

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

873



**FROM:** Department of Public Social Services

**SUBMITTAL DATE:**  
June 7, 2011

**SUBJECT:** Approval of Single Source Agreement #CS-02080 Between DPSS and CDT, Inc for Substance Abuse Hair Analysis and Collection Services

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and authorize the Chairman of the Board to sign the attached Agreement # CS-02080 between DPSS and CDT, Inc. for the period of July 1, 2011- June 30, 2012, which contains an option to renew the agreement for two additional one-year periods for an amount not to exceed \$ 37,500 annually;
2. Authorize the Director of the Department of Public Social Services (DPSS) to administer the contract; and
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal options, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.

*Susan Loew*

Susan Loew, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 37,500	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 956	Budget Adjustment:	No
	Annual Net County Cost:	\$ 956	For Fiscal Year:	11-12

<b>SOURCE OF FUNDS:</b>			Positions To Be Deleted Per A-30	<input type="checkbox"/>
Federal Funding: 48.12% State Funding: 32.65%; County Funding: 2.55%;			Requires 4/5 Vote	<input type="checkbox"/>
Realignment Funding: 16.69%; Other Funding: 0%				

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Debra Cournoyer*  
Debra Cournoyer

**County Executive Office Signature**

- Policy
- Consent
- Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

3.55

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

Purchasing: *Mark Seiler*  
Mark Seiler, Assistant Director  
County Purchasing Department

Departmental Concurrence  
*Larisa R. McKenna*  
Larisa R. McKenna  
County Counsel

**TO: BOARD OF SUPERVISORS**

**DATE:** June 7, 2011

**SUBJECT:** Approval of Single Source Agreement #CS-02080 between DPSS and CDT, Inc. for Substance Abuse Hair Analysis and Collection Services

**BACKGROUND:**

Substance abuse causes a myriad of risks to children. Arguably, to a great extent, the impact of parental substance abuse goes undetected. In most cases, "drug endangered children suffer physical or psychological harm or neglect resulting from exposure to illegal drugs or persons under the influence of illegal drugs, or exposure to dangerous environments where drugs are being manufactured or chemicals used to make drugs are accessible" ([www.iowadec.net](http://www.iowadec.net)).

DPSS, Children Services Divison (CSD), utilizes hair analysis results as evidence supporting decisions to reunite families or to displace children from unsafe living conditions as a result of substance abuse. For this reason, substance abuse hair analysis is an imperative and essential service for DPSS, Children Services Division (CSD).

From July 2010 to March 2011, CSD received nearly 540 referrals for substance abuse hair analysis testing as a result of social worker child abuse/neglect investigations regarding allegations of substance abuse and court orders. During that time, CDT, Inc., the awarded contractor, successfully provided substance abuse hair analysis and collection services to CSD clients.

**PRICE REASONABLENESS:**

Purchasing released a Request for Proposal on November 17, 2010, mailing solicitations to 31 companies and advertising on the County's internet site. One (1) response was received, with proposals submitted by one (1) vendor.

The proposal was reviewed by an evaluation team consisting of personnel from County Purchasing and the Department of Public Social Services. The evaluation team reviewed and scored the proposal based on the bidder's responsiveness to the requirements in the scope of service, quality and location of facilities, bidder's experience, overall cost to the County, technical capability, references and financial status. CDT, Inc.'s proposal was determined to be responsive to the Request for Proposal with a cost of \$86.00 per test, which is an all inclusive cost. The total agreement amount is \$112,500; however, funds are divided between fiscal years in the amount of \$37,500 per fiscal year [FY 2011/12 through FY 2013/14].

The evaluation committee recommends that the award be given to CDT, Inc., as the most responsive vendor with the annual amount of \$37,500.00.

**FINANCIAL:**

Federal funding 48.12%, State funding 32.65%, County funding 2.55%, and Realignment funding 16.69%. The total agreement amount is \$112,500; however, funds are divided between fiscal years in the amount of \$37,500 per fiscal year [FY 2011/12 through FY 2013/14].

**ATTACHMENT(S):**

1. CS-02080 between DPSS and CDT, Inc. [3copies]

**CONCUR/EXECUTE:** County Purchasing

SL:eps

CS-02080

Riverside County Department of Public Social Services  
Contracts Administration Unit  
10281 Kidd Street  
Riverside, CA 92503

PROFESSIONAL SERVICES CONTRACT: CS-02080  
CONTRACTOR: CDT, Inc.  
CONTRACT TERM: July 1, 2011 - June 30, 2012  
MAXIMUM REIMBURSABLE AMOUNT: \$37,500.00

WHEREAS, the Department of Public Social Services hereinafter referred to as DPSS, desires to provide substance abuse hair analysis testing and collection services.

WHEREAS, CDT, Inc is qualified to provide substance abuse hair analysis testing and collection services:

WHEREAS, DPSS desires CDT, Inc, hereinafter referred to as the Contractor, to perform these services in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of DPSS and the Contractor;

NOW THEREFORE, DPSS and the Contractor do hereby covenant and agree that the Contractor shall provide said services in return for monetary compensation, all in accordance with the terms and conditions contained herein of this Contract.

