

809

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



**FROM:** Department of Public Health

**SUBMITTAL DATE:**  
August 19, 2013

**SUBJECT:** Ratify Agreement #13-20066 between the State of California Department of Public Health, Office of AIDS and the County of Riverside Department of Public Health for Ryan White Part B HIV Medical, Support Care, and Minority AIDS services; and ratify the agreement #14-027 with Desert AIDS Project for HIV Medical Support Services.

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

1. Ratify Agreement #13-20066 between the State of California Department of Public Health, Office of AIDS and the County of Riverside Department of Public Health, HIV/AIDS Program in the amount of \$705,784 for the period of July 1, 2013 to March 31, 2014; and
2. Approve the Sole Source agreement between the Department of Public Health, HIV/STD Branch and the Desert AIDS Project in the amount of \$90,000 for the performance period of July 1, 2013 through March 31, 2014.

**MOTIONS (Continued on Page 2)**

*Susan D. Harrington*  
Susan D. Harrington, Director  
Department of Public Health

VJB/aml/ys

|                       |                               |           |                         |       |
|-----------------------|-------------------------------|-----------|-------------------------|-------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost       | \$705,784 | In Current Year Budget: | YES   |
|                       | Current F.Y. Net County Cost: | \$ 0      | Budget Adjustment:      | NO    |
|                       | Annual Net County Cost:       | \$ 0      | For Fiscal Year:        | 13/14 |

|   |   |                          |
|---|---|--------------------------|
| <b>SOURCE OF FUNDS:</b> 100% funded by the State of California Department of Public Health, Office of AIDS. | <b>Positions To Be Deleted Per A-30</b> | <input type="checkbox"/> |
|   | <b>Requires 4/5 Vote</b>                | <input type="checkbox"/> |

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

*Debra Courmoyer*  
BY: Debra Courmoyer  
Debra Courmoyer

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

**Ayes:** Jeffries, Tavaglione, Stone, Benoit and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** September 24, 2013  
**xc:** Public Health, Purchasing

Kecia Harper-Ihem  
Clerk of the Board  
By: *Kecia Harper-Ihem*  
Deputy

3-45

Prev. Agn. Ref.:

ATTACHMENTS FILED

District: All | Agenda Number:

FORM APPROVED COUNTY COUNSEL  
BY: *Neal R. Kipnis*  
DATE: \_\_\_\_\_  
Neal R. Kipnis  
Departmental Concurrence

Purchasing: *Mark Seiler*  
Mark Seiler, Assistant Director

Policy  
 Policy  
 Consent  
 Consent

ip't Recomm.:  
if Exec. Ofc.:

**SUBJECT:** Ratify Agreement #13-20066 between the State of California Department of Public Health, Office of AIDS and the County of Riverside Department of Public Health for Ryan White Part B HIV Medical, Support Care, and Minority AIDS services; and ratify the agreement #14-027 with Desert AIDS Project for HIV Medical Support Services.

**RECOMMENDED MOTION: (CONTINUED)**

3. Authorize the Chairperson to sign five (5) originals of the Grant Agreement, CCC-307 Contractor Certification and Darfur Contracting Act Certification, five (5) originals of the Agreement with Desert AIDS Project on behalf of the County; and
4. Authorize the Purchasing Agent to sign subsequent amendments to the grant agreement #13-20066 and the Desert AIDS Project agreement #14-027, not to exceed the amount approved by the Board for the performance period of July 1, 2013 to March 31, 2014.

**BACKGROUND:**

The Department of Public Health, HIV/AIDS Program has received Ryan White Part B funds for HIV Services from the California Department of Public Health since 1984 for HIV Medical, Support Care, and Minority AIDS services. This Agreement represents a nine-month agreement with the California Department of Public Health. Staff and supplies are funded to provide the following services: HIV Care Program and Minority AIDS Initiative services.

The State of California Department of Public Health, Office of AIDS is in the process of moving Part B contracts to a Ryan White Calendar year which runs from April 1<sup>st</sup> through March 31<sup>st</sup> of each year.

Also attached is the Sole Source procurement for Desert AIDS Project. Desert AIDS Project is the only agency that has the capacity to offer the scope of services necessary to meet the contract requirements of the State Office of AIDS. Desert AIDS Project has provided HIV services for Riverside County's desert region since 1985. The organization has the capacity, facilities and experience required to optimize the provision of Medical Support Services in accordance with the contractual requirements of the State Office of AIDS.

**FINANCIAL DATA:** This Grant Agreement is in the amount of seven hundred and five thousand, seven hundred and eighty four dollars (\$705,784) for a nine-month contract period. Of this \$705,784, \$90,000 will be allocated to Desert AIDS Project for professional services.

Date: **July 29, 2013**

From: **Susan Harrington, Director of Public Health**

Department/Agency: **Department of Public Health/HIV/AIDS Program**

To: Board of Supervisors

Via: Purchasing Agent

Subject: **Sole Source Procurement**; Request that Desert AIDS Project provide HIV Medical Support Services for the Riverside County Department of Public Health HIV/AIDS Program.

The below information is provided in support of my Department request for approval of a sole source vendor. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

**Supply/Service being requested:** Authorization for Desert AIDS Project to provide HIV Medical Support Services for financially qualified people living with HIV Disease in Eastern Riverside County.

**Supplier being requested:** Desert AIDS Project

**Alternative suppliers that can or might be able to provide supply/service:** Desert AIDS Project is the only agency that has the capacity to offer the scope of services necessary to meet the contract requirements of the State Office of AIDS. Desert AIDS Project currently has over 2000 clients enrolled in services making it the largest provider of HIV services in Riverside County. Desert AIDS Project has been working with Riverside County's HIV/AIDS Program for twenty-three years. During that time, it has provided effective HIV Medical Case Management services that meet the specific goals and objectives of the State Office of AIDS. Desert AIDS Project also provides a range of client-centered services that result in a coordinated care plan which links clients to medical care, psychosocial, and other services in addition to Home and Community-Based Health Services. Desert AIDS Project has developed collaborative relationships with key stakeholders in the desert region of Riverside County and has extensive experience working with providers, community members and individuals living with HIV disease. Desert AIDS Project is highly regarded by the community as a leading resource in the fight against HIV disease.

**Extent of market search conducted:** Since their founding in 1984, Desert AIDS Project has grown to become the primary provider of direct medical and support services to uninsured/underinsured HIV-affected men, women, and children throughout the desert region. Desert AIDS Project is the only agency that has the capacity to offer the scope of services necessary to meet the contract requirements of the State Office of AIDS. Desert AIDS Project is already serving a large percentage of the financially qualified infected population which establishes DAP as the paramount vendor for these services. No other agency in the desert region can provide this service.

**Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Desert AIDS Project has provided HIV services for Riverside County's desert region since 1985. Desert AIDS Project has the organizational capacity, facilities

and experience required to optimize the provision of Medical Support Services in accordance with the contractual requirements of the State Office of AIDS. In addition, many individuals in need of HIV Medical Support Services are more willing to access HIV medical support services at DAP because it is well-known, community-based, and has an established history of credibility. Desert AIDS Project is serving over 90% of the eligible affected population which establishes them as the paramount vendor for these services. This agreement provides stability to the continuum of care for people with HIV infection.

**Reasons why my department requires these unique features and what benefit will accrue to the county:** HIV Medical Support Services are essential components of a comprehensive HIV care and prevention strategy within Riverside County. Some HIV infected patients need more extensive care which will be furnished by Desert AIDS Project within the individual's home, based on a written plan of care established by the case management team that will include appropriate health care professionals. HIV clients remaining in the care system are more likely to have an increased quality and quantity of life, a reduction of risk behaviors, and a reduced risk of spreading HIV to others.

**Price Reasonableness:** The rate this vendor is charging is consistent with community standards for the same service in the eastern area of the County and does not exceed the amount of \$90,000 which will be reimbursed to Riverside County by the State Office of AIDS to pay for HIV Medical Case Management and Home and Community-Based Health Services for a 9-month contract period. Based on this comparison, the cost for the services is deemed to be "fair and reasonable."

**Period of Performance:** From July 1, 2013-March 31, 2014.

**NOT TO EXCEED:** Ninety thousand, dollars (\$90,000).

**Does moving forward on this product or service further obligate the county to future similar contractual arrangements?** No, the county is not under any obligation for any future contractual arrangements with this purchase.

  
\_\_\_\_\_  
**Department Head Signature**

8/19/13  
\_\_\_\_\_  
**Date**

-----  
Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

  
\_\_\_\_\_  
**Purchasing Agent**

8-26-13

14-106

\_\_\_\_\_  
**Date**

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

809

|                     |                              |
|---------------------|------------------------------|
| REGISTRATION NUMBER | AGREEMENT NUMBER<br>13-20066 |
|---------------------|------------------------------|

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME (Also referred to as CDPH or the State)  
**California Department of Public Health**

CONTRACTOR'S NAME (Also referred to as Contractor)  
**County of Riverside**

2. The term of this Agreement is: **July 1, 2013** through **March 31, 2014**

3. The maximum amount of this Agreement is: **\$ 705,784**  
**Seven hundred five thousand, seven hundred eighty four dollars**

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this Agreement.

WHEN DOCUMENT IS FULLY EXECUTED RETURN

|  |  |                |
|--|--|----------------|
| Exhibit A – Scope of Work  | <b>CLERK'S COPY</b>                            | 20 pages       |
| Exhibit B – Budget Detail and Payment Provisions   | Riverside County Clerk of the Board, Stop 1010 | 3 pages        |
| Exhibit B, Attachment I – Budget (Year 1)  | Post Office Box 1147, Riverside, Ca 92502-1147 | 1 page         |
| Exhibit C * – General Terms and Conditions   | Thank you.                                     | <u>GTC 610</u> |
| Exhibit D (F) – Special Terms and Conditions (Attached hereto as part of this agreement) |  | 25 pages       |
| Exhibit E – Additional Provisions  |  | 2 pages        |
| Exhibit F – Contractor's Release   |  | 1 page         |
| Exhibit G – Travel Reimbursement Information   |  | 2 pages        |
| Exhibit H – HIPAA Business Associate Exhibit   |  | 11 pages       |
| Exhibit I – Contractor Equipment Purchased with CDPH Funds                               |  | 2 Pages        |
| Exhibit J – Inventory/Disposition of CDPH-Funded Equipment                               |  |                |

ATTEST:  
 KECIA HARPER-IHEM, Clerk  
 By *[Signature]*  
 DEPUTY

Items shown above with an Asterisk (\*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at <http://www.ols.dgs.ca.gov/Standard+Language>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)  
**County of Riverside**

BY (Authorized Signature) *[Signature]* DATE SIGNED (Do not type) **9/24/13**

PRINTED NAME AND TITLE OF PERSON SIGNING

**JOHN J. BENOIT CHAIRMAN, BOARD OF SUPERVISORS**

ADDRESS  
**P.O. Box 7600, Riverside, CA 92513-7600**

**STATE OF CALIFORNIA**

AGENCY NAME  
**California Department of Public Health**

BY (Authorized Signature) *[Signature]* DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING  
**Yolanda Murillo, Chief, Contracts Management Unit**

ADDRESS  
**1616 Capitol Avenue, Suite 74.317, MS 1802, PO Box 997377  
 Sacramento, CA 95899-7377**

**California Department of  
 General Services Use Only**

Exempt per: OOA Budget Act

SEP 24 2013 3:45

**Exhibit A**  
**HIV Care Program and Minority AIDS Initiative**  
**Scope of Work**

**I. Introduction**

**1. Mission Statement**

The goals of the California Department of Public Health, Office of AIDS (CDPH/OA) are: (1) to minimize new HIV infections; (2) to maximize the number of people with HIV infection who access appropriate care, treatment, support, and prevention services, and (3) reduce HIV/AIDS-related health disparities. The services required by the HIV Care Program (HCP) and Minority AIDS Initiative (MAI) Scope of Work (SOW) are consistent with, and are designed to support, these goals.

**2. Service Overview**

CDPH/OA utilizes federal Health Resources Services Administration (HRSA) funds to provide support for HIV/AIDS services in local areas. Federal HRSA funds include Part B and Minority AIDS Initiative funding. HIV care services are funded using a Single Allocation Model to consolidate HRSA program funds into a single Cooperative Agreement in each local health jurisdiction or service area.

Through this agreement, the Contractor agrees to administer (A) **HCP** and, if applicable, (B) **MAI Outreach and Treatment Education Services**.

- A. The Contractor agrees to administer HCP and to ensure the provision of the HIV care services as described in this SOW. The Contractor may provide direct client services exclusively or subcontract all or part of the client services. The Contractor ensures that, if all or parts of the client services are subcontracted to other client service providers, all services provided by the subcontracted agency will be in accordance with HCP.
- B. If funded, the Contractor agrees to administer the MAI outreach and treatment education services focused on providing access to, and engagement in, medical care for HIV-positive persons of color, including access to AIDS Drug Assistance Program (ADAP), Medi-Cal, or other appropriate program

**II. HIV Care Program**

**1. HCP Services**

The HIV medical and support care services must be provided under specific HRSA-defined service categories. For a listing of HRSA service category definitions, and the specific services included in each category, please refer to the HRSA website at [www.hab.hrsa.gov](http://www.hab.hrsa.gov). Additional information can be found in the *HCP and Budget Guidelines*.

CDPH/OA will not require local utilization of HRSA's "75 percent (Core services) / 25 percent (Support services)" requirement for prioritization of services.

**Exhibit A**  
**HIV Care Program and Minority AIDS Initiative**  
**Scope of Work**

HCP is a two-tiered approach to service prioritization and delivery and utilizes the HRSA-defined service categories, both the Core and Support service categories.

HCP prioritizes service provisions as follows:

**Tier One:** *Outpatient/Ambulatory Medical Care*, as defined by HRSA. Services include, but are not limited to, primary medical care, laboratory testing, medical history taking, health screening, and prescribing and managing medications. Contractors must ensure that Tier One medical services are provided for all population groups in their geographic region via all HIV/AIDS or other funding sources before allocating HCP funds to Tier Two services.

**Tier Two:** HRSA-defined Core and Support service categories that (1) assist with access to Tier One care, (2) support maintenance in Tier One care, and (3) reduce the risk of treatment failure and/or HIV transmission. HCP funds may be allocated for any Tier Two service only after Contractors have ensured and documented that Tier One services are adequately provided in their geographic region via all HIV/AIDS or other funding sources.

The following HRSA service categories are included in Tier Two of HCP:

- ▶ *Mental Health Services*
- ▶ *Medical Case Management Svcs*  
*(includes Treatment Adherence)*
- ▶ *Case Management (Non-Medical)*
- ▶ *Oral Health Care*
- ▶ *AIDS Pharmaceutical Assistance*
- ▶ *Substance Abuse Services -*  
*Outpatient and Residential*
- ▶ *Health Education/Risk Reduction*
- ▶ *Home Health Care*
- ▶ *Hospice Services*
- ▶ *Outreach Services*
- ▶ *Emergency Financial Assistance*
- ▶ *Food Bank/Home-Delivered*  
*Meals*
- ▶ *Housing Services*
- ▶ *Legal Services*
- ▶ *Treatment Adherence Counseling*
- ▶ *Health Insurance Premium and*  
*Cost Sharing Assistance*
- ▶ *Home- and Community-Based*  
*Health Services*
- ▶ *Linguistic Services*
- ▶ *Medical Transportation Services*
- ▶ *Psychosocial Support Services*
- ▶ *Medical Nutrition Therapy*
- ▶ *Early Intervention Services*
- ▶ *Referral for Health*  
*Care/Supportive Services*
- ▶ *Rehabilitation Services*
- ▶ *Respite Care*
- ▶ *Child Care Services*

**A. The Contractor shall:**

1. Provide comprehensive, ongoing medical services to individuals with HIV/AIDS. Services must be based on HRSA Core Services which include the HRSA service category, *Outpatient/Ambulatory Medical Care* or, if these services are not funded by HCP under Tier One, the Contractor must demonstrate and document the availability of primary medical care for HIV-infected persons within each population group in the service area.

**Exhibit A**  
**HIV Care Program and Minority AIDS Initiative**  
**Scope of Work**

2. Provide Tier Two services as necessary, and as funds permit, to ensure access to care, maintenance in care, and reduce the risk of treatment failure or HIV transmission.
3. Develop and implement a comprehensive system of care and support services that actively engages individuals who know their HIV status but are not accessing services, that reaches out to people who are HIV positive but unaware of their HIV status, and that is coordinated and integrated with other service delivery systems as appropriate.
4. Advisory and/or focus groups will meet at least **annually** to provide input to the Contractor on issues such as needs assessment, service delivery plans, and comprehensive planning. The Contractor shall maintain minutes and/or documentation of the advisory or focus group meetings.

The advisory and/or focus group, should be made up of representatives from state, federal, and local programs that provide health services and education and prevention services; non-profit and for-profit community-based agencies; staff from other key points of entry into medical care, who either provide services to individuals with HIV/AIDS, or who may have contact with HIV positive individuals who are not in care or not aware of their HIV status; individuals with HIV, and their advocates, etc. The advisory group provides information to the Contractor regarding health services delivery and the needs of individuals with HIV/AIDS living within the community.

5. Ensure the protection of the client's privacy and confidentiality at all times as required by California and federal laws (including, without limitation, Health and Safety Code sections 120980, 121022 and 121025). Contractor and its employees (and the employees of any subcontractor as well) who will have access to confidential public health information shall be required to sign confidentiality agreements each year prior to being given access to the confidential information, as required by Health and Safety Code section 121022(f) (See Exhibit \_\_ attached to this contract). In addition, federal law requires that individuals have a right of access, to inspect, and obtain a copy of their Protected Health Information (PHI) in a designated record set, for as long as the health information is maintained by a CDPH health plan, CDPH providers, or business associates. There are limited exceptions to an individual's right of access PHI (45 C.F. R. s 164.524).
6. Ensure that any subcontracted agencies have the organizational and administrative capabilities to support the program services and activities. The Contractor is responsible for quality assurance and utilization review activities for subcontracted HIV care services.



**Exhibit A**  
**HIV Care Program and Minority AIDS Initiative**  
**Scope of Work**

7. Ensure that any subcontracted agencies have appropriate facilities and resources, including an adequate physical plant and appropriate supplies and equipment available for the provision of services and practical support functions.
8. Develop and maintain working relationships, and coordinate an integrated system of service delivery, with entities who provide key points of entry into medical care, including but not limited to emergency rooms, substance abuse treatment programs, detoxification centers, adult and juvenile detention facilities, California Department of Corrections and Rehabilitation, Transitional Case Management Program (TCMP) for incarcerated populations, Sexually Transmitted Disease (STD) clinics, HIV counseling and testing sites, mental health programs, homeless shelters, health care points of entry specified by the State, federally qualified health centers, migrant health centers, community health centers, health services for the homeless, family planning grantees, comprehensive hemophilia diagnostic and treatment centers, and non-profit and for profit private entities that provide comprehensive primary care services to populations at risk for HIV. The coordinated, integrated system of care must be informed by HIV epidemiological data and other data sources and should include leveraged resources. The Contractor shall keep documentation of these working relationships.
9. Ensure case management services that link available community support services to appropriate specialized medical services shall be provided for individuals residing in rural areas as appropriate.
10. Ensure HIV care services will be provided in a setting that is accessible to low-income individuals with HIV disease. Facilities must also be accessible for hearing-, vision-, and mobility-impaired persons in accordance with the federal Americans with Disabilities Act (ADA).
11. Provide targeted prevention coordinated with all state and federal programs to low-income individuals with HIV disease and to inform such individuals of the services available under Ryan White Part B.
12. To the maximum extent practical, ensure that HIV-related health care and support services delivered pursuant to a program established with assistance provided under Ryan White Part B will be provided without regard to the ability of the individual to pay for such services and without regard to the current or past health condition of the individual with HIV disease.
13. Ensure services provided to women, infants, children, and youth are tracked and reported (see Data Collection, Exhibit E, Section 1, Additional Incorporated Exhibits).

**Exhibit A**  
**HIV Care Program and Minority AIDS Initiative**  
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14. Ensure that services provided under this contract are in accordance with the program policy guidance issued by Division of Service Systems (DSS), HIV/AIDS Bureau (HAB) (see [www.hab.hrsa.gov](http://www.hab.hrsa.gov)), CDPH/OA's *HCP and Budget Guidelines*.
15. Ensure the Ryan White HIV/AIDS Program funds do not comprise the majority of any subcontracted agency's total budget. Ryan White HIV/AIDS Program funds are intended to provide additional funding to those areas negatively affected by HIV disease and cannot be used to supplant local HIV-related budgets.
16. Ensure clients are eligible for Ryan White services in accordance with the program policy guidance issued by DSS, HAB (see [www.hab.hrsa.gov](http://www.hab.hrsa.gov)). Screening and reassessment of client eligibility must be completed and documented every 6 months to determine continued eligibility for Ryan White services.

Ensure that eligibility policies do not deem a Veteran living with HIV ineligible for Ryan White services due to eligibility for Department of Veterans Affairs (VA) health care benefits. Ensure policies and procedures classifying veterans receiving VA health benefits as uninsured, thus exempting these Veterans from the "Payer of Last Resort" requirement per Veterans Policy 07-07, Policy 04-01, and Parham Letter 08/04 (see [www.hab.hrsa.gov](http://www.hab.hrsa.gov)).

17. Ensure no more than ten percent (10%) of the allocation is used for non-direct service functions such as:
  - a. Routine contract administration and monitoring activities, including the preparation of applications for these funds, the receipt and disbursal of program funds, the development and establishment of reimbursement and accounting systems, the preparation of routine programmatic and financial reports, and compliance with contract conditions and audit requirements;
  - b. All activities associated with the Contractor's subcontract award procedures, including the development of request for proposals, contract proposal review activities, negotiation and awarding of subcontracts, grievance process, monitoring of subcontracts through telephone consultation or onsite visits, reporting on subcontracts and funding reallocation activities.
18. In addition, ensure that no more than ten percent (10%) of the allocation is used for all subcontracted agencies' non-direct service (administrative) functions without prior written consent from OA.

**Exhibit A**  
**HIV Care Program and Minority AIDS Initiative**  
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19. Conduct assessment of HIV/AIDS service needs for the geographic service area at least once every three years. Review and update the assessment annually, if needed. Ensure that no more than five percent (5%) of the allocation is utilized to plan, conduct, and evaluate the needs assessment process. Needs assessment activities may not be billed to CDPH/OA more than once during a three year contract period.
20. Ensure that client service providers who provide Medi-Cal reimbursable services are certified as providers for purposes of Medi-Cal billing (see [www.medi-cal.ca.gov](http://www.medi-cal.ca.gov)) and have the ability to bill other third-party payers for covered services.
21. Ensure that funds are payer of last resort by ensuring client service providers bill all other third-party payers, including Medi-Cal, before invoicing HCP.
22. Funded service providers should integrate, and work collaboratively, with other such services and coordinate with other available programs (including Medicaid), to ensure continuity of care and prevention of services of individuals with HIV is enhanced.
23. Ensure documentation of written referral relationships with entities considered key points of access to healthcare systems for the purpose of facilitating early intervention services for individuals diagnosed as being HIV positive.
  - a. Work with consortia, service providers, and individuals with HIV/AIDS to identify key points of entry.
  - b. Monitor the use of referral and linkage agreements by funded service providers.
24. Ensure funds are not used on prohibited activities (see [www.hrsa.hab.gov](http://www.hrsa.hab.gov)) and CDPH/OA's HCP and Budget Guidelines.
25. Prohibit employees from soliciting or receiving payment in kind or cash for the purchase, lease, ordering, or recommending the purchase, lease, or ordering, of any goods, facility services, or items.
  - a. Documentation is required by the Compliance Plan or employee conduct standards that prohibit employees from receiving payments in kind or cash from suppliers and contractors of goods or services.

