fiscal year for each full time equivalent direct service staff.
- 3.9. Contractor’s program shall provide services to a minimum of (*offeror to propose*) unduplicated clients per fiscal year consisting of (*offeror to propose*) IOP unduplicated clients and (*offeror to propose*) SOP unduplicated clients.
- 3.10. Contractor shall implement and maintain a Program Advisory (PAG). The PAG will meet at least two (2) times per year to advise Contractor on program design, practice, and policies. The PAG membership shall consist of at least six (6) members, at least 50% of whom shall be individuals served by the program and shall reflect the ages and cultures of the client population. Meeting minutes and action items based on PAG input shall be reported quarterly to the Contracting Officer’s Representative (COR).
- 3.11. Contractor shall develop relevant brochures in English and in Spanish and other threshold languages as appropriate, describing the program, and approved by the COR. Program brochures shall be dated and reviewed at least quarterly and updated as needed; any brochure updates/changes shall require COR approval prior to utilization.
- 3.12. Contractor shall provide 100% of clients with a minimum of one (1) face-to-face family treatment contact/session with the client’s biological, surrogate, or extended families; at a minimum of one time per month for IOP and two times per month for SOP.
- 3.13. 100% of clients shall be connected to a primary care physician in a “medical home” and have a “Wellness Notebook” when indicated, that helps youth/families to organize the youth’s healthcare information, particularly when the youth has a chronic health condition.
- 3.14. 100% of clients at all sites shall receive a Trauma Informed Assessment upon admission.
- 3.15. 100% of clients requesting to be linked to any faith-based support shall be connected to the client’s organization of choice.

4. TARGET POPULATION

- 4.1. Contractor shall comply with the OPOH and provide services to the target population listed below:

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- 4.1.1. Sexually abusive/reactive children and youth who have committed sex offenses and/or exhibited sexually abusive/reactive behaviors.
- 4.1.2. Medi-Cal beneficiaries who are children and youth (6 to 21 years old) who meet Title 9 medical necessity criteria as well as being SED, as defined by the California Welfare and Institutions Code section 5600.3, and their families. Exceptions to age range requires prior written authorization by COR.
- 4.1.3. Clients who have co-occurring behavioral health and substance use issues are a priority for the Children’s System of Care.
- 4.1.4. Transition Age Youth (TAY) clients reaching their 18th birthday shall be evaluated to determine if they will be best served in a TAY specific program, in Adult Behavioral Health Services, or to continue in a CYF Behavioral Health Services program. Any transitions from one System of Care to the other shall be coordinated through a warm handoff.
- 4.2. Contractor’s priority shall be to serve San Diego County residents. Contractor shall comply with admittance of out of county clients as defined in the OPOH. Contractor shall adhere to fiscal and service policies as well as current and applicable regulations (i.e., SB 785, AB 1299) regarding out of county clients and ensure that out of County clients meet service provision criteria. When applicable, a Service Authorization Request (SAR) shall be utilized. Authorized out-of-county client services shall be recorded in the County designated Electronic Health Record (EHR).

5. FACILITIES AND SERVICE HOURS

- 5.1. Contractor shall operate a certified intensive outpatient program and a structured outpatient program at the location(s) cited below and be open for business as follows:

| <u>Program Sites</u> | <u>Regular Days & Hours</u> | <u>Evening Days & Hours</u> |
|--|---|---------------------------------|
| Main Site – Central IOP and SOP | Monday – Friday 8AM – 5PM | <i>Offeror to propose</i> |
| Regional Site 1 – South or East IOP | <i>Offeror to propose</i> (minimum of 3 days a week) | <i>Offeror to Propose</i> |
| Regional Site 2 – North Inland or North Coastal IOP | <i>Offeror to propose</i> (minimum of 3 days a week) | <i>Offeror to Propose</i> |

- 5.2. Contractor’s facilities shall comply with the requirements of the Americans with Disabilities Act (ADA) and California Title 24 and be located near public transportation.
- 5.3. Contractor shall provide services and have an active Memorandum of Understanding (MOU) between SOP clinic site School District, mental health provider and Local Education Agencies in San Diego County.
- 5.4. Contractor shall serve youth throughout San Diego County.
 - 5.4.1. Contractor shall operate a main site in the Central region where IOP and SOP services shall be offered.
 - 5.4.2. Contractor shall operate two regional sites (South or East and North Inland or North Coastal regions) offering IOP program aligning with days and hours above, to ensure services are accessible to clients and families.
 - 5.4.2.1. Contractor’s regional sites may leverage telehealth services (i.e., teletherapy, telepsychiatry, etc.).
- 5.5. Contractor’s services shall be offered at clinics, in home and in community settings.
- 5.6. Contractor’s clinical treatment services shall be provided on a year-round basis with no interruption due to school breaks, staff, or student intern schedule changes.

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- 5.7. Evening appointments shall be available at least one night per week per site. Other evening or weekend appointment hours shall be made available as needed. Evening hours shall be prominently posted in reception area and printed on all documents containing hours of operation information.
- 5.8. Contractor shall have written defined mechanism for providing emergency telephone consultation and/or after-hours service referral 24 hours a day, 7 days a week.
- 5.9. Scheduled holidays shall be in accordance with the County of San Diego guidelines.