Authorized Signature for County:	Authorized Signature for CDT, Inc.
Printed Name of Person Signing: Bob Buster	Printed Name of Person Signing: Kim T. Jasper
Title: Chairman, Board of Supervisors	Title: President
Address: 4080 Lemon Street Riverside, CA 92501	Address: 250 N. Golden Circle, #210 Santa Ana, CA 92705
Date Signed:	Date Signed:

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List of Exhibits:

- Exhibit A- Drug Testing Referral Form
- Exhibit B- District Office Referral List
- Exhibit C- Mobile Collection Test Form
- Exhibit D- DPSS 2076A & Instructions

## CONTRACT TERMS AND CONDITIONS

## I. DEFINITIONS

- A. "DPSS" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Contract.
- B. "CSD" refers to the Children's Services Division of the Riverside County Department of Public Social Services.
- C. "CSSW" refers to a CSD Social Services Worker.
- D. "Contractor" shall mean any employee, agent or representative of CDT, Inc. used in conjunction with the performance of the contract.

## II. DPSS RESPONSIBILITIES

- A. Assign staff to be liaison between DPSS and the Contractor.
- B. Using a DPSS Form 3652, "Drug Testing Referral Form," included as **Exhibit A**, attached hereto and incorporated herein by this reference, CSSW will refer the client to the Contractor. The Drug Testing Referral Form will provide client data sufficient for the Contractor's recordkeeping and reporting responsibilities.
- C. DPSS may monitor the performance of the Contractor in meeting the terms, conditions and services in this Contract. DPSS, at its sole discretion, may monitor the performance of the Contractor through any combination of the following methods: periodic on-site visits, annual inspections, evaluations and Contractor self-monitoring.

## IV. CONTRACTOR RESPONSIBILITIES

## A. SCOPE OF SERVICE

- 1. Assign staff to be liaison between the Contractor and DPSS.
- 2. Collection Sites
  - a. Contractor shall provide collection sites for CSD clients to be referred to for hair analysis and specimen collection.
  - b. Hair analysis must account for an invalidity period of seven (7) days prior to the date of collection and must test for the 90-day period of time preceding the invalidity period.
  - c. Contractor shall routinely update the collection sites list during the contract period and shall continually monitor the collection facilities to ensure proper protocol is consistently adhered to.
  - d. Contractor shall provide all supplies necessary for the services required.
  - e. Contractor shall provide to DPSS a collection site listing to include: address of each site, hours of collection, contact name, and telephone number. Contractor shall advise DPSS 7 days in advance, at minimum, if there is a change to a collection site or there is a collection site closure.

- f. Contractor shall arrange for collection services from at least 8:00 a.m. - 6:00 p.m., Monday through Friday. In the event collection services are required outside of the 8:00 a.m.-6:00 p.m. time frame, Contractor shall obtain approval from the designated DPSS office liaison, prior to arranging collection and to obtain approval if additional charges are to be incurred.
- g. Upon DPSS request, Contractor shall provide specimen collection facilities located outside of Riverside County and the State of California. Contractor shall contact the collection site, confirm certification to perform hair collection, set up a contact, and provide supplies.

3. Laboratory and Testing

- a. Contractor shall ensure laboratories hold valid Certifications and must provide proof to DPSS. Required certification includes: Clinical Laboratory Improvement Act of 1988 (CLIA). SAMHSA (Substance Abuse and Mental Health Services Administration) Certification, HHS (Health and Human Services) Certification, and/or CAP (College of American Pathologists) Accreditation is desirable, but not required.
- b. Contractor shall maintain positive test results, at minimum, for one (1) year. Negative test results shall be maintained, at minimum, for seven (7) days.
- c. Contractor shall send specimens for testing to Quest Laboratory, located at 10101 Renner Boulevard, Lenexa, KS 66219.
- d. Contractor shall adhere to the following concentration levels for testing specimens. Deviations in concentration levels must be approved by DPSS prior to change.

<b>Drug Classification</b>	<b>Initial Drug Test Cutoff Concentration/Level (PG-Picogram/MG-Milligram)</b>	<b>Confirmatory Drug Test Cutoff Concentration/ Level (PG-Picogram/MG-Milligram)</b>
Amphetamines	300 pg/mg	
Amphetamine		300 pg/mg
Methamphetamine		300 pg/mg
MDA (Methylenedioxy- Amphetamine)		300 pg/mg
MDMA (Methylenedioxy-Methamphetamine)		300 pg/mg
Cocaine Metabolites	300 pg/mg	
Benzoylcegonine		300 pg/mg
Cocaine		300 pg/mg
Cocaethylene (cocaine + alcohol)		300 pg/mg
Norcocaine		300 pg/mg
Marijuana Metabolite (THC-COOH)	1.0 pg/mg	0.1 pg/mg
Opiates	500 pg/mg	
Morphine		500 pg/mg
Codeine		500 pg/mg
6-Monoacetylmorphine (6-MAM)		500 pg/mg
Phencyclidine (Phenylcyclohexylpiperidine PCP)	300 pg/mg	300 pg/mg

- e. Testing shall include the following five-panel drug screen on all hair specimen collections:
  - 1. Marijuana Metabolite (THCA)
  - 2. Cocaine Metabolite
  - 3. Phencyclidine (PCP)
  - 4. Opiates
  - 5. Amphetamines
- f. Contractor shall test for other drugs as requested by DPSS. When available, Contractor shall add expanded Opiates to hair analysis, which includes hydrocodone, oxycodone, and oxycodone. Cost for such additions shall be determined once it becomes available.
- g. Contractor shall schedule the collection appointment within seven (7) calendar days of receipt of the Drug Testing Referral Form included as **Exhibit A**, from DPSS. Contractor shall notify the client of the scheduled appointment date and time.
- h. Upon receipt of the collection specimen via overnight courier, Contractor shall assure that a portion of the hair sample shall be screened using Enzyme Linked Immunosorbent Assay (ELISA), as a methodology for routine drug testing.
- i. A specimen found to be presumptively positive following ELISA screening shall then be confirmed, utilizing a second portion of the hair specimen, by using either gas chromatography/mass spectrometry (GC/MS) or gas chromatography/mass spectrometry/mass spectrometry (GC/MS/MS).
- j. All test results must be reported and accessible through a secured online system within five (5) days of specimen collection, with the exception of positive test results. Positive test results shall be reported and accessible on-line within 24 business hours from confirmation.