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26. Ensure funds are not utilized to make payments for any item or service to the extent payment has been made, or can reasonably be expected to be made, with respect to that item or service:
  - a. Under any State compensation program, under an insurance policy, or under any Federal or State health benefits program; or
  - b. By an entity that provides health services on a prepaid basis.
27. Ensure funds are not used to:
  - a. Make cash payment to intended recipients of services;
  - b. Develop, promote, or advertise about HIV services that target the general public.
  - c. Generate broad scope awareness activities about HIV services that target the general public.
  - d. Pay costs associated with the creation, capitalization, or administration of a liability risk pool (other than those costs paid on behalf of individuals as part of premium contributions to existing liability risk pools), or to pay any amount expended by a State under Title XIX of the Social Security Act.
  - e. Pay for any item or service that can reasonably be expected to be paid under any State Compensation Program, insurance policy, or any Federal or State Health Benefits Program (except for programs related to Indian Health Service);
  - f. Pay for any item or service that can be paid by an entity providing health services on a prepaid basis;
  - g. For the development of materials, designed to promote or encourage, directly or indirectly, intravenous drug use or sexual activity;
  - h. Purchase or improve (other than minor remodeling) any building or other facility; or
  - i. Pay for automobile parts, repairs, or maintenance, pet care or supplies, funeral expenses, etc. (see [www.hab.hrsa.gov](http://www.hab.hrsa.gov)).
28. Ensure all approved subcontracted agency invoices are paid within 45 days of receipt.
29. Ensure no funds are carried over into subsequent contract years.

**Exhibit A**  
**HIV Care Program and Minority AIDS Initiative**  
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30. Ensure compliance with the federal HRSA Ryan White Program, CDPH/OA's *HCP and Budget Guidelines*, CDPH/OA Policy Letters, Management Memoranda, AIDS Regional Information and Evaluation System (ARIES) Policy Notices, and other program guidelines issued by CDPH/OA.
31. Administer Ryan White Part B funds appropriately, maintain records and invoices using standard accounting practices, coordinate federal and state data reporting, and arrange for fiscal audits.
32. Annually evaluate the cost-effectiveness of the mechanisms used to deliver comprehensive care.
33. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, the Contractor must clearly state the percentage of the total costs of the program or project which will be financed with Federal money, the dollar amount of Federal funds for the project or program, and percentage and a dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
34. Ensure Management Memoranda responses are accurate, complete and received on or before the required response date.
35. Ensure compliance with the following requirements regarding imposition of charges for services, for those providers who charge for services:
  - a. In the case of individuals with an income less than or equal to one hundred percent (100%) of federal poverty guidelines (FPG) (see [www.aspe.hhs.gov/poverty](http://www.aspe.hhs.gov/poverty)), the provider will not impose charges on any such individual for the provision of services under the contract;
  - b. In the case of individuals with an income greater than one hundred percent (100%) of the FPG, the provider:
    - i. Will impose charges on each such individual for the provision of such services and
    - ii. Will impose charges according to a schedule of charges that is made available to the public;

**Exhibit A**  
**HIV Care Program and Minority AIDS Initiative**  
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- c. In the case of individuals with an income between the FPG in Columns A and B (see table below), the provider will not, for any calendar year, impose charges exceeding the percentage in Column C of the client's annual gross income:

| Column A: Client's income is greater than | Column B: Client's income does not exceed | Column C: Charges are not to exceed     |
|---|---|---|
| 100% of FPG                               | 200% of FPG                               | 5% of the client's annual gross income  |
| 200% of FPG                               | 300% of FPG                               | 7% of the client's annual gross income  |
| 300% of FPG                               | --  | 10% of the client's annual gross income |

36. Cooperate with any Federal investigation regarding the Ryan White program funds.
37. Participate in any state-mandated meetings, trainings, WebEx conferences, Webinars, teleconferences, and/or other conferences to be determined.
38. Take steps to ensure people with limited English proficiency can meaningfully access health and social services. For detailed information on the specific responsibilities of Contractors regarding linguistic competence, see the Office of Civil Rights (OCR) website at: <http://www.hhs.gov/ocr/civilrights/resources/specialtopics/lep/policyguidance/cedocument.html>
39. Ensure compliance contract Anti-Kickback Statute conditions (42 USC 1320a 7b(b)). Processes and standards must be in place to avoid fraud, waste, and abuse (mismanagement) of Ryan White funds.
40. Ensure Ryan White Part B funding is only used to supplement and not supplant existing federal, state, or local funding for HIV testing, Health Insurance Premiums and cost sharing.

**B. Monitoring Activities**

The Contractor shall:

1. Conduct site visits and document/monitor the activities of subcontracted agencies to ensure contractual compliance not less than once every year. For all deficiencies cited in the contractor's monitoring report, develop a corrective plan, submit to the State for approval, and implement the plan.

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2. Provide any necessary assistance to the State in carrying out State monitoring activities and inspection rights for both contractors and subcontracted agencies, as provided in this agreement.
3. Make available to authorized State and/or federal representatives all records, materials, data information, and appropriate staff required for monitoring or inspection activities.
4. For all deficiencies cited in the State's monitoring report, develop a corrective plan, submit to the State for approval, and implement the plan. Provide the corrective plan to the State within 30 days of receipt of the monitoring report.

**C. Partner Services (PS)**

The Contractor shall ensure that client service providers:

1. Inform clients of the availability of PS. Client service providers may either offer PS directly through their agency or by referral to their designated local health programs.
2. Maintain documentation when PS is offered and the outcome (i.e., the number of partners to be notified by the client and/or by the health jurisdiction). Client service providers using ARIES should document these encounters on the Basic Medical screen. Client service providers not using ARIES should document these encounters in the client medical records.

**D. Reporting Requirements**

HCP Contractors are required to submit quarterly financial and narrative reports to OA. Financial Reports are to be submitted with the monthly / quarterly invoices. The HCP Quarterly Narrative Reports are due to OA according to the following schedule:

| <b>Reporting Period</b> | <b>Due dates</b> |
|-------------------------|------------------|
| July 1 – September 30   | November 15      |
| October 1 – December 31 | February 15      |
| January 1 – March 31    | May 15           |
| April 1 – June 30       | August 15        |

1. The quarterly HCP Financial Report tracks expenditures for the Contractor and any subcontracted agency for the quarter reported. The quarterly Financial Reports shall include the administrative costs of the Contractor and each subcontracted agency, amount of funds obligated to each subcontracted agency, total expended quarterly by each

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subcontracted agency, percentage expended for the quarter, and total number of unduplicated clients for the quarter reported.

2. The quarterly HCP Narrative Report is an opportunity for the Contractor to describe their HCP programs, services provided, progress and accomplishments, and to identify any technical assistance needs. The quarterly Narrative Reports shall include, for the quarter reported only, descriptions of the programs, services funded with HCP funds, any general accomplishments within the programs, issues or concerns with the programs and services funded in your county, and any technical assistance and/or training needs of the contractor and/or subcontracted agency.

Contractors may access the HCP Financial and Narrative Report formats at: <http://www.cdph.ca.gov/programs/aids/Pages/OACContractFY112.aspx>

**E. Data Collection**

The Contractor shall ensure that client service providers:

1. Collect the HCP minimum data set. The HCP minimum dataset includes data elements required by (a) HRSA to complete the Ryan White Program Service Report (RSR), selected HAB Quality Management (QM) indicators, and the Women, Infants, Children, and Youth Report, and (b) CDPH/OA for its development of estimates and reports (i.e., estimate of unmet need for HIV medical care, statewide epidemiologic profile, Statewide Coordinated Statement of Need) and to conduct program activities.
2. Directly enter data into ARIES within two weeks from a client's date of service. Client service providers may import data into ARIES from other data collection systems only if they obtain prior written approval from CDPH/OA; said providers may not use CDPH/OA funds to develop or maintain their import systems.
3. Electronically submit the RSR through HAB's RSR Web Application System. The RSR is comprised of two reports: (1) the Provider Report and (2) the Client Report which contains an XML file with their client-level data. Client service providers must submit their completed RSR to the RSR Web Application System by February 15 each year. The RSR reporting period is January 1 through December 31 of the previous year. Client service providers must check the RSR Web Application System until notified that their RSR has been successfully submitted to HRSA. Client service providers may be contacted by CDPH/OA to resolve any data quality problems (e.g., missing data) with their RSRs.



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- 4 Comply with the policies and procedures outlined in ARIES Policy Notices issued by the CDPH/OA (see [www.projectaries.org](http://www.projectaries.org)).

**F. Client Service Provider/Subcontracted Agency Reporting Requirements**

Comply with the State's timeline to submit to the State a list identifying the names and budget overview of all service provision and subcontracted agencies and total funds available to each Client Service Provider. OA's HIV Care Section will provide the required forms to complete the budget overview and all service provision information. These forms are located on the OA website. Please click on the link to access the current forms at <http://www.cdph.ca.gov/programs/aids/Pages/OAContractFY1112.aspx>

**G. Quality Management Program**

The Contractor shall:

1. Ensure all client service providers have a QM program in place. The QM program should fit within the framework of the client service providers' other programmatic quality assurance and quality improvement activities. Client service providers may use an existing QM program (e.g., Joint Commission on Accreditation of Healthcare Organizations, Medicaid) or develop their own program. Service providers may add additional program specific or other HAB indicators to their QM plan. The HAB QM Technical Assistance Manual can be accessed at <ftp://ftp.hrsa.gov/hab/QM2003.pdf>. HAB's performance measures Web page also contains a wealth of information, including more detailed descriptions of its performance measures and frequently asked questions (<http://hab.hrsa.gov/deliverhivaidscares/habperformmeasures.html>).
2. Incorporate selected indicators from Groups 1 and 2 of HAB's HIV/AIDS Core Clinical Performance Measures for Adults and Adolescents (also known as HAB QM indicators) into QM programs as CDPH/OA implements selected HAB QM indicators as part of its QM and monitoring program. Specific indicators will be identified and released by OA Management Memorandum. Contractors and subcontracted agencies can monitor their progress in meeting HAB QM indicators for Groups 1 and 2 by using the Compliance Reports in ARIES as appropriate.
3. Please refer to management memorandum 11-01 at <http://www.cdph.ca.gov/programs/aids/Pages/OAHCPMA/sp.aspx> for more information.

**H. Data Encryption**

The Contractor shall adhere to the HIPAA Business Associate Exhibit (Exhibit H). In addition to the procedures set forth in the Information Privacy and Security

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Requirements exhibit, Contractors must ensure that all mobile devices are equipped with encryption software, even if the Contractor or their subcontracted agencies do not store confidential information on the mobile devices.

**III. Minority AIDS Initiative (MAI)**

**1. MAI Services**

Minority AIDS Initiative (MAI) services must be targeted to HIV infected persons of color and must be planned and delivered in coordination with local HIV prevention outreach services to avoid duplication of effort. The goal of MAI is to increase access to, and engagement in, HIV/AIDS medical care for HIV-positive persons of color. This is achieved by providing outreach and treatment education services to HIV-infected persons of color who have never been in care, or who have been lost to care. For additional MAI information, please refer to the *MAI Budget Guidance*.

In accordance with HRSA guidance, OA has defined two MAI service categories, (1) outreach and (2) treatment education. Outreach and treatment education are the only allowable service categories for MAI funding. These service categories are designed to meet the needs of persons of color in order to ensure that minority clients can access, engage in, and remain in care; receive help in adhering to treatment; and be provided with education and support that will enable them to become active participants in their own health care and improve their overall quality of life. MAI outreach and treatment education services are defined as follows:

**Outreach** – Those activities typically performed by an outreach worker that results in: (1) Identifying HIV-infected persons of color who know their status but have never been in care or who have been lost to HIV medical care; (2) Removing barriers that have prevented access to HIV medical care, and (3) Establishing engagement in HIV medical care. Outreach services should be conducted at times and in places where there is a high probability that persons of color with HIV infection will be reached.

MAI outreach services do not include routine HIV counseling and testing or HIV prevention education. These services may be provided on a case-by-case basis for a specific MAI client only when the service is necessary to remove a barrier to care for that client.

**Treatment Education** - The provision of health education, treatment adherence and risk reduction information to HIV-infected persons of color who know their HIV status but are not accessing medical care or to HIV-infected persons of color who are lost to care. Information includes educating clients living with HIV about how to communicate with medical providers, the importance of treatment adherence, how to manage medication side effects, how to understand their laboratory results, how to improve their health status, how to reduce HIV transmission, and identify medical and psychosocial support services and counseling that are available locally.

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For designated county local health jurisdictions receiving additional HRSA funding specifically for MAI outreach and treatment education services to communities of color, the following services and standards must be adhered to:

1. The Contractor may provide direct client MAI services exclusively OR may subcontract all or part of the MAI outreach services. The Contractor must ensure if all or part of the MAI client services are subcontracted to other service providers, all services provided by the subcontractor will be in accordance with the MAI funding and reporting requirements.
2. The Contractor may employ MAI outreach staff or support other activities to identify HIV-infected persons of color who are out-of-care or lost-to-care and gradually engage them in appropriate HIV care and treatment services. Target populations are those out-of-care, HIV-infected persons of color who have been unable or unwilling to access services for HIV, despite an awareness of their positive serostatus. As a member of the HIV care program team, the outreach staff person will take actions to reduce or eliminate any cultural or other barriers that prevent access to and/or continued engagement in HIV care services. The Contractor must meet specific parameters to support the needs of this project. The parameters include the Contractor's ability to do the following:
  - a. It is strongly recommended that MAI outreach staff be culturally and linguistically competent "street-level" workers who reflect the communities they serve. Highly recommended is experience in two or three of the following areas: street-based outreach, HIV counseling and testing, health education or HIV case management.
  - b. MAI outreach staff are to take actions to reduce or eliminate any cultural or other barriers that prevent access to and/or continued engagement in care and treatment services. This individual links and supports the client in accessing suitable HIV care and treatment services.
  - c. In lieu of outreach positions, MAI funds can also support outreach/treatment education activities or interventions for HIV-infected persons of color, as determined at the local level and approved by OA.
  - d. Commit to submitting data in an accurate and timely fashion, including committing to full participation in any evaluation or research component.
  - e. Be able to commit the MAI outreach worker to participate in ongoing staff trainings including but not limited to, attendance at various state-mandated meetings, trainings, Webex/teleconferences or conferences as required.

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**A. The Contractor shall:**

1. Provide services that identify and engage HIV-infected persons of color who know their HIV status but are not accessing medical care, to reach out to persons of color who are HIV-infected but unaware of their HIV status, and/or to locate and reestablish access for HIV-infected persons of color who have been lost to care.
2. Work with existing community resources and entities that serve as key points of entry into medical care, including but not limited to emergency rooms, substance abuse treatment programs, TCMP for those individuals released from state correctional institutions, detoxification centers, adult and juvenile detention facilities, STD clinics, HIV counseling and testing sites, mental health programs, homeless shelters, Federal Qualified Health Centers, etc. to coordinate and integrate HIV care service delivery.
3. Ensure MAI outreach and treatment education services are planned and delivered in coordination with local HIV prevention outreach programs and other HIV services providers to avoid duplication of effort.
4. Ensure services are responsive to the needs of the clients in the service area, are sensitive to linguistic, ethnic, and cultural differences of the population(s) being served, and that services are linguistically and culturally appropriate. Services may not be denied due to immigration status, place of residence within California, current or prior health condition, or inability to pay.
5. Ensure MAI planning efforts are coordinated with all other local funding streams for HIV/AIDS to ensure that Ryan White HIV/AIDS program funds are the payer of last resort, maximize education and outreach efforts to link individuals to ADAP and other appropriate program, and reduce any duplication.
6. Ensure client eligibility and service provision under this contract are in accordance with the CDPH/OA's *MAI Policy Guidance*.
7. Ensure MAI clients have access to, and are enrolled in, ADAP, Medi-Cal, or other appropriate program(s) providing HIV medications.
8. Ensure HIV care services will be provided in a setting that is accessible to low-income individuals with HIV disease.
9. Ensure the protection of the client's privacy and confidentiality at all times. In addition, federal law requires that individuals have a right of access, to inspect, and obtain a copy of their PHI in a designated record set, for as long as the health information is maintained by a CDPH health plan, CDPH providers, or business associates. There are limited exceptions to an individual's right of access PHI (45 C.F.R. s 164.524).

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10. Ensure any subcontractors have the organizational and administrative capabilities to support the program services and activities. The Contractor is responsible for quality assurance and utilization review activities for subcontracted MAI services.
11. Ensure any subcontractors have appropriate facilities and resources, including an adequate physical plant and appropriate supplies and equipment available for the provision of services and practical support functions.
12. Ensure no more than ten percent (10%) of the allocation is used for non-direct service functions such as:
  - a. Routine contract administration and monitoring activities, including the preparation of applications for these funds, the receipt and disbursement of program funds, the development and establishment of reimbursement and accounting systems, the preparation of routine programmatic and financial reports, and compliance with contract conditions and audit requirements;
  - b. All activities associated with the Contractor's subcontract award procedures, including the development of request for proposals, contract proposal review activities, negotiation and awarding of subcontracts, grievance process, monitoring of subcontracts through telephone consultation or onsite visits, reporting on subcontracts and funding reallocation activities.
13. In addition, ensure that no more than ten percent (10%) of the allocation is used for all subcontractors' non-direct service (administrative) functions.
14. Ensure that funds are not utilized to make payments for any item or service to the extent that payment has been made, or can reasonably be expected to be made, with respect to that item or service:
  - a. Under any State compensation program, under an insurance policy, or under any Federal or State health benefits program; or
  - b. By an entity that provides health services on a prepaid basis.
15. Funded service providers should integrate, and work collaboratively, with other such services and coordinate with other available programs (including Medicaid), to ensure continuity of care and prevention of services of individuals with HIV is enhanced.
16. Ensure funds are not used on prohibited activities (see [www.hab.hrsa.gov](http://www.hab.hrsa.gov)) and CDPH/OA's HCP and Budget Guidelines.

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17. Prohibit employees from soliciting or receiving payment in-kind or cash for the purchase, lease, ordering, or recommending the purchase, lease, or ordering, of any goods, facility services, or items.
  - a. Documentation is required by the Compliance Plan or employee conduct standards that prohibit employees from receiving payments in kind or cash from suppliers and contractors of goods or services.
  
18. Ensure funds are not used to:
  - a. Purchase or improve any building or other facility, with the exception of minor repairs or remodeling approved in writing by the State;
  - b. Pay for automobile parts, repairs, or maintenance, pet care or supplies, funeral expenses, etc. (see [www.hab.hrsa.gov](http://www.hab.hrsa.gov)); or
  - c. Make cash payment to intended recipients of services.
  - d. Develop, promote, or advertise about HIV services that target the general public.
  - e. Generate broad scope awareness activities about HIV services that target the general public.
  - f. Pay costs associated with the creation, capitalization, or administration of a liability risk pool (other than those costs paid on behalf of individuals as part of premium contributions to existing liability risk pools), or to pay any amount expended by a State under Title XIX of the Social Security Act.
  - g. Pay for any item or service that can reasonably be expected to be paid under any State Compensation program, insurance policy, or any Federal or State Health Benefits Program (except for programs related to Indian Health Service);
  - h. Pay for any item or service that can be paid by an entity that provides health services on a prepaid basis;
  - i. For the development of materials, designed to promote or encourage, directly or indirectly, intravenous drug use or sexual activity;
  
19. Ensure all approved subcontractor invoices are paid by the Contractor within 45 days of receipt.

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20. Ensure funds are not carried over into subsequent contract years.
21. Ensure compliance with the federal HRSA Ryan White Program, CDPH/OA's *MAI Budget Guidance*, CDPH/OA Policy Letters, Management Memoranda, AIDS Regional Information and Evaluation System (ARIES) Policy Notices, and other program guidelines issued by CDPH/OA.
22. Cooperate with any Federal investigation regarding the Ryan White program funds.
23. Participate in any state-mandated meetings, trainings, WebEx conferences, teleconferences, and/or other conferences to be determined.
24. Administer MAI funds appropriately, maintain records and invoices using standard accounting practices, coordinate federal and state data reporting, and arrange for fiscal audits.
25. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, the Contractor shall clearly state the percentage of the total costs of the program or project which will be financed with Federal money, the dollar amount of Federal funds for the project or program, and percentage and a dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
26. Take steps to ensure that people with limited English proficiency can meaningfully access health and social services. For detailed information on the specific responsibilities of Contractors regarding linguistic competence, see the OCR website at: <http://www.hhs.gov/ocr/civilrights/resources/specialtopics/lep/policyguidancedocument.html>.
27. Ensure compliance contract Anti-Kickback Statute conditions (42 USC 1320a 7b(b)). Processes and standards must be in place to avoid fraud, waste, and abuse (mismanagement) of Ryan White funds.
28. Ensure Ryan White Part B MAI funding is only used to supplement and not supplant existing federal, state, or local funding for HIV testing, Health Insurance Premiums and cost sharing.

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**B. Monitoring Activities**

The Contractor shall:

1. Conduct site visits and document/monitor the activities of subcontracted agencies to ensure contractual compliance not less than once every year. For all deficiencies cited in the contractor's monitoring report, develop a corrective plan, submit it to the State for approval, and implement the plan.
2. Provide any necessary assistance to the State in carrying out State monitoring activities and inspection rights for both contractors and subcontracted agencies, as provided in this agreement.
3. Make available to authorized State and/or federal representatives all records, materials, data information, and appropriate staff required for monitoring or inspection activities.
4. For all deficiencies cited in the State's monitoring report, develop a corrective plan, submit it to the State for approval, and implement the plan. Provide the corrective plan to the State within 30 days of receipt of the monitoring report.

**C. Reporting Requirements**

Each MAI contractor is required to submit an MAI Quarterly Narrative Status Report. The MAI Quarterly Narrative Status reports are due to OA according to the following schedule:

| <b>REPORTING PERIODS</b>      | <b>DUE DATES</b> |
|-------------------------------|------------------|
| July 1 – September 30, 2011   | November 15      |
| October 1 – December 31, 2011 | February 15      |
| January 1 – March 31, 2012    | May 15           |
| April 1 – June 30, 2012       | August 15        |

The quarterly MAI Narrative Status Report is an opportunity for the Contractor to provide program accomplishments, successful outreach and/or treatment education strategies, challenges and lessons learned, problems or issues, and requests for training and technical assistance, in addition to reporting numbers of clients served and the types of services provided.

Contractors may access the Narrative Report format at: <http://www.cdph.ca.gov/programs/aids>. Each MAI contractor, on an annual or as needed basis, must comply with the State's timeline to submit to the State a list identifying the names and budget overview of all service providers and subcontracted agencies and total funds for service provision that are available to each. OA MAI will provide the required forms to complete the budget overview and all service provision information. These forms are located on the OA website.



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**D. Data Collection**

1. Until MAI reporting is incorporated into the State's ARIES data reporting system, Contractors receiving MAI funds for outreach and treatment education services must track and report activities manually. Both forms, *MAI Demographic Reporting Form* and *MAI Client Contact Reporting Form*, are to be submitted to OA on a monthly basis either via fax or email. These forms may be accessed via OA's website.
2. Ensure compliance with all CDPH/OA Policy Letters, Management Memoranda, ARIES Policy Notices, and other policies and procedures issued by CDPH/OA.

**E. Data Encryption**

The Contractor shall adhere to the HIPAA Business Associate Exhibit (Exhibit H). In addition to the procedures set forth in the Information Privacy and Security exhibit, Contractors must ensure that all mobile devices are equipped with encryption software, even if the Contractor or their subcontracted agencies do not store confidential information on the mobile devices.

**Exhibit B**  
**Budget Detail and Payment Provisions**

**1. Invoicing and Payment**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the attached budget.
- B. Invoices must include the Agreement Number and Program Name and must be submitted not more frequently than monthly in arrears. Each invoice for the quarter shall be submitted for payment no more than thirty (30) calendar days following the close of each quarter, unless an alternate deadline is agreed to in writing by the program contract manager. Direct all inquiries to:

Invoice Desk  
California Department of Public Health  
Office of AIDS  
MS 7700  
1616 Capitol Avenue, Suite 616  
P.O. Box 997426  
Sacramento, CA 95899-7426

C. Invoices shall:

- 1) Submit on Contractor letterhead and signed by an authorized representative, certifying that the expenditures claimed represent actual expenses for the service performed under this contract.
- 2) Identify contract agreement number.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this agreement. Subject to the terms of this agreement, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable in this agreement and approved by CDPH.

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**Exhibit B**  
**Budget Detail and Payment Provisions**

**4. Amounts Payable**

- A. The amounts payable under this agreement shall not exceed:
  - 1) \$ 705,784 for the budget period of 07/01/13 through 03/31/14
- B. Reimbursement shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are performed and/or goods are received.

