

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



ITEM: 3.19
(ID # 18573)

MEETING DATE:
Tuesday, April 12, 2022

FROM : PUBLIC SOCIAL SERVICES:


SUBJECT: DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS):


Approve the Professional Services Agreement # DPSS-0003411 with the Regents of the University of California on behalf of its Riverside Campus – Extension Professional Studies for Leadership Training Courses for DPSS staff for three years through June 30, 2025; All Districts. [Total aggregate cost \$1,088,250; up to \$272,063 in additional compensation; Federal 54%, State 20%, Realignment 22%, County 4%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Agreement # DPSS-0003411 with the Regents of the University of California on behalf of its Riverside Campus – Extension Professional Studies for Leadership Training Courses for a total aggregate amount of \$1,088,250 for three years through June 30, 2025 and authorize the Chair of the Board to sign the Agreement; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel to sign amendments that make modifications to the scope of services that stay within the intent of the Agreement; and sign amendments to the compensation provisions that do not exceed the sum-total of twenty-five percent (25%) of the total cost of the agreement.

ACTION:Policy

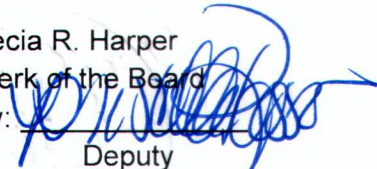

Sayori Baldwin, DPSS Director 3/24/2022


Synthia M. Guzel, Chief Deputy County Counsel 3/29/2022

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: April 12, 2022
xc: DPSS

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$362,750	\$362,750	\$1,088,250	\$ 0
NET COUNTY COST	\$14,510	\$14,510	\$43,530	\$ 0
SOURCE OF FUNDS: Federal 54%, State 20%, Realignment 22%, County 4%			Budget Adjustment: No	
			For Fiscal Year: 21/22 – 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

DPSS is dedicated to embracing a Continuous Quality Improvement (CQI) mindset and is committed to transforming into a learning organization. Part of this transition involves preparing staff and leadership for change and providing them with the training and resources necessary for success. DPSS' Staff Development unit is responsible for developing training solutions to meet business needs and coordinating implementations of department-wide training initiatives. The training courses have been identified by Staff Development as beneficial to:

- Enhance leadership skills
- Improve staff motivation
- Reduce employee attrition rate
- Revitalize employee satisfaction
- Refine and reinforce effective communication patterns with internal and external customers
- Provide opportunities for further employee engagement in various departmental activities

DPSS' goal is to leverage the strengths and capabilities of all staff through those training opportunities to build and maintain a portfolio of highly qualified staff that can serve the community in the most efficient and effective manner.

The courses contracted for under this Agreement are:

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STATE OF CALIFORNIA**

- a) The Project Management Essential (Non-graded)
- b) Strategic Leadership for a Changing World
- c) Organizational Leadership
- d) Understanding Emotional Intelligence
- e) Moving Through Change
- f) Empowering Leaders
- g) Servant Leadership
- h) Crucial Accountability
- i) Motivating, Managing, and Developing Others
- j) Communicating Effectively
- k) Lean Principles and Practice
- l) Lean Six Sigma Mindset
- m) Project Management Essentials (Graded)
- n) Lean Six Sigma by the Numbers
- o) Project Leadership, Communication, and Team Building
- p) Lean Six Sigma Capstone
- q) Lean Six Sigma Process Mapping

Impact on Residents and Businesses

Engaging DPSS managers, supervisors and staff in different training opportunities will increase leadership team trust, communication, collaboration and ensure a strength-based workplace, which will reflect positively in serving the community and those in need of DPSS services.

Additional Fiscal Information

Funding for this agreement will be budgeted through the normal County budgeting process.

FINANCIAL DATA Fiscal Year Detail	Current and through Fiscal Year 22/23:	Fiscal Year 23/24:	Fiscal Year 24/25:	Total Cost:
COST	\$362,750.00	\$362,750.00	\$362,750.00	\$1,088,250.00
NET COUNTY COST	\$14,510	\$14,510	\$14,510	\$43,530

Contract History and Price Reasonableness

Ordinance 459 allows for award of contracts with any federal, state, or local government agency without bidding due to the nature of collaboration and partnership of beneficial programs with government entities.

