1. **Contract Identification.**
   
   Department: Health Services—Emergency Medical Services
   
   Subject: Interagency Agreement between Contra Costa County and District name below for pre-hospital emergency medical first responder services

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

   **Agency:** RODEO-HERCULES FIRE PROTECTION DISTRICT ("District" OR "Agency")
   
   **Capacity:** A Public Agency
   
   **Address:** 1680 Refugio Valley Road, Hercules, California 94547

3. **Term.** The effective date of this Agreement is **July 1, 2019**, and it terminates on **June 30, 2022** unless sooner terminated as provided herein.

4. **Payment Limit.** County's total payments to Agency under this Agreement shall not exceed **$ 264,012**.

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

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

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

8. **Project.** This Agreement implements in whole or in part the following described Project, the application and approval documents of which are incorporated herein by reference: **Not Applicable**

9. **Legal Authority.** This Agreement is entered into under and subject to the following legal authorities:


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

    **COUNTY OF CONTRA COSTA, CALIFORNIA**

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

    **AGENCY**
    
    **By**
    
    **(Signature of authorized Agency Representative)**
    
    **Andrew Vento Gabriel, Chair**
    
    **(Print name and title A)**
    
    **By**
    
    **(Signature of authorized Agency Representative)**
    
    **STEVEN K. HILL, VICE CHAIR**
    
    **(Print name and title B)**
ACKNOWLEDGMENT

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

STATE OF CALIFORNIA
COUNTY OF CONTRA COSTA

On August 15, 2019, before me, Andrew Vento Gabriel, personally appeared, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she has executed the same in his/her authorized capacity(ies), and that by his/her signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS MY HAND AND OFFICIAL SEAL

Signature of Notary Public

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)
(Civil Code §1199)

APPROVALS

RECOMMENDED BY DEPARTMENT
By: Designee

FORM APPROVED COUNTY COUNSEL
By: Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR
By: Designee
ACKNOWLEDGEMENT

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

State of California
County of Contra Costa

On June 13, 2019, before me, Latonia Ellingberg, Notary Public, personally appeared STEVEN HILL who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: ____________________________

Latonia Ellingberg

(Seal)
1. **Payment Amounts.** Subject to the Payment Limit of this Contract and subject to the following Payment Provisions, County will pay Contractor the following fee as full compensation for all services, work, expenses or costs provided or incurred by Contractor:

   |   | a. $___________ monthly,
   |   | b. $___________ per unit, as defined in the Service Plan,
   |   | c. $___________ after completion of all obligations and conditions herein, or

[X] d. Subject to an annual payment limit of **$88,004**, County will pay Contractor in an amount not to exceed **$264,012**, under this Contract; and

In addition, the Fire Department shall allow the EMS Agency to deduct from its Measure H annual distributions any costs associated with the EMS agency acquisition or contracting for equipment, services or technology that directly benefits Fire Department. Any deductions performed will have written approvals from the EMS Agency Director and Department Fire Chief.

2. **Payment Demands.** Contractor shall submit written demands for payment on County Demand Form D-15 in the manner and form prescribed by County. Contractor shall submit said demands for payment no later than 30 days from the end of the month in which the contract services upon which such demand is based were actually rendered. Upon approval of payment demands by the head of the County Department for which this Contract is made, or his designee, County will make payments as specified in Paragraph 1 (Payment Amounts) above.

3. **Penalty for Late Submission.** If County is unable to obtain reimbursement from the State of California as a result of Contractor’s failure to submit to County a timely demand for payment as specified in Paragraph 2 (Payment Demands) above, County shall not pay Contractor for such services to the extent County’s recovery of funding is prejudiced by the delay even though such services were fully provided.

4. **Right to Withhold.** County has the right to withhold payment to Contractor when, in the opinion of County expressed in writing to Contractor, (a) Contractor’s performance, in whole or in part, either has not been carried out or is insufficiently documented, (b) Contractor has neglected, failed or refused to furnish information or to cooperate with any inspection, review or audit of its program, work or records, or (c) Contractor has failed to sufficiently itemize or document its demand(s) for payment.