**5. Timely Submission of Final Invoice**

- A. A final undisputed invoice shall be submitted for payment no more than sixty (60) calendar days following the expiration or termination date of this agreement, unless a later or alternate deadline is agreed to in writing by the program contract manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this agreement have ceased and that no further payments are due or outstanding. The State may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written State approval of an alternate final invoice submission deadline.
- B. The Contractor is hereby advised of its obligation to submit to the state, with the final invoice, a completed copy of the "**Contractor's Release (Exhibit F)**".

**6. Allowable Line Item Shifts**

- A. Subject to the prior review and approval of the State, line item shifts of up to fifteen percent (15%) of the annual contract total, not to exceed a maximum of one hundred thousand (\$100,000) annually are allowed, so long as the annual agreement total neither increases nor decreases.

The \$100,000 maximum limit shall be assessed annually and automatically adjusted by the State in accordance with cost-of-living indexes. Said adjustments shall not require a formal agreement amendment. The State shall annually inform the Contractor in writing of the adjusted maximum.

- B. Line item shifts meeting this criteria shall not require a formal agreement amendment.
- C. The Contractor shall adhere to State requirements regarding the process to follow in requesting approval to make line item shifts.
- D. Line item shifts may be proposed/requested by either the State or the Contractor.

**7. Expense Allowability / Fiscal Documentation**

- A. Invoices, received from the Contractor and accepted for payment by the State, shall not be deemed evidence of allowable agreement costs.
- B. Contractor shall maintain for review and audit and supply to CDPH upon request, adequate documentation of all expenses claimed pursuant to this agreement to permit a determination of expense allowability.

**Exhibit B**  
**Budget Detail and Payment Provisions**

- C. If the allowability of an expense cannot be determined by the State because invoice detail, fiscal records, or backup documentation is nonexistent or inadequate according to generally accepted accounting principles or practices, all questionable costs may be disallowed and payment may be withheld by the State. Upon receipt of adequate documentation supporting a disallowed or questionable expense, reimbursement may resume for the amount substantiated and deemed allowable.

**8. Recovery of Overpayments**

- A. Contractor agrees that claims based upon the terms of this agreement or an audit finding and/or an audit finding that is appealed and upheld, will be recovered by the State by one of the following options:
  - 1) Contractor's remittance to the State of the full amount of the audit exception within 30 days following the State's request for repayment;
  - 2) A repayment schedule which is agreeable to both the State and the Contractor.
- B. The State reserves the right to select which option, as indicated above in paragraph A, will be employed and the Contractor will be notified by the State in writing of the claim procedure to be utilized.
- C. Interest on the unpaid balance of the audit finding or debt will accrue at a rate equal to the monthly average of the rate received on investments in the Pooled Money Investment Fund commencing on the date that an audit or examination finding is mailed to the Contractor, beginning 30 days after Contractor's receipt of the State's demand for repayment.
- D. If the Contractor has filed a valid appeal regarding the report of audit findings, recovery of the overpayments will be deferred until a final administrative decision on the appeal has been reached. If the Contractor loses the final administrative appeal, Contractor shall repay, to the State, the over-claimed or disallowed expenses, plus accrued interest. Interest accrues from the Contractor's first receipt of State's notice requesting reimbursement of questioned audit costs or disallowed expenses.

**Exhibit B - Attachment I**  
**HIV Care Program**  
**Budget (Year 1)**  
July 1, 2013 through March 31, 2014

|   | <b>HCP<br/>Budget</b> | <b>MAI<br/>Budget</b> | <b>Total<br/>Budget</b> |
|---|-----------------------|-----------------------|-------------------------|
| A. PERSONNEL                                  | \$511,676             | \$23,870              | \$535,546               |
| B. OPERATING EXPENSES                         | \$17,050              | \$375                 | \$17,425                |
| C. CAPITAL EXPENDITURES                       | \$0                   | \$0                   | \$0                     |
| D. OTHER COSTS                                | \$130,500             | \$0                   | \$130,500               |
| E. INDIRECT COSTS<br>(Up to 15% of Personnel) | \$20,082              | \$2,231               | \$22,313                |
| <b>TOTAL BUDGET</b>                           | <b>\$679,308</b>      | <b>\$26,476</b>       | <b>\$705,784</b>        |

GTC 610

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS: Time is of the essence in this Agreement.

13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

a. The Government Code Chapter on Antitrust claims contains the following definitions:

1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.

2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.



17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)

b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

20. LOSS LEADER:

If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

### Special Terms and Conditions

*(For federally funded service contracts or agreements and grant agreements)*

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

The terms "contract", "Contractor" and "Subcontractor" shall also mean, "agreement", "grant", "grant agreement", "Grantee" and "Subgrantee" respectively.

The terms "California Department of Public Health" and "CDPH" shall have the same meaning and refer to the California State agency that is a party to this Agreement.

This exhibit contains provisions that require strict adherence to various contracting laws and policies. Some provisions herein are conditional and only apply if specified conditions exist (i.e., agreement total exceeds a certain amount, agreement is federally funded, etc.). The provisions herein apply to this Agreement unless the provisions are removed by reference on the face of this Agreement, the provisions are superseded by an alternate provision appearing elsewhere in this Agreement, or the applicable conditions do not exist.

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**1. Federal Equal Opportunity Requirements**

(Applicable to all federally funded agreements entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Contractor will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Contractor's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Contractor will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The Contractor will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Contractor's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- g. The Contractor will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Contractor becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by CDPH, the Contractor may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

## 2. Travel and Per Diem Reimbursement

(Applicable if travel and/or per diem expenses are reimbursed with agreement funds.)

Reimbursement for travel and per diem expenses from CDPH under this Agreement shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Personnel Administration (DPA), for nonrepresented state employees as stipulated in CDPH's Travel Reimbursement Information Exhibit. If the DPA rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. Exceptions to DPA rates may be approved by CDPH upon the submission of a statement by the Contractor indicating that such rates are not available to the Contractor. No travel outside the State of California shall be reimbursed without prior authorization from CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

## 3. Procurement Rules

(Applicable to all agreements in which equipment, property, commodities and/or supplies are furnished by CDPH or expenses for said items are reimbursed with state or federal funds.)

### a. Equipment definitions

Wherever the term equipment /property is used, the following definitions shall apply:

- (1) **Major equipment/property:** A tangible or intangible item having a base unit cost of **\$5,000 or more** with a life expectancy of one (1) year or more and is either furnished by CDPH or the cost is reimbursed through this Agreement. Software and videos are examples of intangible items that meet this definition.
  - (2) **Minor equipment/property:** A tangible item having a base unit cost of **less than \$5,000** with a life expectancy of one (1) year or more and is either furnished by CDPH or the cost is reimbursed through this Agreement.
- b. **Government and public entities** (including state colleges/universities and auxiliary organizations), whether acting as a contractor and/or subcontractor, may secure all commodities, supplies, equipment and services related to such purchases that are required in performance of this Agreement. Said procurements are subject to Paragraphs d through h of Provision 3. Paragraph c of Provision 3 shall also apply, if equipment purchases are delegated to subcontractors that are nonprofit organizations or commercial businesses.
  - c. **Nonprofit organizations and commercial businesses**, whether acting as a contractor and/or subcontractor, may secure commodities, supplies, equipment and services related to such purchases for performance under this Agreement.

- (1) Equipment purchases shall not exceed \$50,000 annually.

To secure equipment above the annual maximum limit of \$50,000, the Contractor shall make arrangements through the appropriate CDPH Program Contract Manager, to have all remaining equipment purchased through CDPH's Purchasing Unit. The cost of equipment purchased by or

through CDPH shall be deducted from the funds available in this Agreement. Contractor shall submit to the CDPH Program Contract Manager a list of equipment specifications for those items that the State must procure. The State may pay the vendor directly for such arranged equipment purchases and title to the equipment will remain with CDPH. The equipment will be delivered to the Contractor's address, as stated on the face of the Agreement, unless the Contractor notifies the CDPH Program Contract Manager, in writing, of an alternate delivery address.

- (2) All equipment purchases are subject to Paragraphs d through h of Provision 3. Paragraph b of Provision 3 shall also apply, if equipment purchases are delegated to subcontractors that are either a government or public entity.
- (3) Nonprofit organizations and commercial businesses, shall use a procurement system that meets the following standards:
  - (a) Maintain a code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in awarding procurement contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a procurement, or bid contract in which, to his or her knowledge, he or she has a financial interest.
  - (b) Procurements shall be conducted in a manner that provides, to the maximum extent practical, open, and free competition.
  - (c) Procurements shall be conducted in a manner that provides for all of the following:
    - [1] Avoid purchasing unnecessary or duplicate items.
    - [2] Equipment solicitations shall be based upon a clear and accurate description of the technical requirements of the goods to be procured.
    - [3] Take positive steps to utilize small and veteran owned businesses.
- d. Unless waived or otherwise stipulated in writing by CDPH, prior written authorization from the appropriate CDPH Program Contract Manager will be required before the Contractor will be reimbursed for any purchase of \$5,000 or more for commodities, supplies, equipment, and services related to such purchases. The Contractor must provide in its request for authorization all particulars necessary, as specified by CDPH, for evaluating the necessity or desirability of incurring such costs. The term "purchase" excludes the purchase of services from a subcontractor and public utility services at rates established for uniform applicability to the general public.
- e. In special circumstances, determined by CDPH (e.g., when CDPH has a need to monitor certain purchases, etc.), CDPH may require prior written authorization and/or the submission of paid vendor receipts for any purchase, regardless of dollar amount. CDPH reserves the right to either deny claims for reimbursement or to request repayment for any Contractor and/or subcontractor purchase that CDPH determines to be unnecessary in carrying out performance under this Agreement.
- f. The Contractor and/or subcontractor must maintain a copy or narrative description of the procurement system, guidelines, rules, or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor and/or subcontractor at any time.
- g. For all purchases, the Contractor and/or subcontractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit. Justifications supporting the absence of bidding (i.e., sole source purchases) shall also be maintained on file by the Contractor and/or subcontractor for inspection or audit.
- h. CDPH may, with cause (e.g., with reasonable suspicion of unnecessary purchases or use of inappropriate purchase practices, etc.), withhold, cancel, modify, or retract the delegated purchase authority granted under Paragraphs b and/or c of Provision 3 by giving the Contractor no less than 30 calendar days written notice.

#### 4. Equipment Ownership / Inventory / Disposition

(Applicable to agreements in which equipment and/or property is furnished by CDPH and/or when said items are purchased or reimbursed with state or federal funds.)

- a. Wherever the terms equipment and/or property are used in Provision 4, the definitions in Provision 3, Paragraph a, shall apply.

Unless otherwise stipulated in this Agreement, all equipment and/or property that are purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement shall be considered state equipment and the property of CDPH.

- (1) CDPH requires the reporting, tagging and annual inventoring of all equipment and/or property that is furnished by CDPH or purchased/reimbursed with funds provided through this Agreement.

Upon receipt of equipment and/or property, the Contractor shall report the receipt to the CDPH Program Contract Manager. To report the receipt of said items and to receive property tags, Contractor shall use a form or format designated by CDPH's Asset Management Unit. If the appropriate form (i.e., Contractor Equipment Purchased with CDPH Funds) does not accompany this Agreement, Contractor shall request a copy from the CDPH Program Contract Manager.

- (2) If the Contractor enters into an agreement with a term of more than twelve months, the Contractor shall submit an annual inventory of state equipment and/or property to the CDPH Program Contract Manager using a form or format designated by CDPH's Asset Management Unit. If an inventory report form (i.e., Inventory/Disposition of CDPH-Funded Equipment) does not accompany this Agreement, Contractor shall request a copy from the CDPH Program Contract Manager. Contractor shall:

- (a) Include in the inventory report, equipment and/or property in the Contractor's possession and/or in the possession of a subcontractor (including independent consultants).
- (b) Submit the inventory report to CDPH according to the instructions appearing on the inventory form or issued by the CDPH Program Contract Manager.
- (c) Contact the CDPH Program Contract Manager to learn how to remove, trade-in, sell, transfer or survey off, from the inventory report, expired equipment and/or property that is no longer wanted, usable or has passed its life expectancy. Instructions will be supplied by CDPH's Asset Management Unit.

- b. Title to state equipment and/or property shall not be affected by its incorporation or attachment to any property not owned by the State.

- c. Unless otherwise stipulated, CDPH shall be under no obligation to pay the cost of restoration, or rehabilitation of the Contractor's and/or Subcontractor's facility which may be affected by the removal of any state equipment and/or property.

- d. The Contractor and/or Subcontractor shall maintain and administer a sound business program for ensuring the proper use, maintenance, repair, protection, insurance and preservation of state equipment and/or property.

- (1) In administering this provision, CDPH may require the Contractor and/or Subcontractor to repair or replace, to CDPH's satisfaction, any damaged, lost or stolen state equipment and/or property. Contractor and/or Subcontractor shall immediately file a theft report with the appropriate police agency or the California Highway Patrol and Contractor shall promptly submit one copy of the theft report to the CDPH Program Contract Manager.

- e. Unless otherwise stipulated by the program funding this Agreement, equipment and/or property purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, shall only be used for performance of this Agreement or another CDPH agreement.

- f. Within sixty (60) calendar days prior to the termination or end of this Agreement, the Contractor shall provide a final inventory report of equipment and/or property to the CDPH Program Contract Manager and

shall, at that time, query CDPH as to the requirements, including the manner and method, of returning state equipment and/or property to CDPH. Final disposition of equipment and/or property shall be at CDPH expense and according to CDPH instructions. Equipment and/or property disposition instructions shall be issued by CDPH immediately after receipt of the final inventory report. At the termination or conclusion of this Agreement, CDPH may at its discretion, authorize the continued use of state equipment and/or property for performance of work under a different CDPH agreement.

**g. Motor Vehicles**

(Applicable only if motor vehicles are purchased/reimbursed with agreement funds or furnished by CDPH under this Agreement.)

- (1) If motor vehicles are purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, within thirty (30) calendar days prior to the termination or end of this Agreement, the Contractor and/or Subcontractor shall return such vehicles to CDPH and shall deliver all necessary documents of title or registration to enable the proper transfer of a marketable title to CDPH.
- (2) If motor vehicles are purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, the State of California shall be the legal owner of said motor vehicles and the Contractor shall be the registered owner. The Contractor and/or a subcontractor may only use said vehicles for performance and under the terms of this Agreement.
- (3) The Contractor and/or Subcontractor agree that all operators of motor vehicles, purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, shall hold a valid State of California driver's license. In the event that ten or more passengers are to be transported in any one vehicle, the operator shall also hold a State of California Class B driver's license.
- (4) If any motor vehicle is purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, the Contractor and/or Subcontractor, as applicable, shall provide, maintain, and certify that, at a minimum, the following type and amount of automobile liability insurance is in effect during the term of this Agreement or any extension period during which any vehicle remains in the Contractor's and/or Subcontractor's possession:

**Automobile Liability Insurance**

- (a) The Contractor, by signing this Agreement, hereby certifies that it possesses or will obtain automobile liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage combined. Said insurance must be obtained and made effective upon the delivery date of any motor vehicle, purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, to the Contractor and/or Subcontractor.
- (b) The Contractor and/or Subcontractor shall, as soon as practical, furnish a copy of the certificate of insurance to the CDPH Program Contract Manager. The certificate of insurance shall identify the CDPH contract or agreement number for which the insurance applies.
- (c) The Contractor and/or Subcontractor agree that bodily injury and property damage liability insurance, as required herein, shall remain in effect at all times during the term of this Agreement or until such time as the motor vehicle is returned to CDPH.
- (d) The Contractor and/or Subcontractor agree to provide, at least thirty (30) days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued coverage, as indicated herein, for not less than the remainder of the term of this Agreement, the term of any extension or continuation thereof, or for a period of not less than one (1) year.
- (e) The Contractor and/or Subcontractor, if not a self-insured government and/or public entity, must provide evidence, that any required certificates of insurance contain the following provisions:

[1] The insurer will not cancel the insured's coverage without giving thirty (30) calendar days prior

written notice to the State (California Department of Public Health (CDPH)).

- [2] The State of California, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for the State under this Agreement and any extension or continuation of this Agreement.
  - [3] The insurance carrier shall notify CDPH, in writing, of the Contractor's failure to pay premiums; its cancellation of such policies; or any other substantial change, including, but not limited to, the status, coverage, or scope of the required insurance. Such notices shall contain a reference to each agreement number for which the insurance was obtained.
- (f) The Contractor and/or Subcontractor is hereby advised that copies of certificates of insurance may be subject to review and approval by the Department of General Services (DGS), Office of Risk and Insurance Management. The Contractor shall be notified by CDPH, in writing, if this provision is applicable to this Agreement. If DGS approval of the certificate of insurance is required, the Contractor agrees that no work or services shall be performed prior to obtaining said approval.
- (g) In the event the Contractor and/or Subcontractor fails to keep insurance coverage, as required herein, in effect at all times during vehicle possession, CDPH may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

## 5. Subcontract Requirements

(Applicable to agreements under which services are to be performed by subcontractors including independent consultants.)

- a. Prior written authorization will be required before the Contractor enters into or is reimbursed for any subcontract for services costing \$5,000 or more. Except as indicated in Paragraph a(3) herein, when securing subcontracts for services costing \$5,000, the Contractor shall obtain at least three bids or justify a sole source award.
- (1) The Contractor must provide in its request for authorization, all information necessary for evaluating the necessity or desirability of incurring such cost.
  - (2) The State may identify the information needed to fulfill this requirement.
  - (3) Subcontracts performed by the following entities or for the service types listed below are exempt from the bidding and sole source justification requirements:
    - (a) A local governmental entity or the federal government,
    - (b) A State college or university from any State,
    - (c) A Joint Powers Authority,
    - (d) An auxiliary organization of a California State University or a California community college,
    - (e) A foundation organized to support the Board of Governors of the California Community Colleges,
    - (f) An auxiliary organization of the Student Aid Commission established under Education Code § 69522,
    - (g) Entities of any type that will provide subvention aid or direct services to the public,
    - (h) Entities and/or service types identified as exempt from advertising in State Contracting Manual 5.80. View this publication at the following Internet address:  
<http://www.ols.dgs.ca.gov/Contract+Manual/Chapters4through6.htm>.
    - (i) Entities whose name and budgeted costs have been submitted to CDPH in response to a competitive solicitation.
- b. CDPH reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Contractor to terminate subcontracts entered into in support of this Agreement.



- (1) Upon receipt of a written notice from CDPH requiring the substitution and/or termination of a subcontract, the Contractor shall take steps to ensure the completion of any work in progress and select a replacement, if applicable, within 30 calendar days, unless a longer period is agreed to by CDPH.
- c. Actual subcontracts (i.e., written agreement between the Contractor and a subcontractor) of \$5,000 or more are subject to the prior review and written approval of CDPH. CDPH may, at its discretion, elect to waive this right. All such waivers shall be confirmed in writing by CDPH.
- d. Contractor shall maintain a copy of each subcontract entered into in support of this Agreement and shall, upon request by CDPH, make copies available for approval, inspection, or audit.
- e. CDPH assumes no responsibility for the payment of subcontractors used in the performance of this Agreement. Contractor accepts sole responsibility for the payment of subcontractors used in the performance of this Agreement.
- f. The Contractor is responsible for all performance requirements under this Agreement even though performance may be carried out through a subcontract.
- g. The Contractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this Agreement.
- h. The Contractor agrees to include the following clause, relevant to record retention, in all subcontracts for services:

"(Subcontractor Name) agrees to maintain and preserve, until three years after termination of (Agreement Number) and final payment from CDPH to the Contractor, to permit CDPH or any duly authorized representative, to have access to, examine or audit any pertinent books, documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records."
- i. Unless otherwise stipulated in writing by CDPH, the Contractor shall be the subcontractor's sole point of contact for all matters related to performance and payment under this Agreement.
- j. Contractor shall, as applicable, advise all subcontractors of their obligations pursuant to the following numbered provisions of this Exhibit: 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 17, 19, 20, 24, and 31 or other numbered provisions herein that deemed applicable.

## 6. Income Restrictions

Unless otherwise stipulated in this Agreement, the Contractor agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Contractor under this Agreement shall be paid by the Contractor to CDPH, to the extent that they are properly allocable to costs for which the Contractor has been reimbursed by CDPH under this Agreement.

## 7. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Contractor and/or Subcontractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Contractor's and/or subcontractor's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Contractor agrees that CDPH, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this

Agreement. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).

- d. The Contractor and/or Subcontractor shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
  - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
  - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- e. The Contractor and/or Subcontractor shall comply with the above requirements and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Public Contract Code § 10115.10, if applicable.
- f. The Contractor and/or Subcontractor may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to microfilm, computer disk, CD ROM, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Contractor and/or Subcontractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers, etc.
- g. The Contractor shall, if applicable, comply with the Single Audit Act and the audit reporting requirements set forth in OMB Circular A-133.

## 8. Site Inspection

The State, through any authorized representatives, has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder including subcontract supported activities and the premises in which it is being performed. If any inspection or evaluation is made of the premises of the Contractor or Subcontractor, the Contractor shall provide and shall require Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the authorized representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

## 9. Federal Contract Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
- b. This agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

- d. CDPH has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

## 10. Intellectual Property Rights

### a. Ownership

- (1) Except where CDPH has agreed in a signed writing to accept a license, CDPH shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all Intellectual Property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement.
- (2) For the purposes of this Agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will and all other legal rights protecting intangible proprietary information as may exist now and/or here after come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.
  - (a) For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. Works does not include articles submitted to peer review or reference journals or independent research projects.
- (3) In the performance of this Agreement, Contractor will exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this Agreement. In addition, under this Agreement, Contractor may access and utilize certain of CDPH's Intellectual Property in existence prior to the effective date of this Agreement. Except as otherwise set forth herein, Contractor shall not use any of CDPH's Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of CDPH. **Except as otherwise set forth herein, neither the Contractor nor CDPH shall give any ownership interest in or rights to its Intellectual Property to the other Party.** If during the term of this Agreement, Contractor accesses any third-party Intellectual Property that is licensed to CDPH, Contractor agrees to abide by all license and confidentiality restrictions applicable to CDPH in the third-party's license agreement.
- (4) Contractor agrees to cooperate with CDPH in establishing or maintaining CDPH's exclusive rights in the Intellectual Property, and in assuring CDPH's sole rights against third parties with respect to the Intellectual Property. If the Contractor enters into any agreements or subcontracts with other parties in order to perform this Agreement, Contractor shall require the terms of the Agreement(s) to include all Intellectual Property provisions. Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to CDPH all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, Contractor or CDPH and which result directly or indirectly from this Agreement or any subcontract.
- (5) Contractor further agrees to assist and cooperate with CDPH in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce CDPH's Intellectual Property rights and interests.

### b. Retained Rights / License Rights

- (1) Except for Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement, Contractor shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this Agreement. Contractor hereby grants to CDPH, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose Contractor's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this Agreement, unless Contractor assigns all rights, title and interest in the Intellectual Property as set forth herein.
- (2) Nothing in this provision shall restrict, limit, or otherwise prevent Contractor from using any ideas, concepts, know-how, methodology or techniques related to its performance under this Agreement, provided that Contractor's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of CDPH or third party, or result in a breach or default of any provisions of this Exhibit or result in a breach of any provisions of law relating to confidentiality.

**c. Copyright**

- (1) Contractor agrees that for purposes of copyright law, all works [as defined in Paragraph a, subparagraph (2)(a) of this provision] of authorship made by or on behalf of Contractor in connection with Contractor's performance of this Agreement shall be deemed "works made for hire". Contractor further agrees that the work of each person utilized by Contractor in connection with the performance of this Agreement will be a "work made for hire," whether that person is an employee of Contractor or that person has entered into an agreement with Contractor to perform the work. Contractor shall enter into a written agreement with any such person that: (i) all work performed for Contractor shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to CDPH to any work product made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement.
- (2) All materials, including, but not limited to, visual works or text, reproduced or distributed pursuant to this Agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement, shall include CDPH's notice of copyright, which shall read in 3mm or larger typeface: "© [Enter Current Year e.g., 2007, etc.], Department of Public Health. This material may not be reproduced or disseminated without prior written permission from the Department of Public Health." This notice should be placed prominently on the materials and set apart from other matter on the page where it appears. Audio productions shall contain a similar audio notice of copyright.