ATTACHMENT:

ATTACHMENT A. DPSS-0003411 UCR Leadership Training Agreement

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Suzanna Mackley, Assistant Director of Purchasing and Fleet Service

3/29/2022



Brianna Lontajo, Principal Management Analyst

4/6/2022

BC-002923 / DPSS-0003411

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

and

**The Regents of the University of California on behalf of its Riverside Campus -
Extension Professional Studies
1299 University Ave, Suite 201
Riverside, California 92507**

**To Provide
Leadership Training Courses for DPSS Staff**

DPSS-0003411



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List of Schedules

Schedule A – Payment Provisions

Schedule B – Scope of Services

List of Attachments

Attachment I – Contractor Payment Request DPSS 2076A, DPSS 2076B & Instructions

This Agreement is made and entered into this __7th__ day of __March__, 2022, by and between Regents of the University of California, a California constitutional corporation, on behalf of its Riverside Campus - Extension Professional Studies (herein referred to as "CONTRACTOR"), and the County of Riverside, a political subdivision of the State of California, on behalf of its Department of Public Social Services (herein referred to as "COUNTY"). The parties agree as follows:

1. DEFINITIONS

- A. "CONTRACTOR" refers to the Regents of the University of California on behalf of its Riverside Campus Extension Professional Studies including its employees, agents, representatives, and services under this Agreement.
- B. "DPSS" or "COUNTY" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Agreement. DPSS and COUNTY are used interchangeably in this Agreement.

2. DESCRIPTION OF SERVICES

CONTRACTOR shall provide Leadership Training courses for staff and management at the rates stated in Schedule A, "Payment Provisions," and as outlined and specified in Schedule B, "Scope of Services." These courses have been identified by DPSS executive team as essential to reduce the current attrition rate and high employee turn-over that DPSS currently faces.

3. PERIOD OF PERFORMANCE

This Agreement shall be effective upon execution and continue through June 30, 2025, unless terminated earlier or otherwise modified. CONTRACTOR shall commence performance upon the Effective Date and shall diligently and continuously perform thereafter.

4. COMPENSATION

COUNTY shall pay CONTRACTOR for services performed, products provided, or expenses incurred in accordance with Schedule A, "Payment Provisions." COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or product. Unless otherwise specifically stated in Schedule A, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement. At the expiration of the term of this Agreement, or upon termination prior to the expiration of the Agreement, any funds paid to CONTRACTOR, but not used for purposes of this Agreement, shall revert to COUNTY within 4-6 weeks of the expiration or termination.

5. AVAILABILITY OF FUNDS/NON-APPROPRIATION OF FUNDS

The obligation of COUNTY for payment under this Agreement beyond the current fiscal year is contingent upon and limited by the availability of county funding from which payment can be made. There shall be no legal liability for payment on the part of COUNTY beyond June 30 of each year unless funds are made available for such payment by the County Board of Supervisors. In the event such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing and this Agreement shall be deemed terminated and be of no further force or effect. COUNTY shall make all payments to CONTRACTOR that were properly earned prior to the unavailability of funding.

6. TERMINATION

- A. COUNTY may terminate this Agreement without cause upon giving thirty (30) calendar days written notice served on CONTRACTOR stating the extent and effective date of termination.
- B. COUNTY may, upon five (5) calendar days written notice, terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement, or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY.

C. After receipt of the notice of termination, CONTRACTOR shall:

- (1) Stop all work under this Agreement on the date specified in the notice of termination; and
- (2) Transfer to COUNTY and deliver in the manner directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would be required to be furnished to COUNTY.