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

Initials:  
Contractor  
County Dept.
SERVICE PLAN

I. SERVICE ACTIVITIES.

A. **Scope of Service.** Contractor shall provide prehospital emergency medical first responder services, within the Rodeo-Hercules Fire Protection District, until patient care is assumed by County’s emergency ambulance contractor or by the County’s Emergency Medical Services Agency (“EMS Agency”) designated ambulance receiving facility personnel, or until the patient has refused medical care or ambulance transportation. Such services shall be provided in accordance with requirements of the Prehospital Emergency Medical Care Act, of Health and Safety Code Section 1797 et seq., and all relevant regulations promulgated thereunder (The “Act”), which are incorporated herein by reference, and in accordance with any amendments or revisions thereof. In performing services hereunder, District shall work cooperatively with the EMS Agency. The terms defined in the Act used in this Contract shall have the same meaning as defined in the Act, unless otherwise specified.

B. **Basic Services.** District shall perform the following services to the complete satisfaction of the County and its EMS Agency:

1. District shall provide said prehospital emergency medical first responder services 24 hours per day, 7 days per week, during the term of this Contract.
2. District shall provide first responder services in accordance with an EMS Agency-approved Enhanced First Responder Program - Paramedic, and shall provide paramedic services as part of an advanced life support program approved by the EMS Medical Director.
3. District shall assure that all personnel are oriented to the EMS Agency’s policies and procedures; EMS system design; County Multicasualty Incident Plan; medical radio communications (ambulances, base hospitals, County); medical equipment utilization and maintenance; and Paramedic and EMT-I roles and responsibilities on first responder paramedic units prior to assignment on a First Responder Unit (as defined in Section II. A. 1 below). District shall provide training, as approved by the EMS Agency, to prepare non-paramedic responders to assist a first responder paramedic in providing patient care.
4. District shall participate in an approved fire first responder defibrillation program.
5. District agrees that the performance of services under this Contract shall conform to high professional standards and shall comply with all applicable emergency medical policies and guidelines as established by the EMS Agency.
6. District shall designate one staff person with overall responsibility for EMS program coordination.
7. District shall provide said prehospital emergency medical first responder services without regard to patient’s race, color, national origin, religious affiliation, age, sex, or ability to pay.

II. PERFORMANCE STANDARDS.

A. **Response Time Performance Standards.** District’s response times on requests for emergency medical services originating from within District’s primary service area shall meet the following performance standards:

1. **Basic Life Support (BLS) First Response.** District shall endeavor to assure that a fire response vehicle equipped as required by this Section II. (each, “First Responder Unit”) is at the scene of each emergency call for medical assistance within five (5) minutes of dispatch on not less than 90% of responses within any calendar month.

2. **Advanced Life Support (ALS) First Response.** District shall endeavor to assure paramedic
response to 90% of emergency medical calls in District’s jurisdiction within 10 minutes of dispatch for those calls categorized as requiring emergency paramedic level response according to emergency medical dispatch protocols.

a. Said paramedic response may be by District’s paramedic First Responder Unit, by emergency ambulance, or by quick response vehicle (QRV).

b. District shall notify EMS Agency of circumstances that may result in that standard not being met.

3. **Exceptions.** District agrees that calculations of District’s performance to determine compliance with the response time standards each month, will include every emergency request originating from within District’s primary service area except as follows:

a. Only the response time of the first First Responder Unit arriving unit staffed and equipped to provide emergency medical first responder services will be counted in cases where more than one First Responder Unit is sent to the same incident, and only the response time of the first arriving paramedic equipped to provide advanced life support services will be counted in cases where more than one paramedic is sent to the same incident.

b. During a multi-casualty incident (MCI), fire mutual aid, or declared disaster within the county, or in a neighboring jurisdiction which has requested assistance from the county.

c. Those delays resulting from incorrect or inaccurate dispatch information, disrupted voice or data radio transmission, mobile data terminal failure, unavoidable telephone communications failure, nonexistent address, inability to locate patient due to patient departing the scene, delays caused by traffic secondary to incident, unavoidable delays caused by road construction, unavoidable delays caused by trains, or off-road locations.

B. **EMS Response Data Collection and Monitoring.** District shall document and maintain data on all EMS responses.

1. **Documentation of Response Data.** For each medical emergency response, District shall document and report the following:

   a. District name
   b. EMS incident number (if available)
   c. District incident number
   d. Time call received
   e. Location of call (address, city and map coordinates)
   f. Nature of call (EMD code/determinant)
   g. Time of initial dispatch
   h. Time ambulance provider notified
   i. Time and unit # of first fire unit on scene
   j. Service level of first fire unit on scene (ALS Paramedic or BLS EMT-I)
   k. Time and unit number first fire paramedic on scene
   l. Whether or not a paramedic unit was on scene within 10 minutes

2. **Performance Monitoring.** District shall use response time data in an on-going manner to evaluate District’s compliance with response time standards and to identify the causes of failures of performance, and shall document efforts to eliminate these causes.
C. **Deployment Plan.**
   1. District shall provide the EMS Agency with a current deployment plan specifying the total number of paramedic first responder units with station location for each.
   2. District shall promptly notify the EMS Agency in writing of permanent changes in the deployment plan.