6. GENERAL REQUIREMENTS FOR SERVICE DELIVERY

- 6.1. Contractor shall provide culturally appropriate Intensive Outpatient Program (IOP) and Structured Outpatient Program (SOP) according to the requirements outlined in the OPOH, including but not limited to:
 - 6.1.1. A full range of Title 9 diagnostic and brief treatment Specialty Mental Health Services including Assessment, Plan Development, Collateral, Individual/Group/Family Therapy, Rehabilitation, Intensive Care Coordination (ICC), Intensive Home-Based Services (IHBS), Crisis Intervention, and Case Management Services. Group treatment is recommended as a modality particularly with adolescents.
 - 6.1.2. Psychiatric services, prescriptions, and medication monitoring shall be provided to clients. Medical (EPSDT) clients shall receive all medication support services with the exception of the pharmaceuticals and laboratory work.
 - 6.1.3. Contractor shall be aware of ongoing legislative changes around the provision of behavioral health services, including psychotropic medication use for foster youth, including, but not limited to the California Guidelines for Use of Psychotropic Medication with Child and Youth in Foster Care.
- 6.2. Contractor shall provide office/clinic-based services.
- 6.3. Contractor shall provide community and/or limited home-based services to meet the client and family need.
- 6.4. Contractor shall conduct a Behavioral Health Assessment (BHA) in accordance with the standards of BHS QI that includes all components cited in the Uniform Clinical Record Manual.
- 6.5. Contractor shall develop and implement an individualized, strengths-based, culturally competent, client and family driven Client Plan for each client. Plans shall be formulated with the client’s participation, family’s participation (where possible), and contain specific observable or quantifiable goals congruent with the client’s diagnoses. The plan shall identify client baseline functioning, strengths, resilience, cultural norms, co-occurring disorders and domestic violence issues, as well as other services and supports to assist the client and family in achieving the goals identified in their plan. The Client Plan shall identify outcome goals and objectives that define success for the individual client.
- 6.6. Contractor shall develop and support Client Plans that address health issues to include but not be limited to obesity, diabetes, poor diet, inactivity, and asthma. Health problems shall be included as part of the Client Plan that develops solutions to identified issues. When there are specific concerns regarding substance use and medical health issues (e.g. obesity or diabetes), contractor shall identify goals and address the issues.
- 6.7. Contractor shall document information about the “medical home” and on-going efforts to communicate with the primary care physician in the medical record.
- 6.8. Contractor shall assist youth/families who would benefit in developing a “Wellness Notebook” which is a tool that is used to organize information about a child/youth’s health condition and care. The Wellness Notebook is particularly important for clients with chronic health issues including but not limited to diabetes, asthma, and obesity. Contractor shall also assist Transition Age Youth (TAY) clients in developing their own “Wellness Notebook” when indicated so they can learn to organize their health information and needs.
- 6.9. Contractor’s service design shall adhere to the County’s short-term model of brief treatment which is aligned with (*offeror to propose*) evidence-based curriculum. Contractor shall inform service recipients of short-term modality upon admission to the program.
- 6.10. To ensure equal access to quality care by diverse populations, each service provider receiving funds from this contract shall adopt the federal Office of Minority Health (OMH) Culturally and Linguistically-

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Appropriate Service (CLAS) national standards. The National CLAS standards are located at:
<https://minorityhealth.hhs.gov/Default.aspx>

- 6.11. Contractor’s program and services shall be “trauma-informed” and accommodate the vulnerabilities of trauma survivors. Services shall be delivered in a way that will avoid inadvertently re-traumatizing clients and facilitate client participation in treatment. Contractor’s trauma-informed program and services shall include: Screening of trauma; Consumer Driven Care and Services; Trauma-Informed, Educated and Responsive Workforce; Provision of Trauma-Informed, Evidence-Based and Emerging Best Practices; Safe and Secure Environments; Community Outreach and Partnership Building; and, Ongoing Performance Improvement and Evaluation. All clients shall use current screening and assessment tools that include questions regarding trauma upon admission.
- 6.12. Contractor is encouraged to leverage the 2019 young adult developed *Trauma-Informed Code of Conduct* in the agency overall code of conduct. Contractor may make the code of conduct available to clients as well as utilize it to inform trainings for staff in order to outline the commitment of the program to follow trauma informed principles. The Trauma Informed Code of Conduct is located at https://www.optumsandiego.com/content/dam/sandiego/documents/organizationalproviders/references/Code_of_Conduct_3-14-18.pdf
- 6.13. Contractor shall operate the program in accordance with the Comprehensive, Continuous, Integrated System of Care (CCISC) principles and practices, and the Charter and Consensus Document – Co-occurring Psychiatric and Substance Use Disorders that will be evident in client medical records and discharge plans. Contractor shall meet dual diagnosis capability criteria for integrated services to youth with a co-occurring mental health and substance use disorder.
- 6.14. Contractor shall assess all clients for risk factors and promptly develop a Safety Plan when clinically indicated.
- 6.15. Contractor shall have a written defined mechanism for crisis response to clients and caregivers after hours.
- 6.16. Contractor shall provide either 24 hour/7 day a week crisis coverage directly through the program or through the Access and Crisis Line (ACL).
- 6.17. Contractor shall support the development of increased social connectivity by clients and families.
- 6.18. Contractor shall identify a single staff person who is responsible for the client and family.
- 6.19. Contractor shall maintain regular contact with the client’s Probation Officer and/or CWS Social Worker, when applicable, and provide updates on services; adhering to the Integrated Core Practice Model under the Katie A. Settlement Agreement.
- 6.20. Contractor shall ensure COR is apprised and included, when applicable, in all program meetings and critical discussions with system partners.
- 6.21. Contractor shall adhere to the Katie A. Settlement Agreement to provide family-centered services with emphasis on permanency, safety and well-being to children/youth and their families that are also involved in the Child Welfare Services system and/or Probation. Contractor shall implement the philosophy and elements of Pathways to Well-being as outlined in the California Integrated Core Practice Model (ICPM) for Children, Youth, and Families Guide developed by the State with an emphasis on Child and Family Team (CFT) as a mechanism for achieving permanence and well-being.
- 6.22. Contractor shall prioritize participation in CFT meetings and Interagency Placement Committee (IPC) meetings for their clients.
- 6.23. Contractor shall adhere to the DHCS Medi-Cal Manual for Intensive Care Coordination (ICC), Intensive Home-Based Services (IHBS) and Therapeutic Foster Care (TFC) Services for Medi-Cal Beneficiaries.
- 6.24. Contractor shall form a strong and collaborative partnership with specified schools, community-based organizations, behavioral and physical health care providers, Child Welfare Services (CWS), Juvenile Justice System, Regional Center and other community resources that support children and families
- 6.25. Contractor shall collaborate and provide linkages to all needed services as defined in the Client Plan, including but not limited to primary health care providers, CWS social workers, probation officers, schools, family support services and substance use disorder (SUD) programs.
- 6.26. Contractor shall provide a warm handoff to a behavioral health provider when indicated.