The following information shall be provided for results:

- 1. Name of client
  - 2. Date of referral
  - 3. Specimen collection date
  - 4. Test date and date of confirmatory test, if applicable
  - 5. Name of referring social worker
  - 6. District office referral originated from. **Exhibit B**, attached hereto and incorporated herein by this reference, is a list of zip codes for each district office.
  - 7. If applicable, detected drugs and qualitative levels of detected drug amount.
4. On-Line System
- a. Contractor shall provide the following features on a web-based, secured, online system:
    - 1. Access to Reports. All reports shall be segregated by District Office as listed in **Exhibit B**.
    - 2. Access to test results.

3. Contractor shall provide, upon request, on-site, in person, database training at an arranged DPSS location.

b. Contractor shall provide a technical support telephone line that is available, at minimum, Monday-Friday from 8:00 am – 5:00 pm Pacific Standard Time.

**B. REPORTING**

The Contractor shall:

1. Provide copies of all contracts and/or subcontracts with collection sites to DPSS within 90 days of the start of this Agreement.
2. Provide a monthly summary report no later than the 15<sup>th</sup> calendar day of each month which includes the following:
  - a. Name of Client
  - b. Date of Referral
  - c. Specimen Collection Date
  - d. Test Date and Date of Confirmatory Test (if applicable)
  - e. Name of Referring Social Worker
  - f. District Office Referral Originated From (A list of zip codes served by each district office can be found on **Exhibit B**, attached hereto and incorporated herein by this reference.)
  - g. Summary of all Substances Tested During the Previous Month, including a Count of Substances Confirmed Positive
3. Provide statistics and reports, when available, upon DPSS request.

**C. FISCAL**

**1. MAXIMUM REIMBURSABLE AMOUNT**

Total payment under this Contract shall not exceed \$37,500.00.

**2. COST OF SERVICE RATE**

Standard Rate:

Payment will be based on the total cost, per client, per test. Cost of testing will include specimen collection, laboratory services, including supplies and shipping of supplies to out of County/State laboratories, access to test results, positive specimen documentation and storage, records administration and retention, management reports and audits, staff training and any other cost, excluding mobile collections, as follows:

<b>Standard Testing:</b>	
Drug Test	\$85.00 per collection

Mobile Collection Rate:

Payment for mobile collection shall be based on the total cost, per client, per test. Contractor may also seek payment for mobile collection refusals to test. Refusals to test must be accompanied by Exhibit C, "Mobile Collection Test Form", attached hereto and



incorporated herein by this reference. Refusals to test which are not accompanied by Exhibit C, "Mobile Collection Test Form", shall not be paid. Contractor shall obtain approval from the designated DPSS office liaison prior to dispatching of mobile collections and document approval on the Mobile Collection Test Form. Cost of mobile testing shall include specimen collection, laboratory services, supplies, access to test results, positive specimen documentation and storage, records administration and retention, management reports and audits, staff training, mileage and wait time as follows:

<b>Mobile Collection:</b>	
Collection Event	\$95.00 per event
Mileage	\$0.51 per mile
Wait Time	\$40.00 per hour

**2. METHOD, TIME AND SCHEDULE CONDITIONS OF PAYMENT**

The Contractor will be paid the actual amount of each monthly invoice for payment. If the required supporting documentation or actual receipts are not provided, DPSS may delay payment until the information is received by DPSS.

For months for which no reimbursement is requested, an invoice must be submitted with a "\$0" request.

All completed claims must be submitted on a monthly basis no later than 30 days after the end of each month in which the services were provided. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.

The Contractor shall submit DPSS Forms 2076A (**Exhibit D**) following the instructions set forth on the "Instructions for Form 2076A." **Exhibit D** is attached hereto and incorporated herein by this reference for request of all payments.

Each claiming period shall consist of a calendar month claiming period. Contractor Invoice estimates for May and June are due no later than the 10th of June. Actual Contractor invoices for May and June are due no later than the 30th of July.

**3. FINANCIAL RESOURCES**

The Contractor warrants that during the term of this Contract, the Contractor shall retain sufficient financial resources necessary to perform all aspects of its obligations, as described under this Contract. Further, the Contractor warrants that there has been no adverse material change in the Contractor, Parent, or Subsidiary business entities, resulting in negative impact to the financial condition and circumstances of the Contractor since the date of the most recent financial statements.

**4. RECORDS, INSPECTIONS AND AUDITS**

- a. The Contractor shall maintain auditable books, records, documents, and other evidence pertaining to costs and expenses in this Contract. The Contractor shall maintain these records for three (3) years after final payment has been made or until all pending County, State, and Federal audits, if any, are completed, whichever is later.