D. **Staffing Standards and Personnel Preparation.**
   1. **Advanced Life Support First Responder Units.** District shall staff each First Responder Unit with a minimum of one (1) paramedic.
   2. **Credentials.** District shall assure that personnel normally assigned to respond to emergency medical requests must be EMT-I’s currently certified in California, or paramedics currently licensed in California and accredited in Contra Costa County. This requirement shall not apply to volunteer or paid on-call staff, however, all volunteer or paid on-call staff shall have first responder training to include first aid, CPR, and first responder defibrillation.
   3. **Required Advanced Cardiac Life Support Training.** District’s paramedic personnel assigned to provide paramedic service under this Contract must be currently certified in Advanced Cardiac Life Support (ACLS) according to American Heart Association standards or have successfully completed similar training as approved by the EMS Medical Director.
   4. **Required Trauma Training.** District’s paramedic personnel assigned to provide paramedic service under this Contract must have successfully completed a Basic Trauma Life Support (BTLS) course approved by the American College of Emergency Physicians, a Prehospital Trauma Life Support (PHTLS) course approved by the American College of Surgeons, or have successfully completed similar training as approved by the EMS Medical Director.
   5. **Required Pediatrics Training.** District’s paramedic personnel assigned to provide paramedic service under this Contract must be currently certified in one of the following: Pediatric Education for Prehospital Professionals (PEPP), Pediatric Advanced Life Support (PALS) or have successfully completed similar training as approved by the EMS Medical Director.

E. **Provisional Assignment.** District shall provide a “provisional assignment” program as approved by the EMS Agency Medical Director for first responder paramedics with less than two years full-time equivalent experience as a paramedic. The provisional assignment program shall include the review of each patient contact within 72 hours of call by District until District is satisfied with the performance of the new first responder paramedic. Upon written recommendation of District the EMS Agency’s EMS Medical Director will approve candidate for continued first responder paramedic assignment.

F. **Medical Control.** District acknowledges and agrees to the following related to emergency medical services provided:
   1. The EMS Agency Medical Director shall have overall responsibility for medical control for all First Responder Defibrillation, EMT-I Advanced Airway, and Paramedic programs in the County.
   2. Medical control is exercised prospectively through policies, protocols, and training established and approved by the EMS Agency Medical Director.
   3. Base Hospitals designated by the EMS Agency Medical Director provide on-line medical direction and consultation on medical and patient related issues.

Initials: [Signature]  
Contractor  
County Dept.
4. Retrospective medical control includes monitoring, quality improvement, incident review, and disciplinary processes conducted by District, base hospital, EMS Agency, and the State EMS Authority in accordance with applicable EMS Agency policy and State laws and regulations.

5. District’s EMT-I and paramedic personnel shall comply with all requirements as established by the State of California and with all applicable provisions of the Contra Costa County Prehospital Care Manual and EMS Agency policies as provided District by the EMS Agency.

G. **EMS System Training.**

1. Fire-EMS Training Consortium Curriculum: District shall have a reliable process to conduct training produced by the Fire-EMS Training Consortium.
   
   a. Contra Costa EMS recognizes that some consortium training may require modification to meet District needs.
   
   b. District will work with the EMS Agency to prioritize training appropriately.

2. District training on the County EMS Multi-Casualty Incident Plan shall be conducted during training academies and provide semi-annual review and training for Fire-EMS personnel.
   
   a. Training will cover a basic orientation to the plan, notifications levels, communications, roles and responsibilities and patient triage and distribution.
   
   b. Functional and field exercises supporting interagency training are recommended.
   
   c. District will work with the EMS Agency to continuously evaluate and improve Multi-Casualty Incident Plan training and performance.

3. District will submit an annual report on training of personnel including:
   
   a. Number and percentage of personnel trained on MCI plan.
   
   b. Number and percentage of personnel trained on required EMS Update Training.
   
   c. Number and percentage of personnel trained on recommended Fire-EMS Training Consortium Curriculum.