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- 6.27. Contractor shall perform linkages and referrals to community-based organizations including, but not limited to, primary care clinics and complementary healing centers and faith-based congregations, ethnic organizations and peer-directed program such as Clubhouses.
 - 6.27.1. Within 12 months of contract execution, Contractor shall establish agreements with faith-based congregations in the appropriate region specific to education, linkage and/or services and make available to clients.
 - 6.27.2. Referrals and linkage made to the faith congregation shall be based on preference and documented in the client record.
- 6.28. Contractor shall establish collaborative relationships, linkages and referrals to providers of other services including but not limited to the following:
 - 6.28.1. Upon asking families if children have healthcare coverage, contractor shall refer children without coverage to appropriate resources including Covered California at <https://www.coveredca.com/>
 - 6.28.2. Families with an existing healthcare plan to their healthcare provider and/or Federally Qualified Health Center (FQHC).
 - 6.28.3. Families in need of substance use disorder treatment shall be referred to the Access and Crisis Line or directly to the substance use disorder program.
 - 6.28.4. Families in need of food and shelter to homeless programs, food banks, and other community services established to assist families with basic needs, including County eligibility services.
 - 6.28.5. Families with domestic violence issues to the San Diego County Domestic Violence Hotline.
 - 6.28.6. Regional Center for individuals with developmental disabilities.
 - 6.28.7. School services.
 - 6.28.8. Veteran services to families, when appropriate.
- 6.29. Contractor shall evaluate success by utilizing the outcome measures outlined in the OPOH and modify Client Plans and implementation strategies as needed.
- 6.30. Contractor shall comply with the Utilization Management (UM) procedures developed by CYF for outpatient behavioral health services and case management. UM shall be a 3-month time-based cycle. The initial 3-month UM request shall be approved at program level and six-month UM and succeeding requests shall be approved via COR.
- 6.31. Contractor's discharge planning shall begin upon admission to the program. When client success has been determined or the client is no longer benefiting from services, contractor shall implement the discharge plan.

7. STAFFING AND TRAINING REQUIREMENTS

- 7.1. Contractor shall adhere to applicable staffing and training requirements as described in the OPOH and shall obtain approval from COR for any exceptions.
 - 7.1.1. All direct clinical service staff shall be trained in at least one of the following evidence-based modalities within 90 days of hire:
 - 7.1.1.1. Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)
 - 7.1.1.2. Motivational Interviewing (MI)
 - 7.1.2. All direct clinical service staff shall be trained and certified (when applicable) in (*offeror to propose*) evidence-based curriculum within 90 days of hire.
- 7.2. Contractor shall identify a process to determine bilingual proficiency of staff prior to hiring. Contractor shall hire bilingual and bicultural staff that reflects the culture, ethnicity and language of the client population.
- 7.3. Contractor shall be responsible for ensuring that staff meets the requirements of Federal, State, and County regulations related to licensure, training, and staff qualifications for providing services. Contractor shall obtain approval from the COR for any exceptions. Contractor shall maintain documentation of staff qualifications and authorized exceptions at the program site.
- 7.4. Contractor's Program Manager shall be a 1.0 FTE (full-time equivalent), California licensed mental health professional with a minimum of three (3) years, full-time direct clinical experience post- Master's degree

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working with children and adolescents. Any exceptions to this requirement shall have prior written approval by the COR.