- b. Any authorized representative of the County of Riverside, the State of California, and the Federal government shall have access to any books, documents, papers, electronic data, and other records, which these representatives may determine to be pertinent to this Contract, for the purpose of performing an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies, as they deem necessary. Further, these authorized representatives shall have the right at all reasonable times to inspect or otherwise evaluate the work performed, or being performed, under this Contract and the premises in which it is being performed.
- c. This access to records includes, but is not limited to, service delivery, referral, financial, and administrative documents for three (3) years after final payment is made, or until all pending County, State, and Federal audits are completed, whichever is later.
- d. Should the Contractor disagree with any audit conducted by DPSS, the Contractor shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with DPSS a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Contract. The Contractor shall not be reimbursed by DPSS for such an audit.
- e. In the event the Contractor does not make available its books and financial records at the location where they are normally maintained, the Contractor agrees to pay all necessary and reasonable expenses, including legal fees, incurred by DPSS in conducting such an audit.
- f. Contractors that expend \$500,000 or more in a year in Federal funding shall obtain an audit performed by an independent auditor in accordance with generally accepted governmental auditing standards covering financial and compliance audits as per the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996, as per OMB Circular 133. However, records must be available for review and audit by appropriate officials of Federal, State and County agencies.

5. SUPPLANTATION

The Contractor shall not supplant any federal, state, or county funds intended for the purpose of this Contract with any funds made available under any other Contract. The Contractor shall not claim reimbursement from DPSS for, or apply any sums received from DPSS, with respect to the portion of its obligations, which have been paid by another source of revenue. The Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or county funds under any county programs without prior approval of DPSS.

6. DISALLOWANCE

In the event the Contractor receives payment for services under this Contract which is later disallowed for nonconformance with the terms and conditions herein by DPSS, the Contractor shall promptly refund the disallowed amount to DPSS on request, or at its option, DPSS may offset the amount disallowed from any payment due to the Contractor under any contract with DPSS.

D. ADMINISTRATIVE

1. CONFLICT OF INTEREST

The Contractor, Contractor's employees, and agents shall have no interest, and shall not acquire any interest, direct or indirect, which shall conflict in any manner or degree with the performance of services required under this Contract.

2. CONFIDENTIALITY

The Contractor shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

Each party shall ensure that case record information is kept confidential when it identifies an individual by name, address, or other information. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction.

The parties to this Agreement shall keep all information that is exchanged between them in the strictest confidence, in accordance with Section 10850 of the Welfare and Institutions Code. All records and information concerning any and all persons referred to the Contractor shall be considered and kept confidential by the Contractor, its staff, agents, employees and volunteers. The Contractor shall require all of its employees, agents, subcontractors and volunteer staff who may provide services under this agreement with the Contractor before commencing the provision of any such services, to maintain the confidentiality of any and all materials and information with which they may come into contact, or the identities or any identifying characteristics or information with respect to any and all participants referred to the Contractor by Riverside County.

The confidentiality of juvenile records is established under section 827 and 828 of the Welfare and Institutions Code, California Rules of Court, Rule 5.552 and case law. The Juvenile Court has exclusive jurisdiction over juvenile records and information and has the responsibility to protect the interests of minors and their families in the confidentiality of any records and information concerning minors involved in the justice system and to provide a reasonable method for release of these records and information in appropriate circumstances.

Contractor shall ensure that no person will publish, disclose, use, permit, or cause to be published, disclosed, or used, any confidential information pertaining to any applicant or recipient of services under this Agreement. The Contractor agrees to inform all persons directly or indirectly involved in administration of services provided under this Agreement of the above provisions and that any person deliberately violating these provisions is guilty of a misdemeanor.

3. EMPLOYMENT PRACTICES

- a. The Contractor shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Contract, and to the extent they shall apply, with the provisions of the Fair Employment and Housing Act (FEHA), and the Federal Civil Rights Act of 1964 (P. L. 88-352).
- b. In the provision of benefits, the Contractor shall certify and comply with Public Contract Code 10295.3, to not discriminate between employees with spouses and

employees with domestic partners, or discriminate between the domestic partners and spouses of those employees.

- c. For the purpose of this section Domestic Partner means one of two persons who have filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.

#### 4. EQUAL EMPLOYMENT OPPORTUNITY

By signing this agreement or accepting funds under this agreement, the contractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Department of Labor regulations (41 CFR Chapter 60).

#### 5. FAIR LABOR STANDARDS AND SERVICE CONTRACT ACT

- a. The hourly rate may be adjusted to reflect increases or decreases by the Contractor in wages and fringe benefits to the extent that these increases or decreases are made to comply with:

- (1.) An increased or decreased wage determination applied to this Agreement by operation of law;
- (2.) An amendment to the Fair Labor Standards Act of 1938 that is enacted subsequent to award of this Agreement, affects the minimum wage, and becomes applicable to this Agreement under law;
- (3.) Any such adjustment will be limited to increases or decreases in wages and fringe benefits, and to the accompanying increases or decreases in social security and unemployment taxes and worker's compensation insurance; it shall not otherwise include any amount for general and administrative costs, overhead, or profit;

- b. The Contractor shall notify the DPSS Contracts Administration unit of any:

- (1.) Increase claimed under this clause within thirty (30) days after the effective date of the wage change, unless the period is extended by the DPSS Contracts Administration unit in writing; and/or
- (2.) Decrease under this clause, but nothing in the clause shall preclude DPSS from asserting a claim within the period permitted by law. The notice shall contain a statement of the amount claimed and any relevant supporting data that the DPSS Contracts Administration Unit may reasonably require. Upon agreement of the parties, the contract hourly rate shall be modified in writing. The Contractor shall continue performance pending agreement on determination of any such adjustment and its effective date.

#### 6. CLIENT CIVIL RIGHTS COMPLIANCE

- a. Assurance of Compliance

The Contractor assures it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990;

Government Code (GC) Section 11135, as amended; California Code of Regulations (CCR) Title 22 Section 98000-98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, marital status, sex, age, or disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and give assurance it will immediately take any measures necessary to effectuate this agreement.