**d. Patent Rights**

With respect to inventions made by Contractor in the performance of this Agreement, which did not result from research and development specifically included in the Agreement's scope of work, Contractor hereby grants to CDPH a license as described under Section b of this provision for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the Agreement's scope of work, then Contractor agrees to assign to CDPH, without additional compensation, all its right, title and interest in and to such inventions and to assist CDPH in securing United States and foreign patents with respect thereto.

**e. Third-Party Intellectual Property**

Except as provided herein, Contractor agrees that its performance of this Agreement shall not be dependent upon or include any Intellectual Property of Contractor or third party without first: (i) obtaining CDPH's prior written approval; and (ii) granting to or obtaining for CDPH, without additional compensation, a license, as described in Section b of this provision, for any of Contractor's or third-party's Intellectual Property in existence prior to the effective date of this Agreement. If such a license upon the these terms is unattainable, and CDPH determines that the Intellectual Property should be included in or is required for Contractor's performance of this Agreement, Contractor shall obtain a license under terms acceptable to CDPH.

**f. Warranties**

- (1) Contractor represents and warrants that:
  - (a) It is free to enter into and fully perform this Agreement.
  - (b) It has secured and will secure all rights and licenses necessary for its performance of this Agreement.
  - (c) Neither Contractor's performance of this Agreement, nor the exercise by either Party of the rights granted in this Agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There is currently no actual or threatened claim by any such third party based on an alleged violation of any such right by Contractor.
  - (d) Neither Contractor's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
  - (e) It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites, locations, property or props that may be used or shown.
  - (f) It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to CDPH in this Agreement.
  - (g) It has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
  - (h) It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Contractor's performance of this Agreement.
- (2) CDPH MAKES NO WARRANTY THAT THE INTELLECTUAL PROPERTY RESULTING FROM THIS AGREEMENT DOES NOT INFRINGE UPON ANY PATENT, TRADEMARK, COPYRIGHT OR THE LIKE, NOW EXISTING OR SUBSEQUENTLY ISSUED.

**g. Intellectual Property Indemnity**

- (1) Contractor shall indemnify, defend and hold harmless CDPH and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, ("Indemnitees") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim, action, or proceeding, commenced or threatened) to which any of the Indemnitees may be subject, whether or not Contractor is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Contractor pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of CDPH's use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that issued after the effective date of this Agreement. CDPH reserves the right to participate in and/or control, at Contractor's expense, any such infringement action brought against CDPH.

- (2) Should any Intellectual Property licensed by the Contractor to CDPH under this Agreement become the subject of an Intellectual Property infringement claim, Contractor will exercise its authority reasonably and in good faith to preserve CDPH's right to use the licensed Intellectual Property in accordance with this Agreement at no expense to CDPH. CDPH shall have the right to monitor and appear through its own counsel (at Contractor's expense) in any such claim or action. In the defense or settlement of the claim, Contractor may obtain the right for CDPH to continue using the licensed Intellectual Property; or, replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, CDPH shall be entitled to a refund of all monies paid under this Agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
- (3) Contractor agrees that damages alone would be inadequate to compensate CDPH for breach of any term of this Intellectual Property Exhibit by Contractor. Contractor acknowledges CDPH would suffer irreparable harm in the event of such breach and agrees CDPH shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

#### **h. Federal Funding**

In any agreement funded in whole or in part by the federal government, CDPH may acquire and maintain the Intellectual Property rights, title, and ownership, which results directly or indirectly from the Agreement; except as provided in 37 Code of Federal Regulations part 401.14; however, the federal government shall have a non-exclusive, nontransferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

#### **i. Survival**

The provisions set forth herein shall survive any termination or expiration of this Agreement or any project schedule.

### **11. Air or Water Pollution Requirements**

Any federally funded agreement and/or subcontract in excess of \$100,000 must comply with the following provisions unless said agreement is exempt under 40 CFR 15.5.

- a. Government contractors agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

### **12. Prior Approval of Training Seminars, Workshops or Conferences**

Contractor shall obtain prior CDPH approval of the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference conducted pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. This provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor or Subcontractor to conduct routine business matters.

### **13. Confidentiality of Information**

- a. The Contractor and its employees, agents, or subcontractors shall protect from unauthorized disclosure names and other identifying information concerning persons either receiving services pursuant to this Agreement or persons whose names or identifying information become available or are disclosed to the

Contractor, its employees, agents, or subcontractors as a result of services performed under this Agreement, except for statistical information not identifying any such person.

- b. The Contractor and its employees, agents, or subcontractors shall not use such identifying information for any purpose other than carrying out the Contractor's obligations under this Agreement.
- c. The Contractor and its employees, agents, or subcontractors shall promptly transmit to the CDPH Program Contract Manager all requests for disclosure of such identifying information not emanating from the client or person.
- d. The Contractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client, any such identifying information to anyone other than CDPH without prior written authorization from the CDPH Program Contract Manager, except if disclosure is required by State or Federal law.
- e. For purposes of this provision, identity shall include, but not be limited to name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.
- f. As deemed applicable by CDPH, this provision may be supplemented by additional terms and conditions covering personal health information (PHI) or personal, sensitive, and/or confidential information (PSCI). Said terms and conditions will be outlined in one or more exhibits that will either be attached to this Agreement or incorporated into this Agreement by reference.

#### 14. Documents, Publications and Written Reports

(Applicable to agreements over \$5,000 under which publications, written reports and documents are developed or produced. Government Code Section 7550.)

Any document, publication or written report (excluding progress reports, financial reports and normal contractual communications) prepared as a requirement of this Agreement shall contain, in a separate section preceding the main body of the document, the number and dollar amounts of all contracts or agreements and subcontracts relating to the preparation of such document or report, if the total cost for work by nonemployees of the State exceeds \$5,000.

#### 15. Dispute Resolution Process

- a. A Contractor grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Contractor and CDPH, the Contractor must seek resolution using the procedure outlined below.
  - (1) The Contractor should first informally discuss the problem with the CDPH Program Contract Manager. If the problem cannot be resolved informally, the Contractor shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Contractor. The Branch Chief shall respond in writing to the Contractor indicating the decision and reasons therefore. If the Contractor disagrees with the Branch Chief's decision, the Contractor may appeal to the second level.
  - (2) When appealing to the second level, the Contractor must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Contractor shall include with the appeal a copy of the Contractor's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Contractor to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Contractor within twenty (20) working days of receipt of the Contractor's second level appeal.

- b. If the Contractor wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Contractor shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- c. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- d. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Program Contract Manager.
- e. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Contractor shall be notified in writing by the CDPH Program Contract Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

#### 16. Financial and Compliance Audit Requirements

- a. The definitions used in this provision are contained in Section 38040 of the Health and Safety Code, which by this reference is made a part hereof.
- b. Direct service contract means a contract or agreement for services contained in local assistance or subvention programs or both (see Health and Safety [H&S] Code section 38020). Direct service contracts shall not include contracts, agreements, grants, or subventions to other governmental agencies or units of government nor contracts or agreements with regional centers or area agencies on aging (H&S Code section 38030).
- c. The Contractor, as indicated below, agrees to obtain one of the following audits:
  - (1) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives \$25,000 or more from any State agency under a direct service contract or agreement; the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit. Said audit shall be conducted according to Generally Accepted Auditing Standards. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
  - (2) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives less than \$25,000 per year from any State agency under a direct service contract or agreement, the Contractor agrees to obtain a biennial single, organization wide financial and compliance audit, unless there is evidence of fraud or other violation of state law in connection with this Agreement. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
  - (3) If the Contractor is a State or Local Government entity or Nonprofit organization (as defined by the Federal Office of Management and Budget [OMB] Circular A-133) and expends \$500,000 or more in Federal awards, the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit according to the requirements specified in OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations". An audit conducted pursuant to this provision will fulfill the audit requirements outlined in Paragraphs c(1) and c(2) above. The audit shall be completed by the end of the ninth month following the end of the audit period. The requirements of this provision apply if:
    - (a) The Contractor is a recipient expending Federal awards received directly from Federal awarding agencies, or



- (b) The Contractor is a subrecipient expending Federal awards received from a pass-through entity such as the State, County or community based organization.
- (4) If the Contractor submits to CDPH a report of an audit other than an OMB A-133 audit, the Contractor must also submit a certification indicating the Contractor has not expended \$500,000 or more in federal funds for the year covered by the audit report.
- d. Two copies of the audit report shall be delivered to the CDPH program funding this Agreement. The audit report must identify the Contractor's legal name and the number assigned to this Agreement. The audit report shall be due within 30 days after the completion of the audit. Upon receipt of said audit report, the CDPH Program Contract Manager shall forward the audit report to CDPH's Audits and Investigations Unit if the audit report was submitted under Section 16.c(3), unless the audit report is from a City, County, or Special District within the State of California whereby the report will be retained by the funding program.
- e. The cost of the audits described herein may be included in the funding for this Agreement up to the proportionate amount this Agreement represents of the Contractor's total revenue. The CDPH program funding this Agreement must provide advance written approval of the specific amount allowed for said audit expenses.
- f. The State or its authorized designee, including the Bureau of State Audits, is responsible for conducting agreement performance audits which are not financial and compliance audits. Performance audits are defined by Generally Accepted Government Auditing Standards.
- g. Nothing in this Agreement limits the State's responsibility or authority to enforce State law or regulations, procedures, or reporting requirements arising thereto.
- h. Nothing in this provision limits the authority of the State to make audits of this Agreement, provided however, that if independent audits arranged for by the Contractor meet Generally Accepted Governmental Auditing Standards, the State shall rely on those audits and any additional audit work and shall build upon the work already done.
- i. The State may, at its option, direct its own auditors to perform either of the audits described above. The Contractor will be given advance written notification, if the State chooses to exercise its option to perform said audits.
- j. The Contractor shall include a clause in any agreement the Contractor enters into with the audit firm doing the single organization wide audit to provide access by the State or Federal Government to the working papers of the independent auditor who prepares the single organization wide audit for the Contractor.
- k. Federal or state auditors shall have "expanded scope auditing" authority to conduct specific program audits during the same period in which a single organization wide audit is being performed, but the audit report has not been issued. The federal or state auditors shall review and have access to the current audit work being conducted and will not apply any testing or review procedures which have not been satisfied by previous audit work that has been completed.

The term "expanded scope auditing" is applied and defined in the U.S. General Accounting Office (GAO) issued Standards for *Audit of Government Organizations, Programs, Activities and Functions*, better known as the "yellow book".

#### 17. Human Subjects Use Requirements

(Applicable only to federally funded agreements/grants in which performance, directly or through a subcontract/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Contractor agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

**18. Novation Requirements**

If the Contractor proposes any novation agreement, CDPH shall act upon the proposal within 60 days after receipt of the written proposal. CDPH may review and consider the proposal, consult and negotiate with the Contractor, and accept or reject all or part of the proposal. Acceptance or rejection of the proposal may be made orally within the 60-day period and confirmed in writing within five days of said decision. Upon written acceptance of the proposal, CDPH will initiate an amendment to this Agreement to formally implement the approved proposal.

**19. Debarment and Suspension Certification**

(Applicable to all agreements funded in part or whole with federal funds.)

- a. By signing this Agreement, the Contractor/Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Agreement, the Contractor certifies to the best of its knowledge and belief, that it and its principals:
  - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
  - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
  - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
  - (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
  - (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation to the CDPH Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
- e. If the Contractor knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

**20. Smoke-Free Workplace Certification**

(Applicable to federally funded agreements/grants and subcontracts/subawards, that provide health, day care, early childhood development services, education or library services to children under 18 directly or through local governments.)

- a. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be

permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.

- b. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible party.
- c. By signing this Agreement, Contractor or Grantee certifies that it will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The prohibitions herein are effective December 26, 1994.
- d. Contractor or Grantee further agrees that it will insert this certification into any subawards (subcontracts or subgrants) entered into that provide for children's services as described in the Act.

#### 21. Covenant Against Contingent Fees

(Applicable only to federally funded agreements.)

The Contractor warrants that no person or selling agency has been employed or retained to solicit/secure this Agreement upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Contractor for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Agreement without liability or in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

#### 22. Payment Withholds

(Applicable only if a final report is required by this Agreement. Not applicable to government entities.)

Unless waived or otherwise stipulated in this Agreement, CDPH may, at its discretion, withhold 10 percent (10%) of the face amount of the Agreement, 50 percent (50%) of the final invoice, or \$3,000 whichever is greater, until CDPH receives a final report that meets the terms, conditions and/or scope of work requirements of this Agreement.

#### 23. Performance Evaluation

(Not applicable to grant agreements.)

CDPH may, at its discretion, evaluate the performance of the Contractor at the conclusion of this Agreement. If performance is evaluated, the evaluation shall not be a public record and shall remain on file with CDPH. Negative performance evaluations may be considered by CDPH prior to making future contract awards.

#### 24. Officials Not to Benefit

No members of or delegate of Congress or the State Legislature shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom. This provision shall not be construed to extend to this Agreement if made with a corporation for its general benefits.

#### 25. Four-Digit Date Compliance

(Applicable to agreements in which Information Technology (IT) services are provided to CDPH or if IT equipment is procured.)

Contractor warrants that it will provide only Four-Digit Date Compliant (as defined below) Deliverables and/or services to the State. "Four Digit Date compliant" Deliverables and services can accurately process, calculate, compare, and sequence date data, including without limitation date data arising out of or relating to leap years and changes in centuries. This warranty and representation is subject to the warranty terms and conditions of this Contract and does not limit the generality of warranty obligations set forth elsewhere herein.

## 26. Prohibited Use of State Funds for Software

(Applicable to agreements in which computer software is used in performance of the work.)

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

## 27. Use of Small, Minority Owned and Women's Businesses

(Applicable to that portion of an agreement that is federally funded and entered into with institutions of higher education, hospitals, nonprofit organizations or commercial businesses.)

Positive efforts shall be made to use small businesses, minority-owned firms and women's business enterprises, whenever possible (i.e., procurement of goods and/or services). Contractors shall take all of the following steps to further this goal.

- (1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- (2) Make information on forthcoming purchasing and contracting opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- (3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- (4) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
- (5) Use the services and assistance, as appropriate, of such organizations as the Federal Small Business Administration and the U.S. Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

## 28. Alien Ineligibility Certification

(Applicable to sole proprietors entering federally funded agreements.)

By signing this Agreement, the Contractor certifies that he/she is not an alien that is ineligible for state and local benefits, as defined in Subtitle B of the Personal Responsibility and Work Opportunity Act. (8 U.S.C. 1601, et seq.)

## 29. Union Organizing

(Applicable only to grant agreements.)

Grantee, by signing this Agreement, hereby acknowledges the applicability of Government Code Sections 16645 through 16649 to this Agreement. Furthermore, Grantee, by signing this Agreement, hereby certifies that:

- a. No state funds disbursed by this grant will be used to assist, promote or deter union organizing.
- b. Grantee shall account for state funds disbursed for a specific expenditure by this grant, to show those funds were allocated to that expenditure.

- c. Grantee shall, where state funds are not designated as described in b herein, allocate, on a pro-rata basis, all disbursements that support the grant program.
- d. If Grantee makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no state funds were used for those expenditures, and that Grantee shall provide those records to the Attorney General upon request.

### 30. Contract Uniformity (Fringe Benefit Allowability)

(Applicable only to nonprofit organizations.)

Pursuant to the provisions of Article 7 (commencing with Section 100525) of Chapter 3 of Part 1 of Division 101 of the Health and Safety Code, CDPH sets forth the following policies, procedures, and guidelines regarding the reimbursement of fringe benefits.

- a. As used herein fringe benefits shall mean an employment benefit given by one's employer to an employee in addition to one's regular or normal wages or salary.
- b. As used herein, fringe benefits do not include:
  - (1) Compensation for personal services paid currently or accrued by the Contractor for services of employees rendered during the term of this Agreement, which is identified as regular or normal salaries and wages, annual leave, vacation, sick leave, holidays, jury duty and/or military leave/training.
  - (2) Director's and executive committee member's fees.
  - (3) Incentive awards and/or bonus incentive pay.
  - (4) Allowances for off-site pay.
  - (5) Location allowances.
  - (6) Hardship pay.
  - (7) Cost-of-living differentials
- c. Specific allowable fringe benefits include:
  - (1) Fringe benefits in the form of employer contributions for the employer's portion of payroll taxes (i.e., FICA, SUI, SDI), employee health plans (i.e., health, dental and vision), unemployment insurance, worker's compensation insurance, and the employer's share of pension/retirement plans, provided they are granted in accordance with established written organization policies and meet all legal and Internal Revenue Service requirements.
- d. To be an allowable fringe benefit, the cost must meet the following criteria:
  - (1) Be necessary and reasonable for the performance of the Agreement.
  - (2) Be determined in accordance with generally accepted accounting principles.
  - (3) Be consistent with policies that apply uniformly to all activities of the Contractor.
- e. Contractor agrees that all fringe benefits shall be at actual cost.
- f. Earned/Accrued Compensation
  - (1) Compensation for vacation, sick leave and holidays is limited to that amount earned/accrued within the agreement term. Unused vacation, sick leave and holidays earned from periods prior to the agreement term cannot be claimed as allowable costs. See Provision f (3)(a) for an example.
  - (2) For multiple year agreements, vacation and sick leave compensation, which is earned/accrued but not paid, due to employee(s) not taking time off may be carried over and claimed within the overall term of the multiple years of the Agreement. Holidays cannot be carried over from one agreement year to the next. See Provision f (3)(b) for an example.
  - (3) For single year agreements, vacation, sick leave and holiday compensation that is earned/accrued but not paid, due to employee(s) not taking time off within the term of the Agreement, cannot be claimed as an allowable cost. See Provision f (3)(c) for an example.

(a) **Example No. 1:**

If an employee, John Doe, earns/accrues three weeks of vacation and twelve days of sick leave each year, then that is the maximum amount that may be claimed during a one year agreement. If John Doe has five weeks of vacation and eighteen days of sick leave at the beginning of an agreement, the Contractor during a one-year budget period may only claim up to three weeks of vacation and twelve days of sick leave as actually used by the employee. Amounts earned/accrued in periods prior to the beginning of the Agreement are not an allowable cost.

(b) **Example No. 2:**

If during a three-year (multiple year) agreement, John Doe does not use his three weeks of vacation in year one, or his three weeks in year two, but he does actually use nine weeks in year three; the Contractor would be allowed to claim all nine weeks paid for in year three. The total compensation over the three-year period cannot exceed 156 weeks (3 x 52 weeks).

(c) **Example No. 3:**

If during a single year agreement, John Doe works fifty weeks and used one week of vacation and one week of sick leave and all fifty-two weeks have been billed to CDPH, the remaining unused two weeks of vacation and seven days of sick leave may not be claimed as an allowable cost.

### 31. Lobbying Restrictions and Disclosure Certification

(Applicable to federally funded agreements in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a contract or agreement, subcontract, grant, or subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a contract, or grant or any extension or amendment of that contract, or grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
  - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
  - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
  - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a contract or agreement, subcontract, grant or subgrant exceeding \$100,000 at any tier under a contract or agreement, or grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

## b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

32. **Additional Restrictions**

(Applicable to all contracts funded in whole or in part with funding from the federal Departments of Labor, Health and Human Services (including CDC funding), or Education.)

Contractor shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

"SEC. 503.(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control."

STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Contractor \_\_\_\_\_  
Contract / Grant Number \_\_\_\_\_  
Date \_\_\_\_\_

**JOHN J. BENOIT**  
Printed Name of Person Signing for Contractor  
*John J. Benoit*  
Signature of Person Signing for Contractor  
**CHAIRMAN, BOARD OF SUPERVISORS**  
Title  
DATE: 01/14/12

After execution by or on behalf of Contractor, please return to:

California Department of Public Health

ATTEST:  
KECIA HARPER-IHEM, Clerk  
By *Kecia Harper-Ihem*  
DEPUTY

FORM APPROVED COUNTY COUNCIL  
BY: NEAL R. KIPNIS

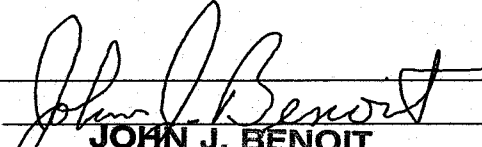
CDPH reserves the right to notify the contractor in writing of an alternate submission address.

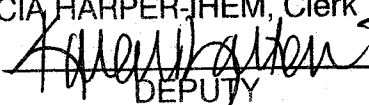


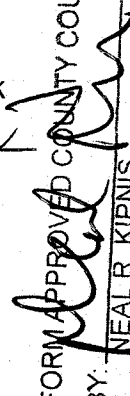
**CERTIFICATION REGARDING LOBBYING**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

Approved by OMB  
0348-0046

|   |   |   |
|---|---|---|
| <p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract<br/> <input type="checkbox"/> b. grant<br/> <input type="checkbox"/> c. cooperative agreement<br/> <input type="checkbox"/> d. loan<br/> <input type="checkbox"/> e. loan guarantee<br/> <input type="checkbox"/> f. loan insurance</p>   | <p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application<br/> <input type="checkbox"/> b. initial award<br/> <input type="checkbox"/> c. post-award</p>   | <p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing<br/> <input type="checkbox"/> b. material change</p> <p>For Material Change Only:<br/>         Year ____ quarter ____<br/>         date of last report ____.</p> |
| <p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee<br/>         Tier ____, if known:</p> <p>Congressional District, If known: _____</p>  | <p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, If known: _____</p>   |   |
| <p>6. Federal Department/Agency</p>   | <p>7. Federal Program Name/Description:</p> <p>CDFA Number, if applicable: _____</p>  |   |
| <p>8. Federal Action Number, if known:</p>  | <p>9. Award Amount, if known:</p> <p>\$ _____</p>   |   |
| <p>10.a. Name and Address of Lobbying Registrant<br/>(If individual, last name, first name, MI):</p>  | <p>b. Individuals Performing Services (including address if different from 10a.<br/>(Last name, First name, MI):</p>  |   |
| <p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.</p> | <p>Signature: <br/>         Print Name: <b>JOHN J. BENOIT</b><br/>         Title: <b>CHAIRMAN, BOARD OF SUPERVISORS</b><br/>         Telephone No.: _____ Date: 9/24/13</p> |   |
| <p><b>Federal Use Only</b></p>  |   | <p>Authorized for Local Reproduction<br/>         Standard Form-LLL (Rev. 7-97)</p>   |

ATTEST:  
 KECIA HARPER-IHEM, Clerk  
 By   
 DEPUTY

FORM APPROVED COUNTY COUNSEL  
 BY:   
 NEAL R. KIPNIS  
 DATE

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**Exhibit E**  
Additional Provisions

**1. Additional Incorporated Exhibits**

The following documents and any subsequent updates are not attached, but are incorporated herein and made a part hereof by this reference. These documents may be updated periodically by CDPH, as required by program directives. CDPH shall provide the Contractor with copies of said documents and any periodic updates thereto, under separate cover. CDPH will maintain on file, all documents referenced herein and any subsequent updates.

- HIV Care Program Budget Detail – Year 1

**2. Cancellation / Termination**

This agreement may be cancelled by CDPH or Contractor **without cause** upon 30 calendar days advance written notice to the other party.

- CDPH reserves the right to cancel or terminate this agreement immediately for cause. The Contractor may submit a written request to terminate this agreement only if CDPH substantially fails to perform its responsibilities as provided herein.
- The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of this agreement.
- Agreement termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Contractor. The notice shall stipulate any final performance, invoicing or payment requirements.
- Upon receipt of a notice of termination or cancellation, the Contractor shall take immediate steps to stop performance and to cancel or reduce subsequent agreement costs.
- In the event of early termination or cancellation, the Contractor shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this agreement.