- 7.4.1. Contractor's Program Manager shall serve as the single point of contact for County correspondence.
- 7.4.2. Contractor's Program Manager shall be available during regular business hours and respond to emails, telephone calls, and other correspondence from the COR within two (2) business days.
- 7.4.3. Contractor's Program Manager shall notify the COR if he/she will be absent from the program for more than two (2) business days and provide an alternate contact for program coverage.
- 7.4.4. Contractor's Program Manager shall meet monthly with site principal and/or teacher(s) to ensure consistency of roles, requirements and consequences between program and school staff.
- 7.5. Contractor shall budget 20 unduplicated clients per direct clinical FTE (excluding trainees/students); with any exceptions requiring written rationale by program and written COR pre-authorization, noting that billable minutes based on the 1:20 ratio shall be maintained.
- 7.6. Contractor's program shall provide a minimum of 5.5 FTE direct clinical staff (excluding trainees/students) to serve clients; with any exceptions requiring written rationale by program and written COR pre-authorization.
- 7.7. Contractor's program shall provide a minimum of (*offeror to propose*) FTE Family Partners to serve clients.
 - 7.7.1. Contractor's Family Partner shall be an individual with experience as a consumer or caregiver to a consumer of CYF behavioral health services, the Juvenile Justice System or Special Education, who is employed full or part-time to provide direct services to a child, youth, TAY or family receiving behavioral health services.
 - 7.7.2. Contractor shall directly provide on-going supervision and training to Family partners including culturally responsive strategies to engage families and youth.
- 7.8. Contractor's program shall maintain a minimum ratio of 1 direct FTE licensed clinician to 2 direct FTE license eligible clinical staff (including trainees/students); with any exceptions requiring written rationale by program and written COR pre-authorization.
- 7.9. Contractor shall provide an annual written outline (achieved through program budget or QSR) of any trainee/student FTE(s) to be utilized by the program. Trainees/students may provide direct clinical services as outlined in the OPOH and are excluded from productivity and clinical staff caseload requirements, but subject to clinical staff ratios.
- 7.10. Contractor's employees, consultants, and volunteers, who work on this contract and work directly with minors, shall have clearances to work with minors completed by the Contractor prior to employment and annually thereafter as defined in the OPOH.
- 7.11. Contractor shall not allow transporting clients by any person convicted of any serious traffic violation, including, but not limited to, violations listed below:
 - 7.11.1. Any combination of Driving Under the Influence or Failure to Appear which totals more than two in the past five years;
 - 7.11.2. At fault Hit and Run accident in the past five years;
 - 7.11.3. At fault accidents which total more than three in the past five years;
 - 7.11.4. Reckless Driving offenses, which total more than two in the past five years.
- 7.12. Contractor shall require clinical staff to meet their licensing Continuing Education Units (CEU's). Paraprofessional staff shall attend a minimum of sixteen (16) hours per fiscal year of clinical training in addition to a minimum of four (4) hours of cultural competency training required of all staff (including sub-contractors) that interface with clients/caregivers.
- 7.13. Contractor shall require all direct service staff to complete the following four (4) online trainings within sixty (60) days of hire: Overview of Children Youth and Families Behavioral Health Services; Introduction to Pathways to Well-Being; Overview of Child Welfare Services in San Diego County; and San Diego County Probation Department Overview.
- 7.14. Contractor's staff shall take the Principles to Family/Youth Professional Partnership (PFYPP) one-hour online training curriculum available through the BHS CYF Liaison contractor. Training is geared towards professionals working with family partners.

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- 7.15. Contractor shall ensure staff receive an initial orientation upon hire and ongoing supervision throughout their employment as a means for supporting employee retention.
- 7.16. Contractor shall be responsible for keeping a staff training log on file at the program site. The log shall include details about the trainings including the subject, date, hours, and location of the courses.
- 7.17. Contractor shall implement and maintain a Human Resources Plan that outlines how Contractor shall recruit, hire, and retain staff that will be effective with the target population, including, though not limited to, staff that are linguistically and ethnically diverse.
- 7.18. Contractor shall develop and maintain a Cultural Competency Plan.
- 7.19. Contractor shall complete the Cultural and Linguistic Competence Policy Assessment (CLCPA) and the Promoting Cultural Diversity Self-Assessment (PCDSA), when issued by BHS QI, as tools to determine the levels of cultural competency as a provider and staff, respectively, as described in the OPOH.
- 7.20. Contractor shall notify COR in writing if a direct service staff position is a planned vacancy of 30 days or longer (i.e., medical leave, etc.). Unplanned vacancies shall be noted to COR if position is vacant for more than 30 days.
- 7.21. Contractor shall provide the COR an organizational chart identifying key personnel and reporting relationships within 72 hours of any changes to organizational structure. Contractor shall notify COR prior to personnel change in Program Manager Position. Prior to hiring, resume of candidate for replacement shall be submitted to the COR for review and comment, and a written plan for program coverage and personnel transition shall be submitted at least 72 hours prior to change.
- 7.22. Contractor is prohibited from subcontracting with a "legal entity" as defined in the California State Medicaid Plan for Medi-Cal services. The California State Medicaid plan defines legal entity as each county behavioral health department or agency and each of the corporations, partnerships, agencies, or individual practitioners providing public behavioral health services under contract with the county behavioral health department or agency. The prohibition on subcontracting does not apply to providers and their relationships with vendors such as nursing registries, equipment, part-time labor, physicians, etc. Such providers do not meet the legal entity definition cited above. The legal entity concept prohibits a county from contracting with a legal entity to provide Medi-Cal services that in turn contracts with another legal entity to provide Medi-Cal services.
- 7.23. Contractor shall comply with San Diego County Behavioral Health Plan (SDCBHP) program for credentialing and re-credentialing requirements as defined in the OPOH.