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

By accepting this assurance the contractor agrees to compile data, maintain records, and submit reports as required to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

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

b. Client Complaints

The Contractor shall further establish and maintain written referral procedures under which any person, applying for or receiving services hereunder, may seek resolution from Riverside County DPSS Civil Rights Coordinator of a complaint with respect to any alleged discrimination in the provision of services by Contractor's personnel. The Contractor must distribute to social service clients that apply for and receive services, "Your Rights Under California Welfare Programs" brochure (Publication 13). For a copy of this brochure, visit the following website at:

<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/pub13.pdf>

**Civil Rights Complaints should be referred to:**

Civil Rights Coordinator  
Riverside County Department of Public Social Services  
10281 Kidd Street  
Riverside, CA 92503  
(951) 358-3030

c. Services, Benefits and Facilities

Contractor shall not discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities on the basis of color, race, religion, national origin, sex, age, sexual preference, physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d and all other pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by State law and regulations, as all may now exist or be hereafter amended or changed.

For the purpose of this Section, discrimination means denying a participant or potential participant any service, benefit, or accommodation that would be provided to another and includes, but is not limited to, the following:

- (1) Denying a participant any service or benefit or availability of a facility.
- (2) Providing any service or benefit to a participant which is different, or is provided in a different manner, or at a different time or place from that provided to other participants on the basis of race, color, creed or national origin.
- (3) Restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit. Treating a participant differently from others in satisfying any admission requirement or condition, or eligibility requirement or condition, which individuals must meet in order to be provided any service or benefit.

d. Cultural Competency

Contractor shall cause to be available bilingual professional staff or qualified interpreter to ensure adequate communication between clients and staff. Any individual with limited English language capability or other communicative barriers shall have equal access to services.

For the purpose of this Section, a qualified interpreter is defined as someone who is fluent in English and in the necessary second language, can accurately speak, read and readily interpret the necessary second language and/or accurately sign and read sign language. A qualified interpreter must be able to translate in linguistically appropriate terminology necessary to convey information such as symptoms or instructions to the client in both languages.

7. PROCEDURE TO RESOLVE CLIENT GRIEVANCE

Contractor shall establish a client grievance policy and procedure that describes the system by which clients of service shall have the opportunity to express and have considered their views, grievance, and complaints regarding the Contractor's delivery of services. This system shall not negate the rights of a client for a State hearing

8. HOLD HARMLESS/INDEMNIFICATION

Contractor shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees,

subcontractors, agents or representatives arising out of or in any way relating to this Contract, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever arising from the performance of Contractor, its officers, employees, subcontractors, agents or representatives Indemnitors from this Contract. Contractor shall defend, at its sole expense, all costs and fees including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards, the Indemnitees in any claim or action based upon such alleged acts or omissions.

With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification to Indemnitees as set forth herein.

Contractor's obligation hereunder shall be satisfied when Contractor has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved. The specified insurance limits required in this Contract shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

## 9. INSURANCE

a. Without limiting or diminishing the Contractor's obligation to indemnify or hold the COUNTY harmless, Contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Contract.

### (1) Worker's Compensation:

If the Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Worker's Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

### (2) Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. Policy shall name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit.

### (3) Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Contract, then Contractor shall maintain liability insurance for all

owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit. Policy shall name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured(s).

(4) Professional Liability:

If, at any time during the duration of this Agreement and any renewal or extension thereof, the Contractor, its employees, agents or subcontractors provide professional counseling for issues of medical diagnosis, medical treatment, mental health, dispute resolution or any other services for which it is the usual and customary practice to maintain Professional Liability Insurance, the Contractor shall procure and maintain Professional Liability Insurance (Errors & Omissions), providing coverage for performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Contractor's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement. Upon termination of this Agreement or the expiration or cancellation of the claims made insurance policy Contractor shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or, 2) Prior Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or, 3) demonstrate through Certificates of Insurance that Contractor has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2) or 3) will continue for a period of five (5) years beyond the termination of this Agreement.

b. General Insurance Provisions – All lines:

- (1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- (2) The Contractor's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Contract. Upon notification of self insured retention unacceptable to the COUNTY, and at the election of the Country's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Contract with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- (3) Contractor shall cause Contractor's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect.



Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Contract shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. Contractor shall not commence operations until the COUNTY has been furnished original Certificate(s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on it's behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

- (4) It is understood and agreed to by the parties hereto that the Contractor's insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- (5) If, during the term of this Contract or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.); or, the term of this Contract, including any extensions thereof, exceeds five (5) years the COUNTY reserves the right to adjust the types of insurance required under this Contract and the monetary limits of liability for the insurance coverages currently required herein, if, in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the Contractor has become inadequate.
- (6) Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Contract.
- (7) The insurance requirements contained in this Contract may be met with a program(s) of self-insurance acceptable to the COUNTY.
- (8) Contractor agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Contract.

#### 10. LICENSES AND PERMITS

In accordance with the provisions of the Business and Professions Code concerning the licensing of Contractors, all Contractors shall be licensed, if required, in accordance with the laws of this State and any Contractor not so licensed is subject to the penalties imposed by such laws.

The Contractor warrants that it has all necessary permits, approvals, certificates, waivers, and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, State of California, the County of Riverside and all other appropriate governmental agencies, and shall maintain these throughout the term of this Contract.

## 11. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor is an independent contractor and that no relationship of employer-employee exists between the parties hereto. Contractor and/or Contractor's employees shall not be entitled to any benefits payable to employees of the County including, but not limited to, County Worker's Compensation benefits. County shall not be required to make any deductions for employees of Contractor from the compensation payable to Contractor under the provision of this Contract.