**3. Avoidance of Conflicts of Interest by Contractor**

- CDPH intends to avoid any real or apparent conflict of interest on the part of the Contractor, subcontractors, or employees, officers and directors of the Contractor or subcontractors. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Contractor to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- Conflicts of interest include, but are not limited to:
  - 1) An instance where the Contractor or any of its subcontractors, or any employee, officer, or director of the Contractor or any subcontractor has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the contract would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the contract.

**Exhibit E**  
Additional Provisions

- 2) An instance where the Contractor's or any subcontractor's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Contractor will be given an opportunity to submit additional information or to resolve the conflict. A Contractor with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the contract. CDPH may, at its discretion upon receipt of a written request from the Contractor, authorize an extension of the timeline indicated herein.

**4. Insurance Requirements**

Contractor shall comply with the following insurance requirements:

**A. Commercial General Liability**

The Contractor must furnish to CDPH a certificate of insurance stating that commercial general liability insurance of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined is presently in effect for the Contractor. The commercial general liability insurance policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured agreement. The commercial general liability insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability.

**B. The certificate of insurance must identify the agreement number for which the certificate of insurance applies and include the following provisions:**

- 1) The insurer will not cancel the insured's coverage without giving 30 days prior written notice to the California Department of Public Health, and
- 2) The State of California, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for the State of California under this agreement.

**C. The Contractor agrees that the insurance required herein will remain in effect at all times during the term of the agreement. In the event said insurance coverage expires at any time or times during the term of this agreement, the Contractor agrees to provide, at least 30 calendar days before said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the agreement or for a period of not less than one year. CDPH may, in addition to any other remedies it may have, terminate this agreement on the occurrence of such event.**

**D. CDPH will not be responsible for any premiums, deductibles, or assessments on the insurance policy.**

### Contractor's Release

#### Instructions to Contractor:

With final invoice(s) submit one (1) original and one (1) copy. The original must bear the original signature of a person authorized to bind the Contractor. The additional copy may bear photocopied signatures.

#### Submission of Final Invoice

Pursuant to contract number 13-20066 entered into between the State of California Department of Public Health (CDPH) and the Contractor (identified below), the Contractor does acknowledge that final payment has been requested via invoice number(s) \_\_\_\_\_, in the amount(s) of \$ \_\_\_\_\_ and dated \_\_\_\_\_. If necessary, enter "See Attached" in the appropriate blocks and attach a list of invoice numbers, dollar amounts and invoice dates.

#### Release of all Obligations

By signing this form, and upon receipt of the amount specified in the invoice number(s) referenced above, the Contractor does hereby release and discharge the State, its officers, agents and employees of and from any and all liabilities, obligations, claims, and demands whatsoever arising from the above referenced contract.

#### Repayments Due to Audit Exceptions / Record Retention

By signing this form, Contractor acknowledges that expenses authorized for reimbursement does not guarantee final allowability of said expenses. Contractor agrees that the amount of any sustained audit exceptions resulting from any subsequent audit made after final payment will be refunded to the State.

All expense and accounting records related to the above referenced contract must be maintained for audit purposes for no less than three years beyond the date of final payment, unless a longer term is stated in said contract.

#### Recycled Product Use Certification

By signing this form, Contractor certifies under penalty of perjury that a minimum of 0% unless otherwise specified in writing of post consumer material, as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether it meets the requirements of Public Contract Code Section 12209. Contractor specifies that printer or duplication cartridges offered or sold to the State comply with the requirements of Section 12156(e).

#### Reminder to Return State Equipment/Property (If Applicable)

(Applies only if equipment was provided by CDPH or purchased with or reimbursed by contract funds)

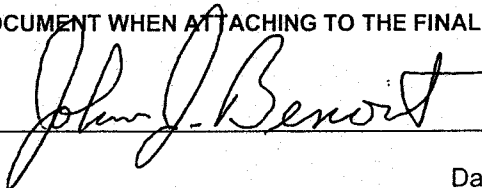
Unless CDPH has approved the continued use and possession of State equipment (as defined in the above referenced contract) for use in connection with another CDPH agreement, Contractor agrees to promptly initiate arrangements to account for and return said equipment to CDPH, at CDPH's expense, if said equipment has not passed its useful life expectancy as defined in the above referenced contract.

#### Patents / Other Issues

By signing this form, Contractor further agrees, in connection with patent matters and with any claims that are not specifically released as set forth above, that it will comply with all of the provisions contained in the above referenced contract, including, but not limited to, those provisions relating to notification to the State and related to the defense or prosecution of litigation.

ONLY SIGN AND DATE THIS DOCUMENT WHEN ATTACHING TO THE FINAL INVOICE

Contractor's Legal Name (as on contract): \_\_\_\_\_



Signature of Contractor or Official Designee: \_\_\_\_\_

Date: 9/24/13

Printed Name/Title of Person Signing: \_\_\_\_\_

**JOHN J. BENOIT CHAIRMAN, BOARD OF SUPERVISORS**

CDPH Distribution: Accounting (Original) Program  
CDPH 2352 (7/07)

ATTEST:

KECIA HARPER-JEM, Clerk

By 

**Travel Reimbursement Information**  
*(Mileage Reimbursement Increase Effective 1/1/13)*

1. The following rate policy is to be applied for reimbursing the travel expenses of persons under contract. The terms "contract" and/or "subcontract" have the same meaning as "grantee" and/or "subgrantee" where applicable.
  - a. Reimbursement for travel and/or per diem shall be at the rates established for nonrepresented/excluded state employees. Exceptions to California Department of Human Resources (CalHR) lodging rates may be approved by the California Department of Public Health (CDPH) upon the receipt of a statement on/with an invoice indicating that such rates are not available.
  - b. Short Term Travel is defined as a 24-hour period, and less than 31 consecutive days, and is at least 50 miles from the main office, headquarters or primary residence. Starting time is whenever a contract or subcontract employee leaves his or her home or headquarters. "Headquarters" is defined as the place where the contracted personnel spends the largest portion of their working time and returns to upon the completion of assignments. Headquarters may be individually established for each traveler and approved verbally or in writing by the program funding the agreement. Verbal approval shall be followed up in writing or email.
  - c. Contractors on travel status for more than one 24-hour period and less than 31 consecutive days may claim a fractional part of a period of more than 24 hours. Consult the chart appearing on Page 2 of this exhibit to determine the reimbursement allowance. All lodging reimbursement claims must be supported by a receipt\*. If a contractor does not or cannot present receipts, lodging expenses will not be reimbursed.

(1) Lodging (with receipts\*):

| <b>Travel Location / Area</b>                                  | <b>Reimbursement Rate</b> |
|--|---------------------------|
| Statewide (excluding the counties identified below)            | \$ 84.00 plus tax         |
| Counties of Los Angeles and San Diego                          | \$110.00 plus tax         |
| Counties of Alameda, San Francisco, San Mateo, and Santa Clara | \$140.00 plus tax         |

Reimbursement for actual lodging expenses that exceed the above amounts may be allowed with the advance approval of the Deputy Director of the California Department of Public Health (CDPH) or his or her designee. Receipts are required.

\*Receipts from Internet lodging reservation services such as Priceline.com which require prepayment for that service, ARE NOT ACCEPTABLE LODGING RECEIPTS and are not reimbursable without a valid lodging receipt from a lodging establishment.

- (2) Meal/Supplemental Expenses (with or without receipts): With receipts, the contractor will be reimbursed actual amounts spent up to the maximum for each full 24-hour period of travel.

| <b>Meal / Expense</b> | <b>Reimbursement Rate</b> |
|-----------------------|---------------------------|
| Breakfast             | \$ 6.00                   |
| Lunch                 | \$ 10.00                  |
| Dinner                | \$ 18.00                  |
| Incidental expenses   | \$ 6.00                   |

- d. Out-of-state travel may only be reimbursed if such travel is necessitated by the scope or statement of work and has been approved in advance by the program with which the contract is held. For out-of-state travel, contractors may be reimbursed actual lodging expenses, supported by a receipt, and may be reimbursed for meals and supplemental expenses for each 24-hour period computed at the rates listed in c. (2) above. For all out-of-state travel, contractors/subcontractors must have prior CDPH written or verbal approval. Verbal approval shall be confirmed in writing (email or memo).
- e. In computing allowances for continuous periods of travel of less than 24 hours, consult the chart appearing on Page 2 of this exhibit.
- f. No meal or lodging expenses will be reimbursed for any period of travel that occurs within normal working hours, unless expenses are incurred at least 50 miles from headquarters.

- If any of the reimbursement rates stated herein is changed by CalHR, no formal contract amendment will be required to incorporate the new rates. However, CDPH shall inform the contractor, in writing, of the revised travel reimbursement rates and the applicable effective date of any rate change.

At CDPH's discretion, changes or revisions made by CDPH to this exhibit, excluding travel reimbursement policies established by CalHR may be applied retroactively to any agreement to which a Travel Reimbursement Information exhibit is attached, incorporated by reference, or applied by CDPH program policy. Changes to the travel reimbursement rates stated herein may not be applied earlier than the date a rate change is approved by CalHR.

- For transportation expenses, the contractor must retain receipts for parking; taxi, airline, bus, or rail tickets; car rental; or any other travel receipts pertaining to each trip for attachment to an invoice as substantiation for reimbursement. Reimbursement may be requested for commercial carrier fares; private car mileage; parking fees; bridge tolls; taxi, bus, or streetcar fares; and auto rental fees when substantiated by a receipt.
- Note on use of autos:** If a contractor uses his/her or a company car for transportation, the rate of reimbursement will be 56.5 cents maximum per mile. If a contractor uses his/her or a company car "in lieu of" airfare, the air coach fare will be the maximum paid by the State. The contractor must provide a cost comparison upon request by the State. Gasoline and routine automobile repair expenses are not reimbursable.
- The contractor is required to furnish details surrounding each period of travel. Travel expense reimbursement detail may include, but not be limited to: purpose of travel, departure and return times, destination points, miles driven, mode of transportation, etc. Reimbursement for travel expenses may be withheld pending receipt of adequate travel documentation.
- Contractors are to consult with the program with which the contract is held to obtain specific invoicing procedures.

**Per Diem Reimbursement Guide**

| Length of travel period  | This condition exists...                                    | Allowable Meal(s)         |
|--|---|---------------------------|
| Less than 24 hours   | Trip begins at or before 6 a.m. and ends at or after 9 a.m. | Breakfast may be claimed. |
| Less than 24 hours   | Trip begins at or before 4 p.m. and ends at or after 7 p.m. | Dinner may be claimed.    |
| <i>Contractor may not claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.</i>   |   |                           |
| 24 hours   | Trip begins at or before 6 a.m.                             | Breakfast may be claimed. |
| 24 hours   | Trip begins at or before 11 a.m.                            | Lunch may be claimed.     |
| 24 hours   | Trip begins at or before 5 p.m.                             | Dinner may be claimed.    |
| More than 24 hours   | Trip ends at or after 8 a.m.                                | Breakfast may be claimed. |
| More than 24 hours   | Trip ends at or after 2 p.m.                                | Lunch may be claimed.     |
| More than 24 hours   | Trip ends at or after 7 p.m.                                | Dinner may be claimed.    |
| <i>Contractor may not claim meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.</i> |   |                           |

**Exhibit H**  
HIPAA Business Associate Exhibit

**I. Recitals**

- A. This Contract (Agreement) has been determined to constitute a business associate relationship under the Health Insurance Portability and Accountability Act ("HIPAA") and its implementing privacy and security regulations at 45 CFR Parts 160 and 164 ("the HIPAA regulations:").
- B. The California Department of Public Health ("CDPH") wishes to disclose to Business Associate certain information pursuant to the terms of this Agreement, some of which may constitute Protected Health Information ("PHI") pursuant to HIPAA regulations.
- C. "Protected Health Information" or "PHI" means any information, whether oral or recorded in any form or medium that relates to the past, present, or future physical or mental condition of an individual, the provision of health and dental care to an individual, or the past, present, or future payment for the provision of health and dental care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. PHI shall have the meaning given to such term under HIPAA and HIPAA regulations, as the same may be amended from time to time.
- D. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of PHI, or confidential data that is essential to the ongoing operation of the Business Associate's organization and intended for internal use; or interference with system operations in an information system.
- E. As set forth in this Agreement Contractor is the Business Associate of CDPH that provides services, arranges, performs or assists in the performance of functions or activities on behalf of CDPH and creates, receives, maintains, transmits, uses or discloses PHI.
- F. CDPH and Business Associate desire to protect the privacy and provide for the security of PHI created, received, maintained, transmitted, used or disclosed pursuant to this Agreement, in compliance with HIPAA and HIPAA regulations.
- G. The purpose of this Exhibit is to satisfy certain standards and requirements of HIPAA and the HIPAA regulations, and other applicable laws.
- H. The terms used in this Exhibit, but not otherwise defined, shall have the same meanings as those terms are defined in the HIPAA regulations.

In exchanging information pursuant to this Agreement, the parties agree as follows:



**Exhibit H**  
HIPAA Business Associate Exhibit

**II. Permitted Uses and Disclosures of PHI by Business Associate**

- A. **Permitted Uses and Disclosures.** Except as otherwise indicated in this Exhibit, Business Associate may use or disclose PHI only to perform functions, activities or services specified in this Agreement, for, or on behalf of CDPH, provided that such use or disclosure would not violate the HIPAA regulations, if done by CDPH.
- B. **Specific Use and Disclosure Provisions.** Except as otherwise indicated in this Exhibit, Business Associate may:
- 1) **Use and disclose for management and administration.** Use and disclose PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate, provided that disclosures are required by law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and will be used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware that the confidentiality of the information has been breached.
  - 2) **Provision of Data Aggregation Services.** Use PHI to provide data aggregation services to CDPH. Data aggregation means the combining of PHI created or received by the Business Associate on behalf of CDPH with PHI received by the Business Associate in its capacity as the Business Associate of another covered entity, to permit data analyses that relate to the health care operations of CDPH.

**III. Responsibilities of Business Associate**

Business Associate agrees:

- A. **Nondisclosure.** Not to use or disclose Protected Health Information (PHI) other than as permitted or required by this Agreement or as required by law.
- B. **Safeguards.** To implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the PHI, including electronic PHI, that it creates, receives, maintains, uses or transmits on behalf of CDPH; and to prevent use or disclosure of PHI other than as provided for by this Agreement. Business Associate shall develop and maintain a written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Business Associate's operations and the nature and scope of its activities, and which incorporates the requirements of section C, Security, below. Business Associate will provide CDPH with its current and updated policies.
- C. **Security.** The Business Associate shall take any and all steps necessary to ensure the continuous security of all computerized data systems containing CDPH PHI. These steps shall include, at a minimum:
- 1) complying with all of the data system security precautions listed in the Business Associate Data Security Standards set forth in Attachment 1 to this Exhibit;
  - 2) providing a level and scope of security that is at least comparable to the level and scope of security established by the Office of Management and Budget in OMB Circular No. A-130, Appendix III-

**Exhibit H**  
HIPAA Business Associate Exhibit

Security of Federal Automated Information Systems, which sets forth guidelines for automated information systems in Federal agencies; and

In case of a conflict between any of the security standards contained in any of these enumerated sources of security standards, the most stringent shall apply. The most stringent means that safeguard which provides the highest level of protection to CDPH PHI from breaches and security incidents.

- D. **Mitigation of Harmful Effects.** To mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate or its subcontractors in violation of the requirements of this Exhibit.
- E. **Business Associate's Agents.** To ensure that any agents, including subcontractors, to whom Business Associate provides PHI received from or created or received by Business Associate on behalf of CDPH, agree to the same restrictions and conditions that apply to Business Associate with respect to such PHI, including implementation of reasonable and appropriate administrative, physical, and technical safeguards to protect such PHI; and to incorporate, when applicable, the relevant provisions of this Exhibit into each subcontract or subaward to such agents or subcontractors.
- F. **Availability of Information to CDPH and Individuals.** To provide access as CDPH may require, and in the time and manner designated by CDPH (upon reasonable notice and during Business Associate's normal business hours) to PHI in a Designated Record Set, to CDPH (or, as directed by CDPH), to an Individual, in accordance with 45 CFR Section 164.524. Designated Record Set means the group of records maintained for CDPH that includes medical, dental and billing records about individuals; enrollment, payment, claims adjudication, and case or medical management systems maintained for CDPH health care component health plans; or those records used to make decisions about individuals on behalf of CDPH. Business Associate shall use the forms and processes developed by CDPH for this purpose and shall respond to requests for access to records transmitted by CDPH within fifteen (15) calendar days of receipt of the request by producing the records or verifying that there are none.
- G. **Amendment of PHI.** To make any amendment(s) to PHI that CDPH directs or agrees to pursuant to 45 CFR Section 164.526, in the time and manner designated by CDPH.
- H. **Internal Practices.** To make Business Associate's internal practices, books and records relating to the use and disclosure of PHI received from CDPH, or created or received by Business Associate on behalf of CDPH, available to CDPH or to the Secretary of the U.S. Department of Health and Human Services in a time and manner designated by CDPH or by the Secretary, for purposes of determining CDPH's compliance with the HIPAA regulations.
- I. **Documentation of Disclosures.** To document and make available to CDPH or (at the direction of CDPH) to an Individual such disclosures of PHI, and information related to such disclosures, necessary to respond to a proper request by the subject Individual for an accounting of disclosures of PHI, in accordance with 45 CFR 164.528.
- J. **Notification of Breach.** During the term of this Agreement:
  - 1) **Discovery of Breach.** To notify CDPH **immediately by telephone call plus email or fax** upon the discovery of breach of security of PHI in computerized form if the PHI was, or is reasonably believed to have been, acquired by an unauthorized person, or **within 24 hours by email or fax** of the discovery of any suspected security incident, intrusion or unauthorized

**Exhibit H**  
HIPAA Business Associate Exhibit

- use or disclosure of PHI in violation of this Agreement and this Exhibit, or potential loss of confidential data affecting this Agreement. Notification shall be provided to the CDPH Program Contract Manager, the CDPH Privacy Officer and the CDPH Chief Information Security Officer. If the incident occurs after business hours or on a weekend or holiday and involves electronic PHI, notification shall be provided by calling the CDPH ITSD Help Desk. Business Associate shall take:
- i. Prompt corrective action to mitigate any risks or damages involved with the breach and to protect the operating environment and
  - ii. Any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.
- 2) **Investigation of Breach.** To immediately investigate such security incident, breach, or unauthorized use or disclosure of PHI or confidential data. **Within 72 hours of the discovery**, to notify the CDPH Program Contract Manager(s), the CDPH Privacy Officer, and the CDPH Chief Information Security Officer of:
- i. What data elements were involved and the extent of the data involved in the breach,
  - ii. A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or confidential data,
  - iii. A description of where the PHI or confidential data is believed to have been improperly transmitted, sent, or utilized,
  - iv. A description of the probable causes of the improper use or disclosure; and
  - v. Whether Civil Code sections 1798.29 or 1798.82 or any other federal or state laws requiring individual notifications of breaches are triggered.
- 3) **Written Report.** To provide a written report of the investigation to the CDPH Program Contract Managers, the CDPH Privacy Officer, and the CDPH Chief Information Security Officer within ten (10) working days of the discovery of the breach or unauthorized use or disclosure. The report shall include, but not be limited to, the information specified above, as well as a full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the improper use or disclosure.
- 4) **Notification of Individuals.** To notify individuals of the breach or unauthorized use or disclosure when notification is required under state or federal law and to pay any costs of such notifications, as well as any costs associated with the breach. The CDPH Program Contract Managers, the CDPH Privacy Officer, and the CDPH Chief Information Security Officer shall approve the time, manner and content of any such notifications.
- 5) **CDPH Contact Information.** To direct communications to the above referenced CDPH staff, the Contractor shall initiate contact as indicated herein. CDPH reserves the right to make changes to the contact information below by giving written notice to the Contractor. Said changes shall not require an amendment to this Exhibit or the Agreement to which it is incorporated.

**Exhibit H**  
 HIPAA Business Associate Exhibit

| <b>CDPH Program Contract Manager</b>                                   | <b>CDPH Privacy Officer</b>  | <b>CDPH Chief Information Security Officer</b>   |
|--|--|--|
| See the Scope of Work exhibit for Program Contract Manager information | Privacy Officer<br>Privacy Office, c/o Office of Legal Services<br>California Department of Public Health<br>P.O. Box 997377, MS 0505<br>Sacramento, CA 95899-7377<br><br>Email: <a href="mailto:privacy@cdph.ca.gov">privacy@cdph.ca.gov</a><br>Telephone: (916) 440-7671 | Chief Information Security Officer<br>Information Security Office<br>California Department of Public Health<br>P.O. Box 997413, MS 6302<br>Sacramento, CA 95899-7413<br><br>Email: <a href="mailto:cdphiso@cdph.ca.gov">cdphiso@cdph.ca.gov</a><br>Telephone: IT Service Desk<br>(916) 440-7000 or<br>(800) 579-0874 |

K. **Employee Training and Discipline.** To train and use reasonable measures to ensure compliance with the requirements of this Exhibit by employees who assist in the performance of functions or activities on behalf of CDPH under this Agreement and use or disclose PHI; and discipline such employees who intentionally violate any provisions of this Exhibit, including by termination of employment. In complying with the provisions of this section K, Business Associate shall observe the following requirements:

- 1) Business Associate shall provide information privacy and security training, at least annually, at its own expense, to all its employees who assist in the performance of functions or activities on behalf of CDPH under this Agreement and use or disclose PHI.
- 2) Business Associate shall require each employee who receives information privacy and security training to sign a certification, indicating the employee's name and the date on which the training was completed.
- 3) Business Associate shall retain each employee's written certifications for CDPH inspection for a period of three years following contract termination.

**IV. Obligations of CDPH**

CDPH agrees to:

- A. **Notice of Privacy Practices.** Provide Business Associate with applicable and relevant Notice(s) of Privacy Practices that CDPH HIPAA-covered healthcare components produce in accordance with 45 CFR 164.520, as well as any changes to such notice(s).
- B. **Permission by Individuals for Use and Disclosure of PHI.** Provide the Business Associate with any changes in, or revocation of, permission by an Individual to use or disclose PHI, if such changes affect the Business Associate's permitted or required uses and disclosures.
- C. **Notification of Restrictions.** Notify the Business Associate of any restriction to the use or disclosure of PHI that CDPH has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect the Business Associate's use or disclosure of PHI.
- D. **Requests Conflicting with HIPAA Rules.** Not request the Business Associate to use or disclose PHI in any manner that would not be permissible under the HIPAA regulations if done by CDPH.

**Exhibit H**  
HIPAA Business Associate Exhibit

**V. Audits, Inspection and Enforcement**

From time to time, CDPH may inspect the facilities, systems, books and records of Business Associate to monitor compliance with this Agreement and this Exhibit. Business Associate shall promptly remedy any violation of any provision of this Exhibit and shall certify the same to the CDPH Privacy Officer or the CDPH Chief Information Security Officer in writing. The fact that CDPH inspects, or fails to inspect, or has the right to inspect, Business Associate's facilities, systems and procedures does not relieve Business Associate of its responsibility to comply with this Exhibit, nor does CDPH's:

- A. Failure to detect or
- B. Detection, but failure to notify Business Associate or require Business Associate's remediation of any unsatisfactory practices constitute acceptance of such practice or a waiver of CDPH's enforcement rights under this Agreement and this Exhibit.

**VI. Termination**

- A. **Termination for Cause.** Upon CDPH's knowledge of a material breach of this Exhibit by Business Associate, CDPH shall:
  - 1) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement if Business Associate does not cure the breach or end the violation within the time specified by CDPH;
  - 2) Immediately terminate this Agreement if Business Associate has breached a material term of this Exhibit and cure is not possible; or
  - 3) If neither cure nor termination is feasible, report the violation to the Secretary of the U.S. Department of Health and Human Services.
- B. **Judicial or Administrative Proceedings.** Business Associate will notify CDPH if it is named as a defendant in a criminal proceeding for a violation of HIPAA. CDPH may terminate this Agreement if Business Associate is found guilty of a criminal violation of HIPAA. CDPH may terminate this Agreement if a finding or stipulation that the Business Associate has violated any standard or requirement of HIPAA, or other security or privacy laws is made in any administrative or civil proceeding in which the Business Associate is a party or has been joined.
- C. **Effect of Termination.** Upon termination or expiration of this Agreement for any reason, Business Associate shall promptly return or destroy all PHI received from CDPH (or created or received by Business Associate on behalf of CDPH) that Business Associate still maintains in any form, and shall retain no copies of such PHI or, if return or destruction is not feasible, shall continue to extend the protections of this Exhibit to such information, and shall limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate.