8. SPECIFIC REQUIREMENTS FOR SERVICE DELIVERY

- 8.1. Contractor's program shall maintain outpatient access to care standards as defined in the OPOH.
- 8.2. Contractor shall manage program access time and accept referrals from the COR when needed, to decrease wait time at another provider site.
- 8.3. Contractor shall initiate and participate in collaborative discussions with participating school district(s) and determine if a Memorandum of Understanding (MOU) is required by the district. Each MOU shall specify the roles and responsibilities between contractor and district. Each MOU shall specify a referral protocol for the participating school(s) and a response protocol to the school from the Contractor. MOU shall be executed for a term agreed to by the district. The MOU shall be available at the program site for review by the COR.
- 8.4. Contractor shall deliver units of service in accordance with the approved budget. Any change to the total number of units of service (or billing units) requires prior County approval through a contract amendment or administrative adjustment.
- 8.5. Invoices are due 30 days after end of invoice month unless other due dates are required by specific funding sources.
- 8.6. Contractor shall maximize revenue recovery of Federal Financial Participation (FFP) Medi-Cal.
- 8.7. Contractor's staff shall meet or exceed the minimum outpatient program annual billable time requirements per full time equivalent (FTE) as defined below and in the OPOH.
 - 8.7.1. Contractor's clinical staff shall produce a minimum of 54,000 annual billable minutes per FTE.
 - 8.7.2. Contractor's paraprofessional staff shall produce a minimum of 32,400 annual billable minutes per FTE.

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- 8.7.3. Contractor’s Psychiatrists shall produce a minimum of 93,600 annual billable minutes per FTE or 45 billable minutes per hour.
- 8.8. Contractor’s program shall support the San Diego County Live Well San Diego Vision by emphasizing healthy lifestyles focusing on safety and helping children and youth thrive.
- 8.9. Contractor shall comply with the cultural competence requirements as referenced in the OPOH.
- 8.10. Contractor’s services shall be culturally appropriate and offered in the client’s/family’s preferred language. When this is not possible, Contractor shall arrange for appropriate interpretation services that are also available through a separate County contract.
- 8.11. Contractor shall provide culturally relevant practices, interventions, and environment reflective of their clients and the programs locale.
- 8.12. Contractor shall provide a program that adheres to the values and principles of the Children’s System of Care. Contractor’s program shall be flexible and responsive to diverse populations.
- 8.13. Contractor shall demonstrate family/youth partnership in program design, organizational advancement and service delivery adhering to the philosophy of “nothing about us, without us”.
- 8.14. Contractor shall be welcoming to individuals with co-occurring disorders (COD) as defined by the OPOH. Co-morbidity is an expectation, not an exception.
- 8.15. Contractor shall comply with the Drug Formulary for Mental Health Services policy included in the OPOH.
- 8.16. Contractor shall comply with the Quality Management Program, as described in the OPOH.
- 8.17. Contractor shall maintain records of clients and service data in the County Management Information System (MIS). Contractor shall maintain daily records of services provided and shall ensure complete, accurate, and timely entry of valid and reliable data into the County’s EHR in accordance with Federal and State regulations as described in the BHS Organizational Provider Financial Eligibility and Billing Procedures Manual. The records shall be input into the County designated EHR system within designated timelines.
- 8.18. Contractor’s client records and billable services shall be subject for review by the County as defined in the OPOH.
- 8.19. Contractor shall verify Medi-Cal eligibility and other health coverage (OHC) status each time a client receives a billable service. Contractor shall ensure that all data is correct and complete, and procedures are followed to prevent billing from becoming suspended or denied from issues such as but not limited to Uniform Method of Determining Ability to Pay (UMDAP), Share of Cost (SOC), Assignment of Benefits (AOB), insurance denials, and Day Services ancillary authorization. Contractor shall review suspense and denial reports frequently and resolve the errors timely per the BHS Organizational Provider Financial Eligibility and Billing Manual.
- 8.20. Contractor shall check all active clients Medi-Cal eligibility frequently, at the beginning of every month, at a minimum, using real-time online State Medi-Cal system (or similar equivalent) to verify Medi-Cal status and to determine if the system shows that client has private insurance. For Medi-Cal clients who have or are shown in the Medi-Cal system as having private insurance, Contractor shall follow the procedures in the OPOH and the BHS Organizational Provider Financial Eligibility and Billing Manual, including obtaining a denial from the insurance company, and inputting relevant information into EHR.
- 8.21. Contractor shall comply with San Diego County Mental Health Plan (MHP) research requirements that require any research projects involving behavioral health service recipients to be reviewed by the MHP’s Research Committee as well as the organization’s Internal Review Board (IRB), if any. Approval shall be obtained prior to implementation of the project.
- 8.22. Contractor shall report Serious Incidents Reports (SIR) and Unusual Occurrences (UO) as defined in the OPOH.
- 8.23. Contractor shall comply with Federal, State and County requirements regarding client rights, grievances and appeals, as described in the OPOH.
- 8.24. Contractor shall demonstrate evidence of assessment and treatment planning for all transitional age clients (starting at age 16), as measured by completion of the Youth Transition Self-Evaluation form.