As an independent contractor, Contractor hereby holds County harmless from any and all claims that may be made against County based upon any contention by any third party that an employer-employee relationship exists by reason of this Contract. As part of the foregoing indemnity, the Contractor agrees to protect and defend at its own expense, including attorney's fees, the County, its officers, agents and employees in any legal action based upon any such alleged existence of an employer-employee relationship by reason of this Contract.

## 12. ASSIGNMENT

The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same, whether by assignment or novation, without the prior written consent of DPSS. Any attempt to assign or delegate any interest without written consent of DPSS shall be deemed void and of no force or effect.

## 13. PERSONNEL

a. Upon request by DPSS, the Contractor agrees to make available to DPSS a current list of personnel that are providing services under this Agreement who have contact with children or adult clients. The list shall include:

- (1.) All staff who work full or part-time positions by title, including volunteer positions; and
- (2.) A brief description of the functions of each position and hours each position worked; and
- (3.) The professional degree, if applicable and experience required for each position.

DPSS has the sole discretion to approve or not approve any person on the Contractor's list that has been convicted of any crimes involving sex, drugs or violence, or who is known to have a substantiated report of child abuse, as defined in Penal Code Section 11165.12, who occupy positions with supervisory or disciplinary power over minors, or who occupies supervisory or teaching positions over adult clients. DPSS shall notify the Contractor in writing of any person not approved, but to protect client confidentiality, may not be able to disclose the reason(s) for non-approval. Upon notification, the Contractor shall immediately remove that person from providing services under this Agreement.

b. Background Checks

Conduct criminal background records checks on all employees, subcontractors, and volunteers providing services under this agreement. Prior to these individuals providing services to clients, the Contractor shall have received a criminal records clearance from

the State of California Department of Justice (DOJ). A signed certification of such clearance shall be retained in each individual's personnel file.

c. Alcohol and Drug Use Prohibited

As a material condition of this Agreement, the Contractor agrees that the Contractor and its employees, while performing services for DPSS:

- (1.) Shall not be in any way impaired because of being under the influence of alcohol or drugs.
- (2.) Shall not possess an open container of alcohol or consumer alcohol or possess or be under the influence of an illegal drug.
- (3.) Shall not sell, offer, or provide alcohol or an illegal drug to another person. This provision shall not be applicable to the Contractor or its employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

DPSS may terminate for default or breach of this Agreement, if the Contractor or its employees are determined by DPSS not to be in compliance with the conditions in this section.

14. SUBCONTRACT FOR SERVICES

No agreements will be made by the Contractor with any party to furnish any of the services herein contained without the prior written approval of DPSS. This provision will not require the approval of agreements of employment between the Contractor and personnel assigned for services hereunder

15. CHILD ABUSE REPORTING

If Contractor is a mandated reporter under Penal Code Sections 11165 -11174.3, the Contractor shall establish a procedure acceptable to DPSS and in accordance with applicable laws to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Contract report child abuse or neglect to a child protective agency as defined in the Penal Code

16. ADULT AND ELDER ABUSE REPORTING

The Contractor shall provide documentation of a policy and procedure acceptable to DPSS to ensure that all employees, volunteers, consultants, subcontractors, or agents performing services under this Agreement report elder and dependent adult abuse pursuant to Welfare & Institutions Code (WIC) Sections 15600 et seq. Suspected incidents of abuse should be immediately reported to DPSS, followed by a written report within two (2) working days.

17. DEBARMENT AND SUSPENSION

As a sub-grantee of federal funds under this Contract, the Contractor certifies that it, and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
- b. Have not within a 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
- d. Have not within a 3-year period preceding this Contract had one or more public transactions (Federal, State or local) terminated for cause or default.

#### 18. COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS AND DIRECTIVES

The Contractor shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon DPSS, which are equally applicable and made binding upon the Contractor as though made with the Contractor directly.

#### 19. HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)

The Contractor in this Agreement is subject to all relevant requirements contained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, enacted August 21, 1996, and the laws and regulations promulgated subsequent thereto. The Contractor hereto agrees to cooperate in accordance with the terms and intent of this Agreement for implementation of relevant law(s) and/or regulation(s) promulgated under this Law. The Contractor further agrees that it shall be in compliance, and shall remain in compliance with the requirements of HIPAA, and the laws and regulations promulgated subsequent hereto, as may be amended from time to time.

All social service privacy complaints should be referred to:

Department of Public Social Services  
HR/Administrative Compliance Services Unit  
10281 Kidd Street  
Riverside, CA 92503  
(951) 358-3030

#### 20. CONTRACT TRANSITION PERIOD

The Contractor recognizes that the services under this contract are vital to DPSS and must be continued without interruption, and that, upon contract expiration, a successor, either DPSS or another contractor, may continue the services outlined herein. The Contractor agrees to exercise its best efforts and cooperation to effect an orderly and efficient transition of clients to a successor.

- a. The Contractor shall, upon written notification from DPSS, negotiate in good faith a transition plan with a successor to determine the nature and extent of the transitioning of services. The transition plan for each service type and shall be subject to DPSS' approval and shall specify:
  - (1.) List of clients that include:
    - (a.) Current contact information;
    - (b.) Assigned social worker.
- b. Discharge summary that includes:
  - (1.) Services received;
  - (2.) Number of hours of services completed;
  - (3.) On-going service recommendations;
  - (4.) Date for transferring responsibilities.
- c. The Contractor shall provide DPSS with copies of client files.

V. GENERAL

A. EFFECTIVE PERIOD

This Contract is effective July 1, 2011 to June 30, 2012, with 2 one-year renewal option(s).