**VII. Miscellaneous Provisions**

- A. **Disclaimer.** CDPH makes no warranty or representation that compliance by Business Associate with this Exhibit, HIPAA or the HIPAA regulations will be adequate or satisfactory for Business Associate's own purposes or that any information in Business Associate's possession or control, or transmitted or received by Business Associate, is or will be secure from unauthorized use or disclosure. Business

**Exhibit H**  
**HIPAA Business Associate Exhibit**

Associate is solely responsible for all decisions made by Business Associate regarding the safeguarding of PHI.

- B. **Amendment.** The parties acknowledge that federal and state laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Exhibit may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HIPAA regulations and other applicable laws relating to the security or privacy of PHI. Upon CDPH's request, Business Associate agrees to promptly enter into negotiations with CDPH concerning an amendment to this Exhibit embodying written assurances consistent with the standards and requirements of HIPAA, the HIPAA regulations or other applicable laws. CDPH may terminate this Agreement upon thirty (30) days written notice in the event:
- 1) Business Associate does not promptly enter into negotiations to amend this Exhibit when requested by CDPH pursuant to this Section or
  - 2) Business Associate does not enter into an amendment providing assurances regarding the safeguarding and security of PHI that CDPH in its sole discretion, deems sufficient to satisfy the standards and requirements of HIPAA and the HIPAA regulations.
- C. **Assistance in Litigation or Administrative Proceedings.** Business Associate shall make itself and any subcontractors, employees or agents assisting Business Associate in the performance of its obligations under this Agreement, available to CDPH at no cost to CDPH to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CDPH, its directors, officers or employees based upon claimed violation of HIPAA, the HIPAA regulations or other laws relating to security and privacy, which involves inactions or actions by the Business Associate, except where Business Associate or its subcontractor, employee or agent is a named adverse party.
- D. **No Third-Party Beneficiaries.** Nothing express or implied in the terms and conditions of this Exhibit is intended to confer, nor shall anything herein confer, upon any person other than CDPH or Business Associate and their respective successors or assignees, any rights, remedies, obligations or liabilities whatsoever.
- E. **Interpretation.** The terms and conditions in this Exhibit shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HIPAA regulations and applicable state laws. The parties agree that any ambiguity in the terms and conditions of this Exhibit shall be resolved in favor of a meaning that complies and is consistent with HIPAA and the HIPAA regulations.
- F. **Regulatory References.** A reference in the terms and conditions of this Exhibit to a section in the HIPAA regulations means the section as in effect or as amended.
- G. **Survival.** The respective rights and obligations of Business Associate under Section VII.C of this Exhibit shall survive the termination or expiration of this Agreement.
- H. **No Waiver of Obligations.** No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

**Exhibit H**  
HIPAA Business Associate Exhibit

**Attachment 1**  
Business Associate Data Security Standards

**1. General Security Controls**

- A. **Confidentiality Statement.** All persons that will be working with CDPH PHI must sign a confidentiality statement. The statement must include at a minimum, General Use, Security and Privacy safeguards, Unacceptable Use, and Enforcement Policies. The statement must be signed by the workforce member prior to access to CDPH PHI. The statement must be renewed annually. The Business Associate shall retain each person's written confidentiality statement for CDPH inspection for a period of three (3) years following contract termination.
- B. **Background check.** Before a member of the Business Associate's workforce may access CDPH PHI, Business Associate must conduct a thorough background check of that worker and evaluate the results to assure that there is no indication that the worker may present a risk for theft of confidential data. The Business Associate shall retain each workforce member's background check documentation for a period of three (3) years following contract termination.
- C. **Workstation/Laptop encryption.** All workstations and laptops that process and/or store CDPH PHI must be encrypted using a FIPS 140-2 certified algorithm, such as Advanced Encryption Standard (AES), with a 128bit key or higher. The encryption solution must be full disk unless approved by the CDPH Information Security Office.
- D. **Server Security.** Servers containing unencrypted CDPH PHI must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.
- E. **Minimum Necessary.** Only the minimum necessary amount of CDPH PHI required to perform necessary business functions may be copied, downloaded, or exported.
- F. **Removable media devices.** All electronic files that contain CDPH PHI data must be encrypted when stored on any removable media or portable device (i.e. USB thumb drives, floppies, CD/DVD, Blackberry, backup tapes etc.). Must be encrypted using a FIPS 140-2 certified algorithm, such as Advanced Encryption Standard (AES), with a 128bit key or higher
- G. **Antivirus software.** All workstations, laptops and other systems that process and/or store CDPH PHI must install and actively use comprehensive anti-virus software solution with automatic updates scheduled at least daily.
- H. **Patch Management.** All workstations, laptops and other systems that process and/or store CDPH PHI must have security patches applied, with system reboot if necessary. There must be a documented patch management process which determines installation

**Exhibit H**  
HIPAA Business Associate Exhibit

timeframe based on risk assessment and vendor recommendations. At a maximum, all applicable patches must be installed within 30 days of vendor release.

- I. **User IDs and Password Controls.** All users must be issued a unique user name for accessing CDPH PHI. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password. Passwords are not to be shared. Must be at least eight characters. Must be a non-dictionary word. Must not be stored in readable format on the computer. Must be changed every 60 days. Must be changed if revealed or compromised. Must be composed of characters from at least three of the following four groups from the standard keyboard:
  - Upper case letters (A-Z)
  - Lower case letters (a-z)
  - Arabic numerals (0-9)
  - Non-alphanumeric characters (punctuation symbols)
- J. **Data Sanitization.** All CDPH PHI must be sanitized using NIST Special Publication 800-88 standard methods for data sanitization when the CDPH PSCI is no longer needed.

**2. System Security Controls**

- A. **System Timeout.** The system must provide an automatic timeout, requiring re-authentication of the user session after no more than 20 minutes of inactivity.
- B. **Warning Banners.** All systems containing CDPH PHI must display a warning banner stating that data is confidential, systems are logged, and system use is for business purposes only. User must be directed to log off the system if they do not agree with these requirements.
- C. **System Logging.** The system must maintain an automated audit trail which can identify the user or system process which initiates a request for CDPH PHI, or which alters CDPH PHI. The audit trail must be date and time stamped, must log both successful and failed accesses, must be read only, and must be restricted to authorized users. If CDPH PHI is stored in a database, database logging functionality must be enabled. Audit trail data must be archived for at least 3 years after occurrence.
- D. **Access Controls.** The system must use role based access controls for all user authentications, enforcing the principle of least privilege.
- E. **Transmission encryption.** All data transmissions of CDPH PHI outside the secure internal network must be encrypted using a FIPS 140-2 certified algorithm, such as Advanced Encryption Standard (AES), with a 128bit key or higher. Encryption can be end to end at the network level, or the data files containing CDPH PHI can be encrypted. This requirement pertains to any type of CDPH PHI in motion such as website access, file transfer, and E-Mail.



**Exhibit H**  
HIPAA Business Associate Exhibit

F. **Intrusion Detection.** All systems involved in accessing, holding, transporting, and protecting CDPH PHI that are accessible via the Internet must be protected by a comprehensive intrusion detection and prevention solution.

**3. Audit Controls**

A. **System Security Review.** All systems processing and/or storing CDPH PHI must have at least an annual system risk assessment/security review which provides assurance that administrative, physical, and technical controls are functioning effectively and providing adequate levels of protection. Reviews shall include vulnerability scanning tools.

B. **Log Reviews.** All systems processing and/or storing CDPH PHI must have a routine procedure in place to review system logs for unauthorized access.

C. **Change Control.** All systems processing and/or storing CDPH PHI must have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity and availability of data.

**4. Business Continuity / Disaster Recovery Controls**

a. **Disaster Recovery.** Business Associate must establish a documented plan to enable continuation of critical business processes and protection of the security of electronic CDPH PHI in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this agreement for more than 24 hours.

**Data Backup Plan.** Business Associate must have established documented procedures to backup CDPH PHI to maintain retrievable exact copies of CDPH PHI. The plan must include a regular schedule for making backups, storing backups offsite, an inventory of backup media, and the amount of time to restore CDPH PHI should it be lost. At a minimum, the schedule must be a weekly full backup and monthly offsite storage of CDPH data.

**5. Paper Document Controls**

A. **Supervision of Data.** CDPH PHI in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information is not being observed by an employee authorized to access the information. CDPH PHI in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.

B. **Escorting Visitors.** Visitors to areas where CDPH PHI is contained shall be escorted and CDPH Protected Health Information shall be kept out of sight while visitors are in the area.

C. **Confidential Destruction.** CDPH PHI must be disposed of through confidential means, using NIST Special Publication 800-88 standard methods for data sanitization when the CDPH PSCI is no longer needed.

**Exhibit H**  
HIPAA Business Associate Exhibit

- D. **Removal of Data.** CDPH PHI must not be removed from the premises of the Business Associate except with express written permission of CDPH.
- E. **Faxing.** Faxes containing CDPH PHI shall not be left unattended and fax machines shall be in secure areas. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them. Fax numbers shall be verified with the intended recipient before sending.
- F. **Mailing.** CDPH PHI shall only be mailed using secure methods. Large volume mailings of CDPH Protected Health Information shall be by a secure, bonded courier with signature required on receipt. Disks and other transportable media sent through the mail must be encrypted with a CDPH approved solution, such as a solution using a vendor product specified on the CSSI.

**Exhibit I**

**CONTRACTOR EQUIPMENT PURCHASED WITH CDPH FUNDS**

Current Contract Number: \_\_\_\_\_ Date Current Contract Expires: \_\_\_\_\_

Previous Contract Number (if applicable): \_\_\_\_\_ CDPH Program Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ CDPH Program Contract Manager: \_\_\_\_\_

Contractor's Complete Address: \_\_\_\_\_ CDPH Program Address: \_\_\_\_\_

Contractor's Contact Person: \_\_\_\_\_ CDPH Program Contract Manager's Telephone Number: \_\_\_\_\_

Contact's Telephone Number: \_\_\_\_\_ Date of this Report: \_\_\_\_\_

**(THIS IS NOT A BUDGET FORM)**

| STATE/CDPH<br>PROPERTY TAG<br>(If motor vehicle, list<br>license number.) | QUANTITY | ITEM DESCRIPTION<br>1. Include manufacturer's name, model number, type, size, and/or capacity.<br>2. If motor vehicle, list year, make, model number, type of vehicle (van, sedan, pick-up, etc.)<br>3. If van, include passenger capacity. | UNIT COST<br>PER ITEM<br>(Before Tax) | CDPH PURCHASE<br>ORDER (STD 65)<br>NUMBER | DATE<br>PURCHASED | MAJOR/MINOR EQUIPMENT<br>SERIAL NUMBER<br>(If motor vehicle, list VIN number.) | OPTIONAL<br>PROGRAM USE<br>ONLY |
|---|----------|---|---------------------------------------|---|-------------------|--|---------------------------------|
|   |          |   | \$                                    |   |                   |  |                                 |
|   |          |   | \$                                    |   |                   |  |                                 |
|   |          |   | \$                                    |   |                   |  |                                 |
|   |          |   | \$                                    |   |                   |  |                                 |
|   |          |   | \$                                    |   |                   |  |                                 |
|   |          |   | \$                                    |   |                   |  |                                 |
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|   |          |   | \$                                    |   |                   |  |                                 |
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|   |          |   | \$                                    |   |                   |  |                                 |
|   |          |   | \$                                    |   |                   |  |                                 |
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|   |          |   | \$                                    |   |                   |  |                                 |
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|   |          |   | \$                                    |   |                   |  |                                 |
|   |          |   | \$                                    |   |                   |  |                                 |
|   |          |   | \$                                    |   |                   |  |                                 |
|   |          |   | \$                                    |   |                   |  |                                 |

## INSTRUCTIONS FOR CDPH 1203

(Please read carefully.)

The information on this form will be used by the California Department of Public Health (CDPH) Asset Management (AM) to tag contract equipment and/or property (see definitions A, and B) which is purchased with CDPH funds and is used to conduct state business under this contract. After the Standard Agreement has been approved and each time state/CDPH equipment and/or property has been received, the CDPH Program Contract Manager is responsible for obtaining the information from the Contractor and submitting this form to CDPH AM. The CDPH Program Contract Manager is responsible for ensuring the information is complete and accurate. (See *Health Administrative Manual (HAM)*, Section 2-1060 and Section 9-2310.)

Upon receipt of this form from the CDPH Program Contract Manager, AM will fill in the first column with the assigned state/ CDPH property tag, if applicable, for each item (See definitions A and B). AM will return the original form to the CDPH Program Contract Manager, along with the appropriate property tags. The CDPH Program Contract Manager will then forward the property tags and the original form to the Contractor and retain one copy until the termination of this contract. The Contractor should place property tags in plain sight and, to the extent possible, on the item's front left-hand corner. The manufacturer's brand name and model number are not to be covered by the property tags.

1. If the item was shipped via the CDPH warehouse and was issued a state/CDPH property tag by warehouse staff, fill in the assigned property tag. If the item was shipped directly to the Contractor, leave the first column blank.
2. Provide the quantity, description, purchase date, base unit cost, and serial number (if applicable) for each item of:

### A. Major Equipment:

- Tangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
- Intangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video).

**These items are issued green numbered state/ CDPH property tags.**

**B. Minor Equipment/Property:** Specific tangible items with a life expectancy of one (1) year or more that have a base unit cost less than \$5,000. **These items are issued green unnumbered "BLANK" state/ CDPH property tags** with the exception of the following, which are issued numbered tags: Personal Digital Assistant (PDA), PDA/cell phone combination (Blackberries), laptops, desktop personal computers, LAN servers, routers, and switches. NOTE: It is CDPH policy not to tag modular furniture. (See your Federal rules, if applicable.)

3. Provide the CDPH Purchase Order (STD 65) number if the items were purchased by CDPH. (See HAM, Section 2-1050.1.)
4. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number to CDPH Vehicle Services. (See HAM, Section 2-10050.)
5. If all items being reported do not fit on one form, make copies and write the number of pages being sent in the upper right-hand corner (e.g., "Page 1 of 3.") The CDPH Program Contract Manager should retain one copy and send the original to: California Department of Public Health, Asset Management, MS 1801, P.O. Box 997377, 1501 Capitol Avenue, Sacramento, CA 95899-7377.
6. Property tags that have been lost or destroyed must be replaced. Replacement property tags can be obtained by contacting AM at (916) 341-6168.
7. Use the version on the CDPH Intranet forms site. The CDPH 1203 consists of one page for completion and one page with information and instructions.

Exhibit J

INVENTORY/DISPOSITION OF CDPH-FUNDED EQUIPMENT

Current Contract Number: \_\_\_\_\_ Date Current Contract Expires: \_\_\_\_\_

Previous Contract Number (if applicable): \_\_\_\_\_ CDPH Program Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ CDPH Program Contract Manager: \_\_\_\_\_

Contractor's Complete Address: \_\_\_\_\_ CDPH Program Address: \_\_\_\_\_

Contractor's Contact Person: \_\_\_\_\_ CDPH Program Contract Manager's Telephone Number: \_\_\_\_\_

Contact's Telephone Number: \_\_\_\_\_ Date of this Report: \_\_\_\_\_

(THIS IS NOT A BUDGET FORM)

| STATE/CDPH<br>PROPERTY TAG<br>(If motor vehicle, list<br>license number.) | QUANTITY | ITEM DESCRIPTION<br>1. Include manufacturer's name, model number, type, size, and/or capacity.<br>2. If motor vehicle, list year, make, model number, type of vehicle (van, sedan,<br>pick-up, etc.)<br>3. If van, include passenger capacity. | UNIT COST<br>PER ITEM<br>(Before Tax) | CDPH ASSET MGMT.<br>USE ONLY<br>CDPH Document<br>(DISPOSAL) Number | ORIGINAL<br>PURCHASE<br>DATE | MAJOR/MINOR EQUIPMENT<br>SERIAL NUMBER<br>(If motor vehicle, list VIN number.) | OPTIONAL—<br>PROGRAM USE<br>ONLY |
|---|----------|--|---------------------------------------|--|------------------------------|--|----------------------------------|
|   |          |  | \$                                    |  |                              |  |                                  |
|   |          |  | \$                                    |  |                              |  |                                  |
|   |          |  | \$                                    |  |                              |  |                                  |
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|   |          |  | \$                                    |  |                              |  |                                  |
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|   |          |  | \$                                    |  |                              |  |                                  |
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|   |          |  | \$                                    |  |                              |  |                                  |
|   |          |  | \$                                    |  |                              |  |                                  |
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|   |          |  | \$                                    |  |                              |  |                                  |
|   |          |  | \$                                    |  |                              |  |                                  |
|   |          |  | \$                                    |  |                              |  |                                  |

## INSTRUCTIONS FOR CDPH 1204 (Please read carefully.)

The information on this form will be used by the California Department of Public Health (CDPH) Asset Management (AM) to: (a) conduct an inventory of CDPH equipment and/or property (see definitions A, and B) in the possession of the Contractor and/or Subcontractors, and (b) dispose of these same items. Report all items, regardless of the items' ages, per number 1 below, purchased with CDPH funds and used to conduct state business under this contract. (See *Health Administrative Manual (HAM)*, Section 2-1060 and Section 9-2310.)

The CDPH Program Contract Manager is responsible for obtaining information from the Contractor for this form. The CDPH Program Contract Manager is responsible for the accuracy and completeness of the information and for submitting it to AM.

**Inventory:** List all CDPH tagged equipment and/or property on this form and submit it within 30 days prior to the three-year anniversary of the contract's effective date, if applicable. **The inventory should be based on previously submitted CDPH 1203s, "Contractor Equipment Purchased with CDPH Funds."** AM will contact the CDPH Program Contract Manager if there are any discrepancies. (See HAM, Section 2-1040.1.)

**Disposal:** (*Definition: Trade in, sell, junk, salvage, donate, or transfer; also, items lost, stolen, or destroyed (as by fire).*) The CDPH 1204 should be completed, along with a "Property Survey Report" (STD. 152) or a "Property Transfer Report" (STD. 158), whenever items need to be disposed of; (a) during the term of this contract and (b) 30 calendar days before the termination of this contract. After receipt of this form, the AM will contact the CDPH Program Contract Manager to arrange for the appropriate disposal/transfer of the items. (See HAM, Section 2-1050.3.)

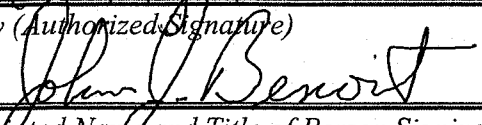
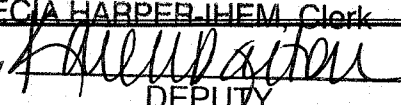
1. List the state/ CDPH property tag, quantity, description, purchase date, base unit cost, and serial number (if applicable) for each item of:
    - A. Major Equipment: **(These items were issued green numbered state/ CDPH property tags.)**
      - Tangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
      - Intangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video.)
    - B. Minor Equipment/Property: **(These items were issued green state/ CDPH property tags.)**

Specific tangible items with a life expectancy of one (1) year or more that have a base unit cost less than \$5,000. The minor equipment and/or property items were issued green unnumbered "BLANK" state/ CDPH property tags with the exception of the following, which are issued numbered tags: Personal Digital Assistant (PDA), PDA/cell phone combination (Blackberries), laptops, desktop personal computers, LAN servers, routers and switches.
  2. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number to CDPH Vehicle Services. (See HAM, Section 2-10050.)
  3. If all items being reported do not fit on one page, make copies and write the number of pages being sent in the upper right-hand corner (e.g. "Page 1 of 3.")
  4. The CDPH Program Contract Manager should retain one copy and send the original to: California Department of Public Health, Asset Management, MS1801, P.O. Box 997377, 1501 Capitol Avenue, Sacramento, CA 95899-7377.
  5. Use the version on the CDPH Intranet forms site. The CDPH 1204 consists of one page for completion and one page with information and instructions.
- For more information on completing this form, call AM at (916) 341-6168.

CCC-307

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

|   |   |  |
|---|---|--|
| <i>Contractor/Bidder Firm Name (Printed)</i><br>County of Riverside   |   | <i>Federal ID Number</i>   |
| <i>By (Authorized Signature)</i><br> |   | <b>ATTEST:</b><br>KECIA HARPER-IHEM, Clerk   |
| <i>Printed Name and Title of Person Signing</i><br><b>JOHN J. BENOIT CHAIRMAN, BOARD OF SUPERVISORS</b>               |   | By <br>DEPUTY |
| <i>Date Executed</i><br>9/24/13   | <i>Executed in the County of</i><br>Riverside |  |

**CONTRACTOR CERTIFICATION CLAUSES**

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2 Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

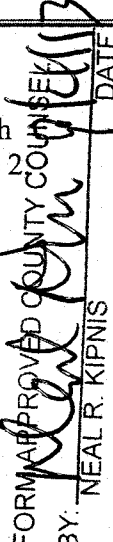
b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

FORM APPROVED COUNTY CLERK  
 BY:   
 NEAL R. KIPNIS  
 DATE

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,



or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

## **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

## Darfur Contracting Act

Pursuant to Public Contract Code (PCC) sections 10475-10481, the Darfur Contracting Act's intent is to preclude State agencies from contracting with scrutinized companies that do business in the African nation of Sudan. A scrutinized company is a company doing specified types of business in Sudan as defined in PCC section 10476. Scrutinized companies are ineligible to, and cannot, contract with a State agency for goods or services (PCC section 10477(a)) unless obtaining permission from the Department of General Services according to the criteria set forth in PCC section 10477(b).

Therefore, to be eligible to contract with the California Department of Public Health, please initial one of the following three paragraphs and complete the certification below:

1. \_\_\_\_\_ We do not currently have, or we have not had within the previous  
Initials three years, business activities or other operations outside of the United States.

OR

2. \_\_\_\_\_ We are a scrutinized company as defined in Public Contract Code  
Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b) or submit a contract/purchase order. A copy of the written permission from DGS is included with our bid, proposal or contract/purchase order.

OR

3. \_\_\_\_\_ We currently have, or we have had within the previous three years,  
Initials business activities or other operations outside of the United States, but we certify below that we are not a scrutinized company as defined in Public Contract Code section 10476.

FORM APPROVED COUNTY COURSE  
 BY: *[Signature]* DATE: 2/24/13  
 NEAL R. KIPNIS

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind this company to the clause listed above. This certification is made under the laws of the State of California.

|   |  |   |  |
|---|--|---|--|
| Company Name (Printed)<br><i>County of Riverside</i>  |  | Federal ID Number   |  |
| By (Authorized Signature)<br><i>[Signature]</i>   |  | ATTEST:<br>KECIA HARPER-IHEM, Clerk                                 |  |
| Printed Name and Title of Person Signing<br><b>JOHN J. BENOIT      CHAIRMAN, BOARD OF SUPERVISORS</b> |  | By <i>[Signature]</i><br>DEPUTY                                     |  |
| Date Executed<br><i>2/24/13</i>   |  | Executed in the County and State of<br><i>Riverside, California</i> |  |

COUNTY OF RIVERSIDE  
DEPARTMENT OF PUBLIC HEALTH

FOR COUNTY USE ONLY



WHEN DOCUMENT IS FULLY EXECUTED RETURN  
**CLERK'S COPY**  
to Riverside County Clerk of the Board, Stop 1010  
Postal Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

|   |                              |  |                      |
|---|------------------------------|--|----------------------|
| COUNTY DEPT/DIVISION<br>DOPH/ HIV/AIDS                        |                              | CONTRACT NO.:<br>14-027  | RFP NO.:<br>-----    |
| FUND:<br>10000  | DEPARTMENT ID:<br>4200101600 | PROJECT-GRANT:<br>HS200087                                     | PROGRAM:<br>N/A      |
| CLASS/LOCATION:<br>6610-33202                                 |                              | CONTRACT AMOUNT:<br>\$90,000                                   | ACCOUNT #:<br>525440 |
| PERIOD OF PERFORMANCE:<br>July 1, 2013 through March 31, 2014 |                              |  |                      |
| COUNTY CONTACT<br>Danielle Huntsman<br>(951) 358-5307         |                              | CONTRACTOR REPRESENTATIVE:<br>David Brinkman<br>(760) 323-2118 |                      |
| PROGRAM NAME: HIV Care Program and Minority AIDS Initiative   |                              |  |                      |

This Single Source Agreement is made and entered into by and between the County of Riverside, a political subdivision of the State of California, through its, Department of Public Health, hereinafter referred to as ("COUNTY"), and

**DESERT AIDS PROJECT**

hereinafter referred to as ("CONTRACTOR").