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- 8.25. Contractor shall comply with program monitoring, including site visits, to determine if the program is compliant with contract and funding source requirements. Program visit(s) shall be conducted by the COR.
- 8.26. Contractor shall participate in CYF system-wide meetings and other meetings designated by the COR.
- 8.27. Contractor shall ensure that all public announcements and materials distributed to the community shall identify that the services are supported under contract with the County of San Diego. HHSA logo and Live Well San Diego shall be included in written materials per HHSA guidelines. Contractor shall provide copies of publicity materials related to the contracted services to the COR for approval prior to distribution.
- 8.28. COR shall be notified at least twenty-four (24) hours in advance of Contractor generated press releases and media events regarding contracted services.
- 8.29. Contractor shall have the technological capability to communicate, interface, and comply with all County requirements electronically using compatible systems, hardware, and software.
- 8.30. Contractor shall provide a written plan/procedure outlining the program protocols prior to implementation of telehealth services.
- 8.31. Contractor shall track telehealth utilization data on the MSR/QSR Telehealth Services Report Template.
- 8.32. Contractor shall comply with Videoconferencing Guidelines for Telepsychiatry, as described in the OPOH.
- 8.33. Contractor shall submit an annual attestation statement to COR to attest to appropriate levels of HIPPA compliance for all telehealth services.
- 8.34. Contractor and its agents and employees are subject to and shall comply with the Child Abuse Reporting Law (California Penal Code section 11164) and Adult Abuse Reporting Law (California Welfare and Institutions Code section 15630).
- 8.35. Contractor shall obtain written pre-approval from COR for subcontractor/consultant services in accordance with County policy.
- 8.36. Contractor shall have all subcontract agreements signed by the prime contractor and subcontractor prior to the start of subcontracted work and shall submit signed subcontract agreements to the COR within 30 days after the effective date of the subcontractor/consultant agreement.
- 8.37. False Claims Act: All HHSA employees, contractors and subcontractors are required to report any suspected inappropriate activity. Suspected inappropriate activities include but are not limited to acts, omissions, or procedures that may be in violation of health care laws, regulations, or HHSA procedures. Any indication that any of these activities is occurring should be reported immediately to the Compliance Officer with the Office of Ethics and Compliance who can be contacted at 619-515-4246 or by email at Compliance.HHSA@sdcounty.ca.gov.
- 8.38. At all times during the term of this contract, Contractor shall maintain and operate a compliance program that meets the minimum requirements for program integrity as set forth in 42 CFR 438.608 (Code of Federal Regulations), and as further described in the OPOH. Failure to establish and maintain a compliance program as required by this clause shall be considered a material breach of contract. Contractor shall comply with applicable Compliance and Confidentiality requirements as described in the OPOH.
- 8.39. Contractor shall act in accordance with good judgment, ethical standards, and State and Federal law to ensure that all written and verbal communication regarding any individual's information is kept strictly confidential. Contractor shall have policies, procedures, and systems in place to protect the confidentiality and security of information and individual rights to privacy. Requirements include safeguards to prevent intentional or accidental misuse of individual's information and sanctions for employee violations of those requirements.
- 8.40. In the event that a local, state, or federal emergency is proclaimed within San Diego County, contractors shall cooperate with the County in the implementation of a Behavioral Health Services (BHS) response plan. Response may include staff being deployed to provide services in the community, out of county under mutual aid Contracts, in shelters, and/or other designated areas.
 - 8.40.1. Contractor shall provide BHS with a roster of key administrative personnel's after-hours phone numbers, pagers, and/or cell phone numbers to be used in the event of a regional emergency or

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- local disaster. These numbers will be held confidential and never given out to other than authorized personnel.
- 8.40.2. Contractor shall identify 25% of direct service staff to prepare for and deploy (if needed and available) to a critical incident. These staff shall participate in County provided Disaster Training (or other approved training) and provide personal contact information to be included in the Disaster Personnel Roster maintained by the County. Contractor shall advise COR of subsequent year training needs to maintain 25% trained direct service staff in the event of staff turnover. Contractor shall maintain 25% staff deployment capability at all times.
- 8.40.3. In the event that Contractor's program site is closed due to disaster or emergency, Contractor shall contact the Access and Crisis Line (ACL) and their COR and inform them of this.
- 8.41. Contractor shall, if given opportunity, work with clients in assisting them in entering Each Mind Matters: California's Mental Health Movement, a program Directing Change. The program offers young people the exciting opportunity to participate in the movement by creating 60-second films about suicide prevention and mental health that are used to support awareness, education and advocacy efforts on these topics. Learning objectives surrounding mental health and suicide prevention are integrated into the submission categories of the film contest, giving young people the opportunity to critically explore these topics.

9. DATA COLLECTION AND REPORTING REQUIREMENTS

- 9.1. Contractor shall collect and report data in compliance with the OPOH including, but not limited to, the following:
- 9.1.1. All County, State, and Federal reporting requirements
 - 9.1.2. Monthly Status Report (MSR) or Quarterly Status Report (QSR)
 - 9.1.3. Access Times report for CYF Services Providers
 - 9.1.4. Program report on outcome measures through the Mental Health Outcomes Management System (mHOMS) or current system including the Child and Adolescents Needs and Strengths (CANS) and Pediatric Symptom Checklist (PSC), or program and COR pre-approved tool.
 - 9.1.5. State and County Youth Services Surveys (YSS)
 - 9.1.6. Cultural Competency Report on Staffing & Training
 - 9.1.7. Cultural Competency Plan which includes Training Framework
 - 9.1.8. Cultural and Linguistic Competence Policy Assessment (CLCPA)
 - 9.1.9. Promoting Cultural Diversity Self-Assessment (PCDSA)
 - 9.1.10. Serious Incidents Reports (SIR) and Unusual Occurrence (UO) reporting
 - 9.1.11. Comprehensive, Continuous, Integrated System of Care (CCISC) Annual Report
 - 9.1.12. Quarterly Mental Health Network Adequacy Certification Tool (NACT)
 - 9.1.13. San Diego County Behavioral Health Plan (SDCBHP) Credentialing/Re-credentialing Applications and Attestation
 - 9.1.14. National Voter Registration Act
 - 9.1.15. Ad hoc reporting as requested
- 9.2. Data points may include but not be limited to those associated with Goals and Outcomes in Section 3).