B. NOTICES

All notices, claims, correspondence, and/or statements authorized or required by this Contract shall be addressed as follows:

DPSS: Department of Public Social Services  
Contracts Administration Unit  
P.O. Box 7789  
Riverside, CA 92513

VENDOR: CDT, Inc.  
250 N. Golden Circle, #210  
Santa Ana, CA 92705

All notices shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail. Any notices, correspondence, reports and/or statements authorized or required by this Contract, addressed in any other fashion will not be acceptable, except invoices and other financial documents, which must be addressed to:

Department of Public Social Services  
Fiscal/Management Reporting Unit  
4060 County Circle Drive  
Riverside, CA 92503

C. AVAILABILITY OF FUNDING

DPSS' obligation for payment of any Contract is contingent upon the availability of funds from which payment can be made.

D. DISPUTES

Except as otherwise provided in this Contract, any dispute concerning a question of fact arising under this Contract, which is not disposed by Contract, shall be disposed by DPSS which shall furnish the decision in writing. The decision of DPSS shall be final and conclusive until determined by a court of competent jurisdiction to have been fraudulent or capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The Contractor shall proceed diligently with the performance of the Contract pending DPSS' decision.

#### E. SANCTIONS

Failure by the contractor to comply with any of the provisions covenants, requirements, or conditions of this Contract including, but not limited to, reporting and evaluation requirements, shall be a material breach of this Contract. In such event, DPSS may immediately terminate this Contract and may take other remedies available by law, or otherwise specified in this Contract. DPSS may also:

1. Afford the Contractor a time period within which to cure the breach, the period of which shall be established at the sole discretion of DPSS; and/or
2. Discontinue reimbursement to the Contractor for, and during the period in which the Contractor is in breach, the reimbursement of which the Contractor shall not be entitled to recover later; and/or
3. Withhold funds pending a cure of the breach; and/or
4. Offset against any monies billed by the Contractor but yet unpaid by DPSS. DPSS shall give the Contractor notice of any action pursuant to this paragraph, the notice of which shall be effective when given.

#### G. GOVERNING LAW

This Contract shall be construed and interpreted according to the laws of the State of California. Any legal action related to the interpretation or performance of this Contract shall be filed only in the appropriate courts located in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Contract, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief are granted.

#### H. MODIFICATION OF TERMS

No addition to or alteration of the terms of this Contract, whether by written or verbal understanding of the parties, their officers, agents, or employees shall be valid unless made in writing and formally approved and executed by both parties. Requests to modify fiscal provisions shall be submitted no later than April 1.

#### I. TERMINATION

This Agreement may be terminated without cause by either party by giving thirty (30) days written notification to the other party. In the event DPSS elects to abandon, indefinitely postpone, or terminate the Agreement, DPSS shall make payments for all services performed up to the date that written notice was given in a prorated amount.

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J. ENTIRE CONTRACT

This Contract constitutes the entire Contract between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous Contracts of any kind or nature relating to the same shall be deemed to be merged herein.



Riverside County Department of Public Social Services – Children’s Services
Drug Testing Referral – DPSS 3652

CWS/CMS Referral #: CWS/CMS Case #: Today's Date:
Case Name:
SW Name: SW Phone:
SW Office: <Select> SW Region: <Select>

Client Information (On person to be tested)
Name of Person to be Tested:
SSN: Client ID #:
Type of Referral: <Select> R #:
If this is a Reauthorization for random urine testing, please include the R# of the prior referral above.
(Note: Reauthorization requires RM approval.)

Hair Follicle Test (Requires a Court Order OR RM approval.)
Collection Site: (Refer to Current List on the CSD Extranet)
Collection Address:
Fax referral to: (714) 852-5201 Phone: (714) 852-5200

On Demand Urine Test
After-hours Testing is Authorized (Note: Command Post ER only, and requires Command Post RM approval.)
After-Hours Testing is NOT Authorized.
Client's Drug of Choice: <Select> Justification for non-ER Referral:
Collection Site: (Refer to Current List on the CSD Extranet) Collection Date:
Collection Address: (Refer to Current List on the CSD Extranet)
Test Panel requested: <Select> (5 and 10 Drug Panel testing)

Random Urine Test – During regular business hours only.
(Note: Authorization is good for 90 days and reauthorization requires RM approval.)
Client's Drug of Choice: <Select>
Collection Site: (Refer to Current List on the CSD Extranet)
Collection Address: (Refer to Current List on the CSD Extranet)
Test Panel requested: <Select> (5 and 10 Drug Panel testing)

Regarding Random Urine Drug Testing, the client is required to call (800) 804-9808 daily and listen for their color on the recording. If their color is announced, they should report to the referred collection site for observed drug testing between the hours of 8:00 a.m. to 5:00 p.m.

Court Ordered Testing: [ ] No [ ] Yes If yes, date of Minute Order:

Approval Signatures:
Supervisor's signature – required for all requests
Regional Manager's signature – required for all non-court ordered hair follicle testing, and reauthorizations of random urine drug testing.
Supervisor Signature X Signature Date
Regional Manager Signature X Signature Date



DISTRICT OFFICES REFERRAL FORM FOR MONTHLY REPORTING

Desert Region	
City	Zip Code
Indio	92201
Indio	92202
Indio	92203
Indian Wells	92210
Palm Desert	92211
Blythe	92225
Blythe	92226
Coachella	92236
Desert Center	92239
Desert Hot Springs	92241
La Quinta	92247
La Quinta	92248
La Quinta	92253
Mecca	92254
Palm Desert	92255
Palm Desert	92260
Palm Desert	92261
Thermal	92274