WITNESSETH:

**WHEREAS**, the COUNTY has entered into an agreement to provide HIV care to Desert Region Riverside County residents; and

**WHEREAS**, the CONTRACTOR is the only one able to offer the scope of services necessary to meet the contract requirements of the State Office of AIDS.

**NOW THEREFORE** in consideration of the mutual promises, covenants and conditions hereinafter contained, the Parties hereto mutually agree as provided on pages 1 through 14 Exhibit A, Scope of Work consisting of six (6) page(s), Exhibit B, Payment Provisions consisting of one (1) page(s), Attachment A consisting of three (3) page(s), attached hereto and incorporated herein.

**CONTRACTOR:**  
**Desert AIDS Project**

**COUNTY:**

By \_\_\_\_\_

By John J. Benoit  
Chairman of the Board of Supervisors

Print Name \_\_\_\_\_

JOHN J. BENOIT  
Print Name

Date \_\_\_\_\_

Date SEP 24 2013

FORM APPROVED COUNTY COUNSEL  
BY: Neal R. Kipnis 9/24/13  
NEAL R. KIPNIS DATE

ATTEST: Kecia Harper-Ihem, Clerk of the Board  
By: Kecia Harper-Ihem, Deputy  
Date SEP 24 2013

SEP 24 2013 3-45

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**1. BACKGROUND**

1.1 Desert AIDS Project (DAP) shall administer a HIV Care Program and Minority AIDS Initiative by providing confidential services to individuals with perceived risk for HIV. Linguistically and culturally competent services in the home which include health services which provide client-focused prevention counseling and assessment of client needs regarding HIV transmission; personal risk behaviors; risk-reduction planning and referral to other services. Clients seeking anonymous testing must be referred to the nearest Department of Public Health HIV testing site.  
<http://www.rivcohiv aids.org/>

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**2. DESCRIPTION OF SERVICES**

2.1 Both Parties hereto have agreed to the following deliverables as outlined and specified in Exhibit A, SCOPE OF WORK, attached hereto and by this reference incorporated herein.

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**3. PERIOD OF PERFORMANCE**

3.1 This Agreement shall be effective on July 1, 2013 through March 31, 2014, unless terminated as specified in Section 15, TERMINATION.

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**4. COMPENSATION**

4.1 In consideration of services provided by CONTRACTOR pursuant to Exhibit A, SCOPE OF WORK, attached hereto and incorporated herein, CONTRACTOR shall be entitled to receive payment as specified in Exhibit B, PAYMENT PROVISIONS, attached hereto and incorporated herein.

4.2 Payment by COUNTY to CONTRACTOR shall not exceed ninety thousand dollars (\$90,000) for period of performance, including all expenses.

1           **4.3** No legal liability on the part of the COUNTY shall arise for payment  
2           beyond the Agreement's period of performance as stated in Section 3,  
3           PERIOD OF PERFORMANCE, above, nor beyond the maximum amount  
4           of compensation as stated in Section 4, COMPENSATION, Paragraph,  
5           4.2.

6           **5.     HOLD HARMLESS/INDEMNIFICATION**

7           **5.1** CONTRACTOR shall indemnify and hold harmless the County of Riverside,  
8           its Agencies, Districts, Special Districts, and Departments, their respective  
9           directors, officers, Board of Supervisors, elected and appointed officials,  
10          employees, agents and representatives (the "COUNTY'S" Indemnified  
11          Parties") from any liability whatsoever, including but not limited to, property  
12          damage, bodily injury, or death based or asserted upon any services of  
13          CONTRACTOR, its officers, employees, subcontractors, agents or  
14          representatives arising out of or in any way relating to this Agreement and  
15          CONTRACTOR shall defend at its sole expense and pay all costs and fees,  
16          including but not limited to, attorney fees, cost of investigation, defense and  
17          settlements or awards, on behalf of the COUNTY'S Indemnified Parties in  
18          any claim or action based upon such liability.

19          **5.2** COUNTY shall indemnify and hold harmless the CONTRACTOR, its  
20          officers, employees, subcontractors, agents or representatives (the  
21          "CONTRACTOR'S" Indemnified Parties") from any liability whatsoever,  
22          including but not limited to, property damage, bodily injury, or death based  
23          or asserted upon any services of COUNTY, its Agencies, Districts, Special  
24          Districts and Departments, their representative directors, officers, Board of  
25          Supervisors, elected and appointed officials, employees, agents and  
26          representatives arising out of or in any way relating to this Agreement and  
27          COUNTY shall defend at its sole expense and pay all costs and fees,  
28          including but not limited to, attorney fees, cost of investigation, defense and  
29          settlements or awards, on behalf of the COUNTY'S Indemnified Parties in  
30          any claim or action based upon such liability.

1           **5.3** With respect to any action or claim subject to indemnification herein, the  
2 indemnifying party shall, at their sole cost, have the right to use counsel of  
3 their choice and shall have the right to adjust, settle, or compromise any  
4 such action or claim without the prior consent the indemnified party;  
5 provided, however, that any such adjustment, settlement or compromise in  
6 no manner whatsoever limits or circumscribes the indemnifying party's  
7 obligation to indemnify as set forth herein.

8           **6. INDEPENDENT CONTRACTOR**

9           **6.1** It is the parties' intention that CONTRACTOR is an independent  
10 CONTRACTOR and not an employee of the COUNTY, and in conformity,  
11 therewith that CONTRACTOR shall retain sole and absolute discretion  
12 and judgment in the manner and means of carrying out his/her duties.  
13 Therefore, CONTRACTOR is fully aware no relationship of employer-  
14 employee exists between the parties hereto. CONTRACTOR shall not be  
15 entitled to any benefits payable to employees of COUNTY including  
16 COUNTY Workers' Compensation benefits. COUNTY is not required to  
17 make any deductions from the compensation payable to CONTRACTOR  
18 under the provisions of this Agreement; and as an independent  
19 CONTRACTOR, CONTRACTOR hereby holds COUNTY harmless from  
20 any and all claims that may be made against COUNTY based upon any  
21 contention by any third party that an employer-employee relationship  
22 exists because of this Agreement.

23           **6.2** It is further understood and agreed by the parties hereto that  
24 CONTRACTOR in the performance of its obligation hereunder is subject  
25 to the control or direction of COUNTY merely as to the result to be  
26 accomplished by the services hereunder agree to render and perform and  
27 not as to the means and methods for accomplishing the results.  
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2 **7. LIABILITY INSURANCE** Without limiting or diminishing the CONTRACTOR'S  
3 obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall  
4 procure and maintain or cause to be maintained, at its sole cost and expense,  
5 the following insurance coverage's during the term of this Agreement.

6 **7.1 Workers' Compensation:**

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

15 **7.2 Commercial General Liability:**

16 Commercial General Liability insurance coverage, including but not limited  
17 to, premises liability, contractual liability, products and completed  
18 operations liability, personal and advertising injury, and cross liability  
19 coverage, covering claims which may arise from or out of  
20 CONTRACTOR'S performance of its obligations hereunder. Policy shall  
21 name the County of Riverside, its Agencies, Districts, Special Districts,  
22 and Departments, their respective directors, officers, Board of  
23 Supervisors, employees, elected or appointed officials, agents or  
24 representatives as Additional Insured's. Policy's limit of liability shall not be  
25 less than \$1,000,000 per occurrence combined single limit. If such  
26 insurance contains a general aggregate limit, it shall apply separately to  
27 this agreement or be no less than two (2) times the occurrence limit.  
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### 7.3 Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, 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 agreement 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.

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### 7.4 General Insurance Provisions - All lines:

**7.4.1** 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.

**7.4.2** 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 Agreement. 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 Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

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3 **7.4.3** CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s)  
4 to furnish the County of Riverside with either 1) a properly executed  
5 original Certificate(s) of Insurance and certified original copies of  
6 Endorsements effecting coverage as required herein, and 2) if requested  
7 to do so orally or in writing by the County Risk Manager, provide original  
8 Certified copies of policies including all Endorsements and all attachments  
9 thereto, showing such insurance is in full force and effect. Further, said  
10 Certificate(s) and policies of insurance shall contain the covenant of the  
11 insurance carrier(s) that thirty (30) days written notice shall be given to the  
12 County of Riverside prior to any material modification, cancellation,  
13 expiration or reduction in coverage of such insurance. In the event of a  
14 material modification, cancellation, expiration, or reduction in coverage,  
15 this Agreement shall terminate forthwith, unless the County of Riverside  
16 receives, prior to such effective date, another properly executed original  
17 Certificate of Insurance and original copies of endorsements or certified  
18 original policies, including all endorsements and attachments thereto  
19 evidencing coverage's set forth herein and the insurance required herein  
20 is in full force and effect. *CONTRACTOR shall not commence operations*  
21 *until the COUNTY has been furnished original Certificate (s) of Insurance*  
22 *and certified original copies of endorsements and if requested, certified*  
23 *original policies of insurance including all endorsements and any and all*  
24 *other attachments as required in this Section. An individual authorized by*  
25 *the insurance carrier to do so on its behalf shall sign the original*  
26 *endorsements for each policy and the Certificate of Insurance.*

27 **7.4.4** It is understood and agreed to by the parties hereto that the  
28 CONTRACTOR'S insurance shall be construed as primary insurance,  
and the COUNTY'S insurance and/or deductibles and/or self-insured  
retention's or self-insured programs shall not be construed as contributory.

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**7.4.5** If, during the term of this Agreement 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 Agreement, including any extensions thereof, exceeds five (5) years the COUNTY reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverage's 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.

**7.4.6** CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

**7.4.7** The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

**7.4.8** 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 Agreement.

**8. LICENSE**

**8.1** CONTRACTOR shall, through the term of this Agreement, maintain all licenses necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, County of Riverside, and all other governmental agencies. CONTRACTOR shall notify COUNTY immediately, in writing, of inability to obtain or maintain such license. Said inability shall be cause for termination of this Agreement.

1           **8.2** CONTRACTOR shall ensure that CONTRACTOR'S employees, agents  
 2 and other CONTRACTOR'S performing services under the terms of this  
 3 Agreement are in compliance with all relative licensing requirements.  
 4 CONTRACTOR hereby agrees to notify COUNTY immediately, in writing,  
 5 of inability of CONTRACTOR or any of CONTRACTOR'S employees,  
 6 agents and other CONTRACTOR'S, to obtain or maintain such license(s).  
 7 Said inability shall be cause for termination of this Agreement.

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 9 **9.     COPY REQUIRED**

10           **9.1** A copy of each such license, permit, approval, waiver, exemption,  
 11 registration, accreditation, and certificate of insurance, including  
 12 endorsements, shall be provided to COUNTY'S Community Health  
 13 Agency, Internal Support Services Contracts Administration Unit.

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 15 **10.    OSHA REGULATIONS**

16           **10.1** CONTRACTOR hereby certifies awareness of the Occupational Safety  
 17 and Health Administration (OSHA) standards and codes as set forth by  
 18 the U.S. Department of Labor, and the derivative Cal/OSHA standards,  
 19 laws and regulations relating thereto, and verifies that all performance  
 20 under this Agreement shall be in compliance therewith.

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 22 **11.    HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

23           **11.1** CONTRACTOR is subject to all relevant requirements contained in the  
 24 Health Insurance Portability and Accountability Act of 1996 (HIPAA),  
 25 Public Law 104-91, enacted August 21, 1996, and the laws and  
 26 regulations promulgated subsequent thereto. CONTRACTOR hereto  
 27 agrees to cooperate in accordance with the terms and intent of this  
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1 Agreement for implementation of relevant law(s) and/or regulation(s)  
2 promulgated under this Law. CONTRACTOR further agrees that it shall  
3 be in compliance, and shall remain in compliance with the requirements of  
4 HIPAA, and the laws and regulations promulgated subsequent hereto, as  
5 may be amended from time to time.  
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7 **12. RECORDS AND DOCUMENTS**

8 **12.1** CONTRACTOR shall make available, upon written request by any duly  
9 authorized Federal, State or COUNTY agency, a copy of this Agreement  
10 and such books, documents and records as are necessary to certify the  
11 nature and extent of the costs of the services provided by CONTRACTOR.  
12 All such books and records shall be maintained by CONTRACTOR for at  
13 least five years from the termination of this Agreement.  
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15 **13. CONDUCT OF CONTRACTOR**

16 **13.1** CONTRACTOR agrees to inform the COUNTY of all the  
17 CONTRACTOR'S interest, in any, which are or which the CONTRACTOR  
18 believes to be incompatible with any interest of the COUNTY.

19 **13.2** CONTRACTOR shall not, under circumstances, which might reasonably  
20 be interpreted as an attempt to influence the recipient in the conduct of his  
21 duties, accept any gratuity or special favor from individuals or  
22 organizations with whom the CONTRACTOR is doing business or  
23 proposing to do business, in accomplishing the work under the contract.

24 **13.3** CONTRACTOR shall not use for personal gain or make other improper  
25 use of privileged information, which is acquired in connection with this  
26 contract. In this connection, the term of "privileged information" includes,  
27 but is not limited to, unpublished information relating to technological and  
28 scientific development; medical, personnel, or security records of the

1 individuals; anticipated materials requirements or pricing actions; and  
 2 knowledge of selection of contractors or subcontractors in advance of  
 3 official announcement.

4 **13.4** CONTRACTOR or employees thereof shall not offer gifts, gratuity, favors,  
 5 and entertainment directly or indirectly to COUNTY employees.

6 **14. MONITORING**

7 **14.1** CONTRACTOR hereby agrees to establish procedures for self monitoring  
 8 and shall permit an appropriate official of the COUNTY, State or Federal  
 9 government to monitor, assess or evaluate CONTRACTOR'S  
 10 performance under this Agreement upon reasonable notice to  
 11 CONTRACTOR and at any reasonable time.

12 **15. TERMINATION**

13 Either party may terminate this Agreement, without cause, upon thirty (30)  
 14 working days written notice served upon the other party. Should COUNTY  
 15 determine that there is basis for termination for cause; such termination  
 16 shall be effective immediately upon receipt by CONTRACTOR of such  
 17 notice of termination by certified mail.

18 **16. FORCE MAJEURE**

19 Neither party shall be liable or deemed to be in default for any delay or failure in  
 20 performance under this Agreement or other interruption of service or employment  
 21 deemed resulting, directly or indirectly, from acts of God.

22 **17. NON-DISCRIMINATION AND ELIGIBILITY.**

23 **17.1** The CONTRACTOR shall not discriminate in the provision of services,  
 24 allocation of benefits, accommodation in facilities, or employment of  
 25 personnel, on the basis of ethnic group identification, race, color, creed,  
 26 ancestry, religion, national origin, sexual preference, sex, age (over 40),  
 27 marital status, medical attention, or physical or mental handicap, and shall  
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1 comply with all other requirements of law regarding nondiscrimination and  
2 affirmative action including those laws pertaining to the prohibition of  
3 discrimination against qualified handicapped persons in all programs or  
4 activities.

5 **17.2** For the purpose of this Agreement, distinctions on the grounds of race,  
6 religion, color, sex, national origin, age, or physical or mental handicap  
7 include, but are not limited to, the following:

8 **17.2.1** Denying an eligible person or providing to an eligible person any  
9 services or benefit which is different, or is provided in a different  
10 manner or at a different time from that provided to other eligible  
11 persons under this Agreement.

12 **17.2.2** Subjecting an eligible person to segregation or separate treatment  
13 in any matter related to his receipt of any service, except when  
14 necessary for infection control.

15 **17.2.3** Restricting an eligible person in any way in the enjoyment of any  
16 advantage or privilege enjoyed by others receiving a similar service  
17 or benefit.

18 **17.2.4** Treating an eligible person differently from others in determining  
19 whether she/he satisfied any eligibility, membership, or other  
20 requirement or condition which individuals must meet in order to be  
21 provided a similar service or benefit.

22 **17.2.5** The assignment of times or places for the provision of services on  
23 the basis of race, religion, color, sex, national origin, age, or  
24 physical or mental handicap of the eligible person to be served.

25 **18. CONFLICT OF INTEREST**

26 **18.1** CONTRACTOR and CONTRACTOR'S employees shall have no interest,  
27 and shall not acquire any interest, direct or indirect, which will conflict in  
28 any manner or degree with the performance of services required under  
this Agreement.

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**19. ALTERATION**

**19.1** No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

**19.2** Only the County Board of Supervisors or the County Purchasing Agent may authorize any alteration or revision of this Agreement. The parties expressly recognize that COUNTY personnel are without authorization to either change or waive any requirements of this Agreement.

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**20. SEVERABILITY**

**20.1** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**21. ASSIGNMENT**

**21.1** CONTRACTOR may not delegate the obligations hereunder, either in whole or in part, without prior written consent of COUNTY provided, however, obligations undertaken by CONTRACTOR pursuant to this Agreement may be carried out by means of subcontracts if approved by COUNTY. No subcontract shall terminate or alter the responsibilities of CONTRACTOR to COUNTY pursuant to this Agreement. CONTRACTOR may not assign the rights hereunder, either in whole or in part, without the prior written consent of COUNTY. Any attempted assignment or delegation in derogation of this paragraph shall be void. A change in the business structure of CONTRACTOR, including but not limited to, change in the majority ownership, change in the form of CONTRACTOR'S business organization, management of CONTRACTOR, CONTRACTOR'S ownership of other business dealing with



1 CONTRACTOR under this Agreement, or filing of bankruptcy by  
2 CONTRACTOR, shall be deemed an assignment for purposes of this  
3 paragraph.

4 **22. ADMINISTRATION**

5 **22.1** The COUNTY Director of the Department of Public Health, or designee,  
6 shall administer this Agreement on behalf of the COUNTY.

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8 **23. WAIVER**

9 **23.1** Any waiver by COUNTY of any breach of any one or more of the terms of  
10 this Agreement shall not be construed to be a waiver of any subsequent or  
11 other breach of the same or of any other term thereof. Failure on the part  
12 of the COUNTY to require exact, full and complete compliance with any  
13 terms of this Agreement shall not be construed as in any manner changing  
14 the terms hereof or stopping COUNTY from enforcement hereof.

15 **24. JURISDICTION, VENUE, ATTORNEY FEES**

16 **24.1** This Agreement shall be governed by, and construed in accordance with,  
17 the laws of the State of California. CONTRACTOR agrees and consents  
18 to the exclusive jurisdiction of the courts of the State of California for all  
19 purposes regarding this Agreement and further agrees and consents that  
20 venue of any action brought hereunder shall be exclusively in the County  
21 of Riverside, California.

22 **25. CAPTIONS AND PARAGRAPH HEADINGS.**

23 **25.1** Captions and paragraph headings used in this Agreement are for  
24 convenience only and are not a part of this Agreement and shall not be  
25 used in construing this Agreement.  
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1 **26. NOTICES.**

2 **26.1** All correspondence and notices required or contemplated by this  
3 Agreement shall be delivered to the respective parties at the addresses  
4 set forth below and are deemed submitted one day after their deposit in  
5 the United States mail, postage prepaid:

6 **COUNTY:**

7 County of Riverside, Department of Public Health  
8 Procurement – Contracts Unit  
9 4065 County Circle Drive  
10 Suite 403  
11 Riverside, CA 92503

12 **CONTRACTOR:**

13 Desert AIDS Project  
14 P.O. Box 2890  
15 Palm Springs, CA 92263

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17 or to such other address(es) as the parties may hereafter designate.

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Subcontractors' Scope of Work

Agency - Program: Desert AIDS Project (DAP) - Home and Community Based Health Services (HCBS)  
 Contract Period: July 1, 2013 - March 31, 2014

| PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES   | SERVICE AREA                 | TIMELINE                  | PROCESS OUTCOME  |
|--|------------------------------|---------------------------|--|
| <p><b>Service Delivery Element # 1</b> - Provide eligible PLWHAs with linguistically and culturally competent services in the home which include health services furnished to the individual in the individual's home.</p> <p><b>Implementation Activities:</b></p> <ol style="list-style-type: none"> <li>Maintain organizational infrastructure to offer a comprehensive continuum of co-located core and support services to people infected with and affected by HIV/AIDS that is enhanced by partnerships with community service providers throughout the Transitional Grant Area (TGA). Enroll staff in professional development as required by Grantee.</li> <li>Ensure staff meets minimum qualifications for experience, education, or knowledge.</li> <li>Verify client eligibility for services; determine Ryan White Program to be payer of last resort.</li> <li>Perform initial assessment of care needs including a safety assessment of the home environment.</li> <li>Develop a written plan of care for home and community-based health services (HCBS) in collaboration with the client that includes time-specific goals and activities to reach these goals' ensure that the (HCBS) care plan compliments client's individual service plans (ISP) established by case management team.</li> <li>Provide services rendered by a registered nurse, social worker and certified home health assistant/certified nursing assistant to maintain a client's health so that they stay in their home as long as possible in preference to hospital or long-term care facility.</li> </ol> | <p>East Riverside County</p> | <p>7/1/2013-3/31/2014</p> | <p><b>Goal: Eight (8) unique eligible PLWHA will receive a total of 3,932 Units of Service of HCBH; one UOS = one 15 minute encounter.</b></p> <ol style="list-style-type: none"> <li>Fiscal and administrative oversight will be provided by the Chief Program Officer through monthly meetings with the Home Health Coordinator.</li> <li>In collaboration with Director of Grants &amp; Quality Assurance (DGQA), HHC will approve and document attendance at trainings.</li> <li>In collaboration with DHR, DGQA will monitor employee files annually to enforce minimum qualifications as mandated by the IEHPC Standards of Care.</li> <li>Clients eligibility for HCBS as well as access to and eligibility for other sources of insurance coverage will be documented and updated in ARIES at time of enrollment in HCBS; DAP will adhere to financial eligibility criteria mandated by the Grantee.</li> <li>Results of initial assessment will be entered into ARIES and client chart.</li> <li>HCBS care plan will be recorded in ARIES; HCBS team will meet biweekly to review care plans, assess progress and make recommendations to be documented in the client's chart.</li> <li>Service deliveries to client will be tracked in ARIES; on average, clients receiving HCBS will demonstrate a reduction in the number of hospitalizations related to deterioration in health over the grant period.</li> <li>Adjustments to HCBS care plan will be documented in ARIES and client's chart.</li> <li>Referrals will be documented in client's chart.</li> <li>Documentation of clients' signature acknowledging they were informed of the availability of Partner Services in the TGA on an annual basis will be</li> </ol> |

| PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES  | SERVICE AREA                 | TIMELINE                            | PROCESS OUTCOME   |
|---|------------------------------|-------------------------------------|---|
| <p>8 Conduct re-assessments at least once a month and make adjustments to HCHS care plan as needed.</p> <p>9 Assist clients with referrals and linkages to other services as needed.</p> <p>0 Inform clients of the availability of Partner Services in the TGA on an annual basis.</p> <p>1 Monitor client health outcomes, treatment adherence and self-management capacity to measure impact of HCHS and identify barriers to improvement.</p> <p>2 Provide Early Intervention Services among culturally and linguistically diverse populations to raise awareness and link the following groups to care: 1) HIV Unaware, 2) Newly Diagnosed, and 3) HIV Aware/Not in care.</p> <p>3 Ensure client is maintained or connected to Case Management (Non-Medical) or Medical Case Management Services for continuing care coordination when HCHS is no longer required.</p> |                              | <p>1.11</p> <p>1.12</p> <p>1.13</p> | <p>maintained in client's chart.</p> <p>In collaboration with co-located case management, client's CD4 count and viral load will be entered into ARIES; improvement, decline or stability in health outcomes, treatment adherence and self-management capacity will be documented in case notes.</p> <p>Co-located Early Intervention Services Team will record service deliveries and linkages to care in ARIES and logs. Staff will document linkage to case management services (i.e. medical, non-medical) in client chart.</p>             |
| <p><b>Service Delivery # 2</b> – Provide services based on established Cultural and Linguistic Competency Standards.</p> <p><b>Implementation Activities:</b></p> <p>1 Promote cultural competency as a core value of DAP.</p> <p>2 Recruit and maintain linguistically competent staff.</p> <p>3 Enroll all staff in cultural competency training.</p>   | <p>East Riverside County</p> | <p>7/1/2013-3/31/2014</p>           | <p>2.1 CPO and DGQA will evaluate service provision annually against the Ryan White Program's Cultural and Linguistic Competency Standards; administer client survey annually; document areas of excellence and those in need of improvement as well as develop action plan for changes as needed.</p> <p>2.2 Job descriptions will include bilingual preferences delegation of duties will consider linguistic needs of clients to be served.</p> <p>2.3 In collaboration with DHR, HHC will approve and document attendance at trainings.</p> |
| <p><b>Service Delivery # 3</b> – Implement clinical quality improvement to evaluation service provision.</p> <p><b>Implementation Activities:</b></p> <p>3.1 Monitor unique individuals served and units of service to assess progress toward meeting annual goals.</p> <p>3.2 Monitor integrity and consistency of data entry.</p>   | <p>East Riverside County</p> | <p>7/1/2013-3/31/2014</p>           | <p>3.1 Unique individuals served and units of service entered into ARIES; Utilization Reports generated monthly for review by CPO and DGQA; data submitted to Grantee as required.</p> <p>3.2 ARIES Missing Data Reports generated monthly.</p> <p>3.3 DAP will attend IEHPC meetings and participate in committee work; HHC will evaluate service provision using the Chronic Care Model on an ongoing basis and train</p>   |

| PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES  | SERVICE AREA | TIMELINE                         | PROCESS OUTCOME   |
|---|--------------|----------------------------------|---|
| <p>3 Ensure services provided meet Ryan White Program guidelines, IEHPC Standards of Care, and the six fundamental areas of the Chronic Care Model.</p> <p>4 Provide opportunities for client feedback.</p> <p>5 Monitoring budget for pace of expenditures and cost effectiveness.</p> <p>6 Comply with all evaluation and assessment tools mandated by the Grantee; measure client satisfaction and changes in quality of life.</p> |              | <p>3.4</p> <p>3.5</p> <p>3.6</p> | <p>staff to make enhancements as needed. Grievances will be documented by HHC and report to CPO; Client Advocacy Committee (CAC) will convene monthly; attendance, agenda and meeting minutes will be shared with CPO.</p> <p>In collaboration with Finance Department, expenditures, billing and supporting documentation will be submitted to Grantee as required; budget trend reports will be reviewed by CPO and Chief Financial Officer (CFO) monthly.</p> <p>Results of Grantee-mandated assessment tools will be submitted as requested; Continuous Quality Improvement Team (CQIT) will evaluate and enhanced internal agency tool(s) including Client Satisfaction Surveys, identify methods for linking health outcomes, treatment adherence and self-management capacity to survey results, and set measureable objectives; tools will be distributed to clients in English and Spanish; responses will be tracked and results summarized; CQIT will assess responses, document areas of excellence and areas in need of improvement.</p> |