10. REQUIREMENT RESOURCES

- 10.1. Contractor shall adhere to the requirements stated in the following most current resources which can be referenced at the Technical Resource Library (TRL) and/or Optum Website:
- https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html
- <https://www.optumhealthsandiego.com>
- 10.1.1. [Organizational Provider Operations Handbook \(OPOH\)](#)
 - 10.1.2. Behavioral Health Services (BHS) [Organizational Provider Financial Eligibility and Billing Manual](#)
 - 10.1.3. [California Code of Regulations \(CCR\), Title 9](#)
 - 10.1.4. DHCS Katie A. California [Integrated Core Practice Model \(ICPM\)](#) for Children, Youth, And Families Guide

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- 10.1.5. DHCS Medi-Cal Manual for Intensive Care Coordination (ICC), Intensive Home Based Services (IHBS) and Therapeutic Foster Care (TFC) Services for Medi-Cal Beneficiaries.
<https://theacademy.sdsu.edu/wp-content/uploads/2018/01/medi-cal-manual-third-edition.pdf>
- 10.1.6. [DHCS Medi-Cal Specialty Mental Health Services Site Review](#)
- 10.1.7. [DHCS Medi-Cal Managed Care Contract](#)
- 10.1.8. [Medicare regulations and billing requirements](#)
- 10.1.9. California [Penal Code](#) and [Welfare and Institutions Code \(WIC\)](#)
- 10.1.10. [California Welfare & Institutions Code 5600.3* \(definition of SED\)](#)
- 10.1.11. [San Diego County BHS Uniform Clinical Records Manual](#)
- 10.1.12. [San Diego County Transition Age Youth Status Report and Recommendations](#)
- 10.1.13. San Diego County BHS [Children’s System of Care Principles & Philosophy](#)
- 10.1.14. San Diego County HHSA [Dual Diagnosis Strategic Plan](#)
- 10.1.15. San Diego County BHS [Disaster Response Plan](#)
- 10.1.16. San Diego County BHS [Cultural Competence Plan](#) and [Handbook](#)
 - 10.1.16.1. Cultural and Linguistic Competence Policy Assessment ([CLCPA](#))
 - 10.1.16.2. Promoting Cultural Diversity Self-Assessment ([PCDSA](#))
- 10.1.17. Live Well San Diego Vision
http://www.sdcountry.ca.gov/hhsa/programs/sd/live_well_san_diego/index.html
<http://www.LiveWellSD.org>

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EXHIBIT B – INSURANCE AND BONDING REQUIREMENTS

INSURANCE REQUIREMENTS FOR CONTRACTORS

Without limiting Contractor's indemnification obligations to County, Contractor shall provide at its sole expense and maintain for the duration of this contract, or as may be further required herein, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of the work by the Contractor, his agents, representatives, employees or subcontractors.

1. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- A. Commercial General Liability, Occurrence form, Insurance Services Office form CG0001.
- B. Automobile Liability covering all owned, non owned, hired auto Insurance Services Office form CA0001.
- C. Workers' Compensation, as required by State of California and Employer's Liability Insurance.
- D. Professional Liability (Errors & Omissions) appropriate to the professional services provided by Contractor under this contract.
- E. Improper Sexual Conduct including sexual harassment, sexual abuse and sexual misconduct applying to bodily injury, property damage or personal injury arising out of the actual or threatened abuse or molestation by anyone of any person while in the care, custody or control of the insured or as a result of the negligent employment, investigation, hiring & supervision or the reporting or failure to report to proper authorities of a person for whom any insured is or ever was legally responsible.
- F. Cyber/Information Security Liability shall cover all of Contractor's employees, officials and agents. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall apply to any dishonest, fraudulent, malicious or criminal activities that affect, alter, copy, corrupt, delete, disrupt or destroy a computer system or to obtain financial benefit for any party; to steal, take or provide unauthorized access of either electronic or non-electronic data, including publicizing confidential electronic or non-electronic data; causing electronic or non-electronic confidential data to be accessible to unauthorized persons; transfer of computer virus, Trojan horse, worms or any other type of malicious or damaging code; and for Third-Party Liability encompassing judgments or settlement and defense costs arising out of litigation due to a data breach and data breach response costs for customer notification and credit monitoring service fees.

2. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- A. Commercial General Liability including Premises, Operations, Products and Completed Operations, Contractual Liability, and Independent Contractors Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. The General Aggregate limit shall be \$4,000,000.
- B. Automobile Liability: \$1,000,000 each accident for bodily injury and property damage.
- C. Employer's Liability: \$1,000,000 each accident for bodily injury or disease. Coverage shall include waiver of subrogation endorsement in favor of County of San Diego.
- D. Professional Liability (Errors & Omissions): \$1,000,000 per claim with an aggregate limit of not less than \$2,000,000. This coverage shall be maintained for a minimum of three years following termination or completion of Contractor's work pursuant to the Contract.
- E. Improper Sexual Conduct: \$1,000,000 per claim with an aggregate limit of not less than \$2,000,000.
- F. Cyber Security Liability. \$2,000,000 per claim with an aggregate limit of not less than \$2,000,000.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. As a requirement of this contract, any available insurance proceeds in excess of the specified minimum limits and coverage stated above, shall also be available to the County of San Diego.