H. **Quality Improvement Program.**

1. District shall maintain a comprehensive continuous quality improvement (QI) program which has been designed to interface with the EMS Agency’s countywide QI program, and which has been approved by the EMS Agency Medical Director. Any amendments to District’s QI program are subject to approval by the EMS Agency Medical Director. The District’s QI program shall include dispatch QI activities.

2. District shall provide a Registered Nurse or qualified EMT-P experienced in prehospital, emergency medicine and/or prehospital quality improvement to implement and oversee this ongoing QI program. This individual shall be responsible for the prehospital quality improvement of all emergency medical services provided pursuant to the Contract.

3. District’s QI program shall provide an organized, coordinated, multidisciplinary approach to the assessment of prehospital emergency medical response and patient care.

4. District shall participate in system related QI meetings, activities and QI project teams.

5. District shall notify County of any occurrences (EMS Events) that could impact the certification, accreditation or licensure of any prehospital personnel in compliance with EMS Event Reporting Policy.

6. Personnel participating in the oversight of District prehospital quality improvement program shall complete an Institute of Healthcare Improvement (IHI) Certificate for Patient Safety, Quality and Leadership or equivalent within the first 12 months of hire. If the IHI certificate is chosen to comply with this requirement tuition will be reimbursed by the EMS Agency.

Initials: Contractor County Dept.
7. District shall review their prehospital performance indicators quarterly and engage in performance improvement activities for those indicators as needed.
8. District shall have a process to evaluate and report on patient satisfaction as part of their quality program.

I. **Assaultive Behavior Management Training.** District shall provide all first responder personnel with the training, knowledge, and skills to effectively manage patients with psychiatric, drug/alcohol or other behavioral or stress related problems as well as difficult or potentially difficult scenes on an ongoing basis.

J. **Preventative Health Care.** District shall offer immunizations and health screening to its at risk personnel in accordance with Federal, State, and County recommendations.

K. **Infection Control.** District shall develop and strictly enforce policies for infection control and contaminated materials disposal to decrease the chance of communicable disease exposure in accordance with existing Federal and State laws and regulations.

L. **Critical Incident Stress Debriefing.** District shall establish a critical incident stress-debriefing program and an ongoing stress reduction program for its first responder personnel.

M. **Joint Training.** District will participate in joint training programs with ambulance services, hospital personnel, and dispatch centers as developed in conjunction with the EMS Agency.

N. **General Equipment.** Each of District's first responder units shall carry all emergency supplies and equipment appropriate for the level of service provided (ALS or BLS) as identified in the EMS Agency Equipment and Supply list on file at the EMS Agency. To improve communications, data collection and overall operational effectiveness, new and replacement equipment should include technology that is intra-operative with the EMS Agency's and other EMS providers' equipment, processes and programs.

O. **Equipment Replacement and Exchange.**
1. Each first responder paramedic unit shall have emergency medical equipment and supplies consistent with level of service as required by EMS Agency policies. Equipment and supplies shall be maintained in good working order at all times.
2. District is responsible for maintaining a system for the replacement of expendable equipment and supplies. The replacement system may include arrangements with an ambulance transport agency to provide replacement service for those items that are interchangeable.
3. To improve communications, data collection and overall operational effectiveness, new and replacement equipment should include technology that is intra-operative with the EMS Agency’s and other EMS providers’ equipment, processes and programs.

P. **Contra Costa County’s Safely Surrender Baby Program.**
1. District personnel will be trained in the roles and responsibilities of the Contra Costa County Safely Surrendered Baby Program.
2. Fire Stations designated as Safely Surrender Sites will have appropriate signage and have reliable process to store and replace newborn safely surrender kits.

Initials: [Signatures]
Q. **Communications Equipment and Dispatch.**
1. District, in addition to existing fire radios, shall equip each First Responder Unit used with a 4-channel portable radio for communication on County’s MEDARS radio system and a cellular telephone for prehospital to base hospital communications.
2. District will assure that its designated dispatch center follows the standardized medical priority dispatch protocol criteria at a minimum as established by the EMS Agency.

R. **Cooperation With Evolving EMS System.** District agrees to participate and assist in the development of system changes subject to related costs, if any. Equipment and supply requirements may be changed by the EMS Agency to meet changes in related technology. To improve communications, data collection and overall operational effectiveness, new and replacement equipment should include technology that is intra-operable with the EMS Agency’s and other EMS providers’ equipment, processes and programs.