Subcontractors' Scope of Work

Agency - Program: Desert AIDS Project (DAP) – Medical Case Management (MCM)  
 Contract Period: July 1, 2011 to June 30, 2012

| PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES   | SERVICE AREA                 | TIMELINE                       | PROCESS OUTCOME   |
|--|------------------------------|--------------------------------|---|
| <p>Service Delivery Element #1 - Provide eligible PLWHA with linguistically and culturally competent client-centered medical case management (MCM) that link clients with health care, psychosocial, and other services through: 1) initial and ongoing assessment of service needs, 2) development of MCM individual service plan (ISP) with the client, 3) coordination of services to implement the plan, 4) client monitoring to assess efficacy of the plan, 5) case conferencing at least once per client annually with their service providers, 6) periodic re-evaluation and adaptation of the plan, 7) client-specific advocacy and/or review of utilization of services, 8) coordination and follow-up of treatments, 9) referrals to or provision of support and counseling on HIV-related topics including but not limited to treatments, medications, treatment adherence, bereavement support, dietary/nutrition advice, and other information needed to effectively participate in medical care, and 10) referrals to other services at D.A.P. and in the TGA's Continuum-of-care.</p> <p>Implementation Activities:</p> <ul style="list-style-type: none"> <li>1.1 Maintain organizational infrastructure to offer a comprehensive continuum of co-located core and support services to people infected with and affected by HIV/AIDS enhanced by partnerships with community service providers throughout the TGA.</li> <li>1.2 Ensure staff meet minimum qualifications for experience, education, or licensure.</li> <li>1.3 Enroll staff in professional development as required by Grantee.</li> <li>1.4 Verify client eligibility for services; determine Ryan White Program to be payer of last resort.</li> <li>1.5 Perform initial needs assessment.</li> <li>1.6 MCM staff will inform clients of the availability of Partner Services in the TGA on an annual basis.</li> <li>1.7 Collaborate with client to develop MCM ISP; Work collaboratively with client's health care providers and others to develop a plan that meets client's needs and goals;</li> </ul> | <p>East Riverside County</p> | <p>7/1/2013-<br/>3/31/2014</p> | <p><b>Goal: Sixty-five (65) unique eligible PLWHA will receive a total of 1,041 Units of Service of MCM; one UOS = one 15 minute encounter.</b></p> <ul style="list-style-type: none"> <li>1.1- 1.2 Fiscal and administrative oversight will be provided through monthly meetings between DSS &amp; CPO; Memoranda of Understanding (MOU) with community partners will be renewed annually.</li> <li>1.2 In collaboration with Director of Human Resources (DHR), DSS will monitor employee files annually to enforce minimum qualifications as mandated by the IEHPC Standards of Care.</li> <li>1.3 DHR &amp; DSS will approve and document attendance at professional development trainings for staff.</li> <li>1.4 Clients access to and eligibility for other sources of insurance will be documented and updated in ARIES; intake and update classes to collect eligibility documentation, including proof of residency and income (after attending intake class, clients must attend update class annually during their birthday month); attendance and changes in eligibility will be entered into ARIES and client charts if applicable; D.A.P. will adhere to Grantee-mandated financial eligibility criteria.</li> <li>1.5 Document results of needs assessment in client chart; clients with acute needs will remain medically case managed at a client-case manager ratio of 75:1; clients at a higher level of self-management will be referred to non-medical case management.</li> <li>1.6 Documentation of clients' signature acknowledging they were informed of the availability of Partner Services in the TGA on an annual basis will be maintained in client's chart.</li> <li>1.7 Client will sign and date initial MCM ISP as well as updates at least once annually; medical case manager will enter initial MCM ISP and future updates in ARIES and share MCM ISP with client's other service providers.</li> <li>1.8 Document progress toward MCM ISP goals in ARIES; Document medical case manager's communication with service providers in case notes; 90% of MCM clients will be linked to a primary care provider; 100% of all clients will be informed of</li> </ul> |

| PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES  | SERVICE AREA          | TIMELINE           | PROCESS OUTCOME  |
|---|-----------------------|--------------------|--|
| <p>update MCM ISP as needed.</p> <p>8 Monitor client's success in securing timely and coordinated access to services, including medical treatments, and advocate on behalf of client with service providers as needed.</p> <p>9 Monitor client's progress toward self-management.</p> <p>10 Monitor client health outcomes and treatment adherence to measure impact of MCM and identify barriers to improvement.</p> <p>11 Graduate clients from medical case management to case management non-medical as appropriate.</p> <p>12 Facilitate case conferencing as part of multi-disciplinary team to evaluate medically case managed clients' status and MCM ISP efficacy; make recommendations and referrals accordingly.</p> <p>13 Refer clients who have fallen out of care to Early Intervention Services.</p> |                       |                    | <p>ancillary services that can meet their needs.</p> <p>1.9 Ongoing adjustments will be documented in the MCM ISP to reflect increased self-management capacity and ability to self-direct care, self-advocate and make informed healthcare decisions.</p> <p>1.10 The following will be entered into ARIES: 1) lab work to show CD4 count and viral load at least twice a year at least three months apart, 2) improvement, decline or stability in health outcomes and treatment adherence, 3) status of co-morbidities including substance abuse and mental illness, 4) client's attendance at medical appointments, 5) the execution of a behavioral contract triggered by two missed appointments, 6) referrals to the EIS Team for clients who have fallen out of care.</p> <p>1.11 On average, clients will reduce the number of MCM service deliveries over 12 months; client graduation from MCM will be documented.</p> <p>1.12 Clients receiving MCM will be case-conferenced by a multi-disciplinary team at least once annually; date, attendance of professionals involved, and changes to MCM ISP will be documented in ARIES and case conference log.</p> <p>1.13 Co-located Early Intervention Services Team will record service deliveries and linkages to care in ARIES and logs.</p> |
| <p>service Delivery Element #2 – Provide services based on established Cultural and Linguistic Competency Standards.</p> <p>Implementation Activities:</p> <p>1 Promote cultural competency as a core value of D.A.P.</p> <p>2 Recruit and maintain linguistically competent staff.</p> <p>3 Enroll all staff in cultural competency training.</p>  | East Riverside County | 7/1/2013-3/31/2014 | <p>1.1 CPO will evaluate service provision annually against the Ryan White Program's Cultural and Linguistic Competency Standards; document areas of excellence and those in need of improvement as well as develop action plan for changes as needed.</p> <p>1.2 Job descriptions will include bilingual preferences; delegation of duties will consider linguistic needs of clients to be served.</p> <p>1.3 DHR &amp; DSS will document attendance at cultural competency trainings.</p>  |
| <p>service Delivery Element #3 – Implement clinical quality improvement to evaluate service provision.</p> <p>Implementation Activities:</p> <p>1 Monitor unique individuals served and units of service to assess progress toward meeting annual goals.</p> <p>2 Monitor integrity and consistency of data entry.</p> <p>3 Ensure services provided meet Ryan White Program guidelines, IEHPC Standards of Care, and the six fundamental areas of the Chronic Care Model.</p> <p>1.4 Provide opportunities for client feedback.</p>  | East Riverside County | 7/1/2013-3/31/2014 | <p>1.1 Unique individuals served and units of service entered into ARIES; Utilization Reports generated monthly for review by DSS &amp; CPO; data submitted to Grantee as required.</p> <p>1.2 ARIES Missing Data Reports generated throughout the year.</p> <p>1.3 D.A.P. will serve on the IEHPC; DSS will enhance service provision guided by the Chronic Care Model on an ongoing basis.</p> <p>1.4 Grievances documented by DSS and reported to CPO; Client Advocacy Committee convenes monthly; agenda and meeting minutes kept and any issues related to MCM reported to DSS.</p> <p>1.5 In collaboration with Finance Department, expenditures, billing and supporting documentation will be submitted to Grantee as</p>   |

| PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES  | SERVICE AREA | TIMELINE | PROCESS OUTCOME   |
|---|--------------|----------|---|
| <p>5 Monitor budget for pace of expenditures and cost effectiveness.</p> <p>6 Comply with all evaluation and assessment tools mandated by the Grantee; measure client satisfaction with service delivery and cultural competency.</p> |              |          | <p>required; budget trend reports will be reviewed by DSS and CPO monthly.</p> <p>1.6 Grantee-mandated assessment tools will be submitted as requested; Senior Staff will evaluate and enhance Client Satisfaction Survey as appropriate, identify methods for linking health outcomes, treatment adherence and self-management capacity to survey results, and set measurable objectives; tools will be distributed to clients in English and Spanish annually; Senior Staff will assess responses, document areas of excellence and areas in need of improvement, and make recommendations and action plan will be disseminated to staff.</p> |



**EXHIBIT B**  
**PAYMENT PROVISIONS**

CONTRACTOR shall be entitled to receive payment for those fees relative to the products to be purchased by COUNTY under the conditions of this agreement as follows:

**1. Reimbursement:**

**1.1** Program reimbursement process and specifications are specified in Exhibit A.

**2. Invoice and Reporting Requirements:**

**2.1** COUNTY agrees to pay acceptable invoice(s), as per requirements in item 2.2 below, submitted by CONTRACTOR as soon as reasonable in accordance with the County policy and procedures. Payment by the COUNTY of an invoice shall not preclude the COUNTY from subsequently raising any errors which were present on such invoice and/or from taking a set off in the amount of such error from any amount the COUNTY still owes CONTRACTOR.

**2.2** Invoice(s) shall itemize actual expense incurred, CONTRACTOR'S name and address, date, Purchase Order Number (to be assigned after execution of agreement) and original signature of CONTRACTOR.

**2.3** CONTRACTOR shall submit monthly invoice(s) to the following address for processing:

Riverside County Department of Public Health  
Fiscal Division, Accounts Payable  
P.O. BOX 7849  
Riverside, CA 92513

**3.** Compensation payable to CONTRACTOR by COUNTY shall not exceed ninety thousand dollars (\$90,000) annually including all expenses.

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ATTACHMENT A

**HIV Care Program FORM D - Client Service Provider Budget Summary**

Contractor and Contract Number:  
Riverside County

Fiscal Year  
2013-2014

| Service Provider Information   |   |
|--|---|
| Service Provider Name and DUNS#<br>Desert AIDS Project; DUNS# 618170211  | Bid Status (place x in one)<br><input type="checkbox"/> Sole Source (Attach Justification) <input checked="" type="checkbox"/> Competitive Bid<br><small>Not applicable for OA Contractors.</small>   |
| Contact Person<br>David Brinkman   | Title<br>Chief Executive Officer  |
| Mailing Address<br>P.O. Box 2890, Palm Springs, CA 92263   | Telephone Number<br>760-323-2118  |
| E-Mail Address<br>dbrinkman@desertaidproject.org   | Fax Number<br>760-323-9865  |
| Website Address (if any)<br>www.desertaidproject.org   | Federal Taxpayer Identification Number<br>330068583   |
| Do members of minority racial/ethnic groups constitute a majority of Board members and/or a majority of staff (volunteer or paid) providing care? (place x in one)<br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | Ownership Status (place x in one)<br><input checked="" type="checkbox"/> Private/Non Profit <input type="checkbox"/> Public/Local<br><input type="checkbox"/> Private/For Profit <input type="checkbox"/> Public/State<br><input type="checkbox"/> Incorporated <input type="checkbox"/> Public/Federal |

| Client Service Costs  |                 |   | Estimated Clients Served | NEW-RW Program Part B - Payer of Last Resort Assessment/Comments<br><small>NOTE: Please include other funding sources (Part A, B, C, D, ADAP, HOPWA, Medi-Cal, LHP, CDC etc.) and comments based on issues/concerns regarding funding sources. If Part A funds are used, specify the portion% of the award that is Part B and the portion that is Part A.</small> | Budgeted Amount      |
|---|-----------------|---|--------------------------|---|----------------------|
| Services<br><small>NOTE: The exact HRSA category name(s) for allowable Tier One and Tier Two services must be used here. Use drop down list</small> | Personnel Costs | Non-Personnel Costs (Also use Non-Personnel Justification Form) |                          |   |                      |
| Medical Case Management   | \$72,833        | \$0   | 65                       | Part B is used to deliver services to meet demand which exceeds Part A funding. Part A 66%, Part B 34%  | \$72,833             |
| Home and Community-Based Services   | \$9,744         | \$0   | 8                        | Part B is used to deliver services to meet demand which exceeds Part A funding. Part A 93%, Part B 7%.  | \$9,744              |
|   |                 |   |                          |   | \$0                  |
|   |                 |   |                          |   | \$0                  |
|   |                 |   |                          |   | \$0                  |
|   |                 |   |                          |   | \$0                  |
|   |                 |   |                          |   | \$0                  |
| <b>Totals</b>   | <b>\$82,577</b> | <b>\$0</b>  |                          | <b>Total Services</b>   | <b>\$82,577</b>      |
| <b>Total Administrative Personnel</b>   |                 |   |                          |   | <b>\$0</b>           |
| <b>Operating</b>  |                 |   |                          |   |                      |
|   |                 |   |                          |   |                      |
|   |                 |   |                          |   |                      |
|   |                 |   |                          |   |                      |
|   |                 |   |                          |   |                      |
|   |                 |   |                          |   |                      |
|   |                 |   |                          | <b>Total Operating</b>  | <b>\$0</b>           |
| <b>Capital</b>  |                 |   |                          |   |                      |
|   |                 |   |                          |   |                      |
| Indirect  |                 |   |                          | Indirect Costs(HR, Fiscal, Procurement Support, insurance Costs (both property and liability), administrative support)  | \$7,423              |
|   |                 |   |                          |   |                      |
|   |                 |   |                          | <b>Total Indirect</b><br><small>(cannot exceed 15% of Client Service Provider Total Personnel Expenses)</small>   | <b>\$7,423</b>       |
|   |                 |   |                          | <b>Total Administrative Costs</b><br><small>(cannot exceed 10% of the Client Service Provider total budget)</small>   | <b>\$7,423</b><br>8% |
| <b>Total Service Provider Budget:</b>   |                 |   |                          |   | <b>\$90,000.00</b>   |

## HIV Care Program FORM E - Client Service Provider Personnel Detail

Contractor and Contract Number (and Subcontractor):  
 Riverside County, Desert AIDS Project

Fiscal Year  
2013-2014

| Position Title  | Staff Member's First and Last Name<br><small>Note: List every Staff Member / Position separately</small> | If vacant, what is the estimated hire date?            |  |  |
|---|--|--|--|--|
| Medical Case Manager  | Michael Muller   |  |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b>  |  | <b>Total Annual Salary</b>                             | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
| Duties include initial assessment of service needs, development and monitoring of individual care plan, referrals processing, benefits counseling, service delivery documentation, participation at case conferences, care coordination with medical and social services providers. |  | \$40,920   | 0.30   | \$12,276.00  |
|   |  | <b>If Travel is Required, Estimated Travel Expense</b> | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|   |  | \$0  | \$4,297  | \$4,297.00   |
| <b>HRSA Service Category</b>  | Medical Case Management  | <b>Subtotal</b>  |  | \$16,573   |
| Medical Case Manager  | Lillian Sesma  |  |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b>  |  | <b>Total Annual Salary</b>                             | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
| Duties include initial assessment of service needs, development and monitoring of individual care plan, referrals processing, benefits counseling, service delivery documentation, participation at case conferences, care coordination with medical and social services providers. |  | \$40,920   | 0.30   | \$12,276.00  |
|   |  | <b>If Travel is Required, Estimated Travel Expense</b> | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|   |  | \$0  | \$4,297  | \$4,297.00   |
| <b>HRSA Service Category</b>  | Medical Case Management  | <b>Subtotal</b>  |  | \$16,573   |
| RN Medical Case Manager   | Christine Bielawa  |  |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b>  |  | <b>Total Annual Salary</b>                             | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
| Initial service needs assessment, development and monitoring of individual care plan, referrals, benefits counseling, service delivery documentation, case conference, care coordination with other providers. Services provided in the home to qualified clients.                  |  | \$70,463   | 0.090  | \$6,606.00   |
|   |  | <b>If Travel is Required, Estimated Travel Expense</b> | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|   |  | \$0  | \$2,312  | \$2,312.00   |
| <b>HRSA Service Category</b>  | Medical Case Management  | <b>Subtotal</b>  |  | \$8,918  |
| RN Medical Case Manager   | Pat Walthers   |  |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b>  |  | <b>Total Annual Salary</b>                             | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
| Initial service needs assessment, development and monitoring of individual care plan, referrals, benefits counseling, service delivery documentation, case conference, care coordination with other providers. Services provided in the home to qualified clients.                  |  | \$71,599   | 0.15   | \$10,740.00  |
|   |  | <b>If Travel is Required, Estimated Travel Expense</b> | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|   |  |  | \$3,759  | \$3,759.00   |
| <b>HRSA Service Category</b>  | Medical Case Management  | <b>Subtotal</b>  |  | \$14,499   |
| Social Worker   | Angela Raney   |  |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b>  |  | <b>Total Annual Salary</b>                             | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
| Supports adherence to treatment plan through coordinated care with client's RN Medical Case Manager. Conducts ongoing monitoring of client's self management skills, mental/emotional condition and progress toward goals.  |  | \$59,987   | 0.090  | \$5,624.00   |
|   |  | <b>If Travel is Required, Estimated Travel Expense</b> | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|   |  |  | \$1,968  | \$1,968.00   |
| <b>HRSA Service Category</b>  | Medical Case Management  | <b>Subtotal</b>  |  | \$7,592  |
| <b>Total Fringe Benefits (this page)</b>  | <b>\$16,633</b>  | <b>Total Salaries (this page)</b>                      |  | <b>\$47,522</b>                                    |
| <b>Total Personnel Expenses (this page)</b>   |  |  |  | <b>\$64,155</b>                                    |

## HIV Care Program FORM E - Client Service Provider Personnel Detail

**Contractor and Contract Number (and Subcontractor):**  
 Riverside County, Desert AIDS Project

**Fiscal Year**  
 2013-2014

| Position Title   | Staff Member's First and Last Name<br><small>Note: List every Staff Member / Position separately</small> | If vacant, what is the estimated hire date?        |  |
|--|--|--|--|
| Social Worker  | JoAnn Becker   |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b> | <b>Total Annual Salary</b>   | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
|  | \$68,557   | 0.09   | \$6,428.00   |
|  | <b>If Travel is Required, Estimated Travel Expense</b>   | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|  | \$0  | \$2,250  | \$2,250.00   |
| <b>HRSA Service Category</b>   | Medical Case Management  | <b>Subtotal:</b>                                   | \$8,678  |
| Position Title   | Staff Member's First and Last Name<br><small>Note: List every Staff Member / Position separately</small> | If vacant, what is the estimated hire date?        |  |
| CHHA/CAN   | Maria Hilton   |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b> | <b>Total Annual Salary</b>   | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
|  | \$29,994   | 0.09   | \$2,812.00   |
|  | <b>If Travel is Required, Estimated Travel Expense</b>   | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|  | \$0  | \$0  | \$0  |
| <b>HRSA Service Category</b>   | Home and Community-Based Services  | <b>Subtotal:</b>                                   | \$2,812  |
| Position Title   | Staff Member's First and Last Name<br><small>Note: List every Staff Member / Position separately</small> | If vacant, what is the estimated hire date?        |  |
| Homemaker  | Steven Meyers  |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b> | <b>Total Annual Salary</b>   | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
|  | \$24,248   | 0.280  | \$6,932.00   |
|  | <b>If Travel is Required, Estimated Travel Expense</b>   | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|  | \$0  | \$0  | \$0  |
| <b>HRSA Service Category</b>   | Home and Community-Based Services  | <b>Subtotal:</b>                                   | \$6,932  |
| Position Title   | Staff Member's First and Last Name<br><small>Note: List every Staff Member / Position separately</small> | If vacant, what is the estimated hire date?        |  |
|  |  |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b> | <b>Total Annual Salary</b>   | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
|  |  |  | \$0  |
|  | <b>If Travel is Required, Estimated Travel Expense</b>   | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|  |  |  | \$0  |
| <b>HRSA Service Category</b>   | Mental Health Services   | <b>Subtotal:</b>                                   | \$0  |
| Position Title   | Staff Member's First and Last Name<br><small>Note: List every Staff Member / Position separately</small> | If vacant, what is the estimated hire date?        |  |
|  |  |  |  |
| <b>Describe Duties (include purpose and destination of any job-related travel)</b> | <b>Total Annual Salary</b>   | <b>Total FTE (please don't remove the formula)</b> | <b>Salary paid by this contract</b>                |
|  |  |  | \$0  |
|  | <b>If Travel is Required, Estimated Travel Expense</b>   | <b>Benefits</b>                                    | <b>Fringe Benefits (Total Travel and Benefits)</b> |
|  |  |  | \$0  |
| <b>HRSA Service Category</b>   | Mental Health Services   | <b>Subtotal:</b>                                   | \$0  |
| <b>Total Fringe Benefits (this page)</b>   | \$2,250  | <b>Total Salaries (this page)</b>                  | \$16,172   |
| <b>Total Personnel Expenses (this page)</b>  |  |  | \$18,422   |