Metro Region	
City	Zip Code
Mira Loma	91752
Riverside	92501
Riverside	92502
Riverside	92503
Riverside	92504
Riverside	92506
Riverside	92507
Riverside	92508
Riverside	92509
Riverside	92513
Riverside	92514
Riverside	92515
Riverside	92516
Riverside	92517
Riverside	92519
Riverside (UCR)	92521
Riverside	92522

Southwest Region	
City	Zip Code
Fallbrook	92028
Aguanga	92536
Anza	92539
Hemet	92543
Hemet	92544
Hemet	92545
Hemet	92546
Idyllwild	92549
Mountain Center	92561
Murrieta	92562
Murrieta	92563
Murrieta	92564
San Jacinto	92581
San Jacinto	92582
San Jacinto	92583
Sun City/Romoland	92585
Temecula	92589
Temecula	92590
Temecula	92591
Temecula	92592
Temecula	92593
Winchester	92596
Colton	92324
Redlands	92373

Mid County Region	
City	Zip Code
Banning	92220
Beaumont	92223
Cabazon	92230
Cathedral City	92234
Cathedral City	92235
Desert Hot Springs	92240
North Palm Springs	92258
Palm Springs	92262
Palm Springs	92263
Palm Springs	92264
Rancho Mirage	92270
Thousand Palms	92276
White Water	92282
Palm Springs	92292
Calimesa	92320
Yucaipa	92399

Valley Region	
City	Zip Code
March Air Force Base	92518
Homeland	92548
Moreno Valley	92551
Moreno Valley	92552
Moreno Valley	92553
Moreno Valley	92554
Moreno Valley	92555
Moreno Valley	92556
Moreno Valley	92557
Nuevo	92567
Perris	92570
Perris	92571
Perris	92572
Menifee	92584
Sun City	92586
Sun City	92587
Perris	92599

West Corridor Region	
City	Zip Code
Riverside	92505
Lake Elsinore	92530
Lake Elsinore	92531
Lake Elsinore	92532
Wildomar	92595
Norco	92860
Corona	92877
Corona	92878
Corona	92879
Corona	92880
Corona	92881
Corona	92882
Corona	92883

**MOBILE COLLECTION TEST FORM**

**Exhibit C**

For the purpose of having a hair sample collected for any substance abuse analysis, as directed by Court Order or Administration order,

BEFORE ME: \_\_\_\_\_  
Witness

APPEARED: \_\_\_\_\_  
Participant Name Printed

AT FACILITY: \_\_\_\_\_  
Prison/Correctional Institution

ON: \_\_\_\_\_  
Date

**MOBILE COLLECTION REFUSAL TO TEST**

I certify, the above named participant refused to have hair samples collected for the purpose of substance abuse analysis.

Collectors Signature \_\_\_\_\_

Participant Signature- \*If participant refuses to sign, write "refused to sign." \_\_\_\_\_

Prison Official/Witness Signature \_\_\_\_\_

**MOBILE COLLECTION APPROVAL**

DPSS Office Liaison Name- to be Filled in by vendor upon approval \_\_\_\_\_

Approval Date \_\_\_\_\_

CS-02080

COUNTY OF RIVERSIDE  
DEPARTMENT OF PUBLIC SOCIAL SERVICES  
CONTRACTOR PAYMENT REQUEST

Exhibit D

To: Riverside County  
Department of Public Social Services  
Attn: Management Reporting Unit  
4060 County Circle Drive  
Riverside, CA 92503

From: \_\_\_\_\_  
Remit to Name  
250 N. Golden Circle, #210  
Address  
Riverside, CA 92705  
City State Zip Code  
CDT, Inc.  
Contractor Name  
CS-02080  
Contract Number

Total amount requested \_\_\_\_\_ for the period of \_\_\_\_\_ 20\_\_

Select Payment Type(s) Below:

- Advance Payment \$ \_\_\_\_\_ (if allowed by Contract/MOU)
- Actual Payment \$ \_\_\_\_\_ (Same amount as 2076B if needed)
- Unit of Service Payment \$ \_\_\_\_\_ # of Units X (\$) \_\_\_\_\_
- \_\_\_\_\_ # of Units X (\$) \_\_\_\_\_
- \_\_\_\_\_ # of Units X (\$) \_\_\_\_\_

Any questions regarding this request should be directed to: \_\_\_\_\_  
Name Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

\_\_\_\_\_  
Authorized Signature Title Date

**FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)**

Business Unit (5)	Purchase Order # (10)	Invoice #
Account (6)	Amount Authorized	
Fund (5)	If amount authorized is different from amount request, please explain:	
Dept ID (10)	_____	_____
Program (5)	Program (if applicable)	Date
Class (10)	Management Reporting Unit	Date
Project/Grant (15)	Contracts Administration Unit	Date
Vendor Code (10)	General Accounting Section	Date

DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include DPSS 2076A, 2076B (if required), invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of DPSS 2076A.  
[see method, time, and schedule/condition of payments].  
(Please type or print information on all DPSS Forms.)

DPSS 2076A  
CONTRACTOR PAYMENT REQUEST

"Remit to Name"  
The legal name of your agency.

"Address"  
The remit to address used when this contract was established for your agency. All address changes must be submitted for processing prior to use.

"Contractor Name"  
Business name, if different than legal name (if not leave blank).

"Contract Number"  
Can be found on the first page of your contract.

"Amount Requested"  
Fill in the total amount and billing period you are requesting payment for.

"Payment Type"  
Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

"Any questions regarding..."  
Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

"Authorized Signature, Title, and Date (Contractor's)  
Self-explanatory (required). Original Signature needed for payment.  
EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.