S. **Observation by EMS Agency Staff.** An EMS Agency representative may directly observe the District’s facilities and operations. The EMS Agency representative shall conduct him or herself in a professional and courteous manner, shall not interfere with the District’s employees in the performance of their duties and shall at all times, be respectful of the District’s employer/employee relationships. Observation should be coordinated through the District’s EMS Division.

T. **On scene Coordination.**
1. The medical responder with the highest level of credentials (In order of level from lowest to highest: first aid, EMT-I, EMT-I Defibrillation, EMT-I Advanced Airway, or Paramedic) on the scene of a medical emergency is responsible for patient care until one of the following occurs in accordance with EMS Agency policy and procedures:
   a. Patient is released to other medical personnel in the field;
   b. Patient is released to appropriate medical personnel at an EMS Agency-designated ambulance receiving facility; or
   c. Patient refuses medical care or ambulance transportation.
2. A first responder paramedic must accompany the patient in the ambulance to a designated ambulance receiving facility whenever an appropriate patient release (turnover) from first responder paramedic to ambulance personnel cannot be achieved.

U. **Records And Reporting Requirements.** District shall comply with the following record keeping and reporting requirements and shall provide, in a timely and regular manner, all records, information and reports requested by the EMS Agency to evaluate the emergency medical services provided by District under this Contract, including, but not limited to, the following:
1. **In-Service Reporting.** For each First Responder Unit, District shall report to Contract Manager on a monthly basis the number of occurrences in which a First Responder Unit was not in service for a period of time exceeding six consecutive hours, was not staffed to provide paramedic services, or did not meet one of the response times set forth in Sections II.A.1 or II.A.2., above for a reason other than exceptions listed in II.A.3. above.
2. **Patient Care Data Collection and Reporting.**
   a. District shall assure that personnel on both ALS and BLS First Responder Units receive appropriate orientation and training on the District designated electronic patient care...
record program. Training shall include information on documentation quality and current state, federal patient privacy information laws and health care provider responsibilities e.g. Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH).

b. District shall assure that personnel on both ALS and BLS First Responder Units provide appropriate patient care documentation for every patient contact, whether or not an ambulance transports the patient.

c. District shall ensure that an EMS approved electronic Patient Care Record (PCR) is accurately completed and distributed to the receiving hospital according to EMS Agency policies and procedures.

1) District shall maintain a 95% completion rate for each patient contact within 24 hours.

2) Completion rates should be accessible to the District within any 30-day period for the District to evaluate at least quarterly.

3) District shall be capable of generating monthly ePCR compliance reports and reporting these rates to the EMS agency at agreed intervals.

d. District shall provide a copy of any PCR to the EMS Agency upon request. It is the EMS Agency's intent to go to an all-electronic PCR system, and District agrees to participate.

e. District shall provide reliable access to an electronic copy of any PCR to the EMS Agency within 24 hours of patient contact.

f. District shall provide the EMS Agency with patient care data for all patient responses in a computer readable format that is suitable for statistical analysis.

1) Patient care data collected and provided shall be consistent with the comprehensive data file at the EMS Agency. Such data shall include number of patients treated on scene, number of patients transported, and number of patients who refused transport.

3. **Response Time Statistical Data and Reporting.** Within 20 working days following the last day of each month, District shall provide the EMS Agency with first responder response time and related data in a single, computer readable format suitable for statistical analysis. Records shall include the elements identified in Sections II.B.1 above.

4. **Personnel.** District shall:

a. Provide an initial roster of currently credentialed paramedic personnel to the EMS Agency.

b. Notify the EMS Agency in writing when paramedic personnel are no longer employed by District to provide paramedic services, or when required credentials have lapsed.

c. Maintain on file at all times, copies of current and valid credentials for all emergency medical personnel performing services under this Contract.

5. **Other Reports.** District is encouraged to produce an annual report of EMS services for the public available on their website and shall provide such other reports and records as may be reasonably required by the EMS Agency.

V. **Compensation Related Provisions.** Any policies and rates charged to patients shall be subject to approval in advance by the EMS Agency Director.
W. **EMS Agency Approved Base Station Hospital(s).** EMS Agency shall notify District in writing, upon execution of this contract, of all EMS Agency approved Base Station Hospitals. Further, EMS Agency shall notify District in writing of changes or additions to such approved hospitals, as such changes or additions occur.
1. **Retention of Records.** Paragraph 3. (Records), Subparagraph a. (Retention of Records) of the General Conditions is hereby deleted in its entirety and replaced with the following:

   “a. **Retention of Records.** District shall retain all documents pertaining to this Contract for five (5) years from the end of the fiscal year following the date of service; for any further period that is required by law; and until all Federal/State audits are complete and exceptions resolved for this contract’s funding period. Upon request, and except as otherwise restricted by law, District shall make these records available to authorized representatives of the County, the State of California, and the United States Government.”