3. Self-Insured Retentions

Any self-insured retention must be declared to and approved by County Risk Management. At the option of the County, either: the insurer shall reduce or eliminate such self-insured retentions as respects the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

4. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

A. Additional Insured Endorsement

The County of San Diego, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively are to be covered as additional insureds on the General Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an endorsement to the

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Contractor’s insurance (at least as broad as ISO from CG 2010 11 85 or **both** CG 2010, CG 2026, CG 2033, or CG 2038; **and** CG 2037 forms if later revisions used).

B. Primary Insurance Endorsement

For any claims related to this Contract, Contractor’s insurance coverage, including any excess liability policies, shall be primary insurance at least as broad as ISO CG 20 01 04 13 as respects the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively. Any insurance or self-insurance maintained by the County, its officers, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

C. Notice of Cancellation

Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

D. Severability of Interest Clause

Coverage applies separately to each insured, except with respect to the limits of liability, and that an act or omission by one of the named insureds shall not reduce or avoid coverage to the other named insureds.

General Provisions

5. Qualifying Insurers

All required policies of insurance shall be issued by companies which have been approved to do business in the State of California by the State Department of Insurance, and which hold a current policy holder’s alphabetic and financial size category rating of not less than A, VII according to the current Best’s Key Rating guide, or a company of equal financial stability that is approved in writing by County Risk Management.

6. Evidence of Insurance

Prior to commencement of this Contract, but in no event later than the effective date of the Contract, Contractor shall furnish the County with a copy of the policy declaration and endorsement pages along with the certificates of insurance and amendatory endorsements effecting coverage required by this clause. Policy declaration and endorsement pages shall be included with renewal certificates and amendatory endorsements submissions and shall be furnished to County within thirty days of the expiration of the term of any required policy. Contractor shall permit County at all reasonable times to inspect any required policies of insurance.

7. Failure to Obtain or Maintain Insurance; County’s Remedies

Contractor’s failure to provide insurance specified or failure to furnish certificates of insurance and amendatory endorsements or failure to make premium payments required by such insurance shall constitute a material breach of the Contract, and County may, at its option, terminate the Contract for any such default by Contractor.

8. No Limitation of Obligations

The foregoing insurance requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of said insurance by the County are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Contractor pursuant to the Contract, including, but not limited to, the provisions concerning indemnification.

9. Review of Coverage

County retains the right at any time to review the coverage, form and amount of insurance required herein and may require Contractor to obtain insurance reasonably sufficient in coverage, form and amount to provide adequate protection against the kind and extent of risk which exists at the time a change in insurance is required.

10. Self-Insurance

Contractor may, with the prior written consent of County Risk Management, fulfill some or all of the insurance requirements contained in this Contract under a plan of self-insurance. Contractor shall only be permitted to utilize such self-insurance if in the opinion of County Risk Management, Contractor’s (i) net worth, and (ii) reserves for payment of claims of liability against Contractor, are sufficient to adequately compensate for the lack of other insurance coverage required by this Contract. Contractor’s utilization of self-insurance shall not in any way limit liabilities assumed by Contractor under the Contract.

11. Claims Made Coverage

If coverage is written on a “claims made” basis, the Certificate of Insurance shall clearly so state. In addition to the coverage requirements specified above, such policy shall provide that:

- A. The policy retroactive date coincides with or precedes Contractor’s commencement of work under the Contract (including subsequent policies purchased as renewals or replacements).
- B. Contractor will make every effort to maintain similar insurance during the required extended period of coverage following expiration of the Contract.

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- C. If insurance is terminated for any reason, Contractor shall purchase an extended reporting provision of at least three years to report claims arising in connection with the Contract.
- D. The policy allows for reporting of circumstances or incidents that might give rise to future claims.

12. Subcontractors' Insurance

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. Such Additional Insured endorsement shall be attached to the certificate of insurance in order to be valid and on a form at least as broad as ISO from CG 2010 11 85 or both CG 2010, CG 2026, CG 2033, or CG 2038; and CG 2037 forms if later revisions used. If any sub contractor's coverage does not comply with the foregoing provisions, Contractor shall defend and indemnify the County from any damage, loss, cost, or expense, including attorneys' fees, incurred by County as a result of subcontractor's failure to maintain required coverage.

13. Waiver of Subrogation

Contractor hereby grants to County a waiver of their rights of subrogation which any insurer of Contractor may acquire against County by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the County for all work performed by the Contractor, its employees, agents and subcontractors.

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 EXHIBIT C – PRICING SCHEDULE

| Term | Annual Contract Maximum (Not to Exceed) |
|---|--|
| Initial Term: 07/01/2020 – 06/30/2021 | \$ |
| County Option Year 1: 07/01/2021 – 06/30/2022 | \$ |
| County Option Year 2: 07/01/2022 – 06/30/2023 | \$ |
| County Option Year 3: 07/01/2023 – 06/30/2024 | \$ |
| County Option Year 4: 07/01/2024 – 06/30/2025 | \$ |
| Total Contract Maximum | \$ |

*Detailed line item budget is subject to County COR approval. In accordance with Section 5.1.2 County COR may make Administrative Adjustments (“AA”) to line item budget changes only, all other changes to Exhibit C are subject to Section 6.1 Contracting Officer. No budget change may exceed the annual contract maximum.