2. **Termination.** Paragraph 5. (Termination and Cancellation), Subparagraph a. (Written Notice) of the General Conditions is hereby deleted in its entirety.

3. **Indemnification.** Paragraph 18. (Indemnification) is hereby deleted and replaced in its entirety by the following paragraph:

   “18. **Indemnification.**

   a. District shall defend, save harmless and indemnify the County and its officers, agents and employees for the District’s share of all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services of District hereunder, resulting from the conduct, negligent or otherwise, of District, its agents or employees.

   b. The County shall defend, save harmless and indemnify District and its officers, agents and employees for the County’s share of all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services of the County, resulting from the conduct, negligent or otherwise, of the County or its employees.”

4. **Insurance.** Paragraph 19. (Insurance) of the General Conditions is hereby deleted and replaced in its entirety by the following paragraph:

   “19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, District shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in these Conditions:

   a. **Liability Insurance.** District shall provide malpractice insurance and comprehensive liability insurance, including coverage for owned and non-owned vehicles, each with a minimum combined single limit coverage of $1,000,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each act, omission, or occurrence. Such insurance shall be endorsed to include the County of Contra Costa and their respective officers
and employees as additional named insured as to all services performed by District under this agreement.

b. Workers’ Compensation. District shall provide workers’ compensation insurance coverage for its employees.

c. Certificate of Insurance. District shall provide the County with a certificate(s) of insurance evidencing liability, medical malpractice and workers’ compensation insurance as required herein no later than the effective date of this Contract. If District should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy(ies) at any time during the term of this Contract, then District shall provide (a) current certificate(s) of insurance.

d. Additional Insurance Provisions. The insurance policies provided by the District shall include a provision for thirty (30) days written notice to County before cancellation or material change of the above specified coverage. Said policies shall constitute primary insurance as to the County, the State and Federal Governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) shall not be required to contribute to any loss covered under the District’s insurance policy or policies.”

5. All occurrences of the term “Contractor” in this Contract shall be replaced by the term “District”.

Initials: ___________ Contractor ___________ County Dept.
GENERAL CONDITIONS
(Purchase of Services - Long Form)

1. Compliance with Law. Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.

2. Inspection. Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.

3. Records. Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.

   a. Retention of Records. Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.

   b. Access to Books and Records of Contractor, Subcontractor. Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

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

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

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

Initials: [Signatures]
Contractor County Dept.
5. **Termination and Cancellation.**

a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.

b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.

c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

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

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

8. **Modifications and Amendments.**

a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than $100,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds $100,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.

b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.

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

Initials: [Signatures]

Contractor  County Dept.
10. **Choice of Law and Personal Jurisdiction.**

a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.

b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

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

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

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

14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture, or association. Contractor is not a County employee. This Contract does not give Contractor any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a “Statement of Economic Interest” form and file it with County and will require any other person doing work under this Contract to complete a “Statement of Economic Interest” form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify.

Initials: [Signature]
Contractor

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

16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.

17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.

18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney’s fees and costs. Contractor’s obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.

19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:
a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is $500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of $500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor’s insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than $500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of $1,000,000.

b. **Workers’ Compensation.** Contractor must provide workers’ compensation insurance coverage for its employees.

c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker’s compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.

d. **Additional Insurance Provisions.** No later than five days after Contractor’s receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor’s insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor’s insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor’s failure to provide Department the notice as required by the preceding sentence is a default under this Contract.

20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor’s address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.

21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.

22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.

24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.

25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are “works made for hire” as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.

26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.

27. **Required Audit.** (A) If Contractor is funded by $500,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Office of Management and Budget Circular A-133. (B) If Contractor is funded by less than $500,000 in federal grant funds in any fiscal year from any source, but such grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements. (C) If Contractor is funded by less than $500,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year; however, Contractor's records must be available for and an audit may be performed.
required by, appropriate officials of the federal awarding agency, the General Accounting Office (GAO), the pass-through entity and/or the County. If any such audit is required, Contractor must provide County with such audit. With respect to the audits specified in (A), (B) and (C) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.

28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.

29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.