D. After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

E. CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or willful and material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability, for any reason whatsoever, to perform the terms of this Agreement. In such an event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

F. The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights or remedies provided by law or this Agreement.

7. REQUEST FOR WAIVER AND WAIVER OF BREACH

Waiver of any provision of this Agreement must be in writing and signed by authorized representatives of the parties. No waiver or breach of any provision of the terms and conditions herein shall be deemed, for any purpose, to be a waiver or a breach of any other provision hereof, or of a continuing or subsequent waiver or breach. Failure of COUNTY to require exact, full compliance with any terms of this Agreement shall not be construed as making any changes to the terms of this Agreement and does not prevent COUNTY from enforcing the terms of this Agreement.

8. TRANSITION PERIOD

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

9. OWNERSHIP, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL

CONTRACTOR agrees that all materials, reports, or products, in any form including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of COUNTY. The material, reports or products may be used by the COUNTY for any purpose that COUNTY deems appropriate, including but not limited to, duplication and/or distribution within COUNTY or to third parties.

CONTRACTOR agrees not to release or circulate, in whole or in part, such materials, reports, or products without prior written authorization of COUNTY.

10. CONDUCT OF CONTRACTOR/ CONFLICT OF INTEREST

A. CONTRACTOR covenants that it presently has no interest, including but not limited to, other projects or contract, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. CONTRACTOR agrees to inform the COUNTY of all CONTRACTOR's interest, if any, which are or may be perceived as incompatible with COUNTY's interests.

B. CONTRACTOR shall not, under any circumstances which could be perceived as an influence to the recipient in the conduct or his/her duties, accept any gratuity or special favor from individuals or firms with whom CONTRACTOR is doing business or proposing to do business, in fulfilling this Agreement.

11. RECORDS, INSPECTIONS, AND AUDITS

A. All performance, including services, workmanship, materials, facilities or equipment utilized in the performance of this Agreement shall be subject to inspection and test by COUNTY or any other regulatory agencies at all times. This may include, but is not limited to, monitoring or inspecting contractor performance through any combination of on-site visits, inspections, evaluations, and CONTRACTOR self-monitoring. CONTRACTOR shall cooperate with any inspector or COUNTY representative reviewing compliance with this Agreement and permit access to all necessary locations, equipment, materials, or other requested items.

B. CONTRACTOR shall maintain auditable books, records, documents, and other evidence relating to costs and expenses to this Agreement. CONTRACTOR shall maintain these records for at least three (3) years after final payment has been made or until pending county, state, and federal audits are completed, whichever is later.

C. Any authorized county, state or the federal representative shall have access to all books, documents, papers, electronic data and other records they determine are necessary to perform an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts and copies as they deem necessary and shall have the same right to monitor or inspect the work or services as COUNTY.

D. If CONTRACTOR disagrees with an audit, CONTRACTOR may employ a Certified Public Accountant (CPA) to prepare and file with COUNTY its own certified financial and compliance audit. CONTRACTOR shall not be reimbursed by COUNTY for such an audit regardless of the audit outcome.

E. CONTRACTOR shall establish sufficient procedures to self-monitor the quality of services/products under this Agreement and shall permit COUNTY or other inspector to assess and evaluate CONTRACTOR's performance at any time, upon reasonable notice to the CONTRACTOR.

12. CONFIDENTIALITY

A. As required by applicable law, COUNTY and CONTRACTOR shall maintain the privacy and confidentiality of all information and records, regardless of format, received pursuant to the Agreement ("confidential information"). Confidential information includes, but is not limited to, unpublished or sensitive technological or scientific information; medical, personnel, or security records; material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of contractors, subcontractors or suppliers in advance of official announcement. CONTRACTOR shall ensure that no person will publish, disclose, use or cause to be disclosed such confidential information pertaining to any applicant or recipient of services. CONTRACTOR shall keep all confidential information received from COUNTY in the strictest confidence. CONTRACTOR shall comply with Welfare and Institutions Code Section 10850.

B. CONTRACTOR shall take special precautions, including but not limited to, sufficient training of CONTRACTOR's staff before they begin work, to protect such confidential information from loss or unauthorized use, access, disclosure, modification or destruction.

C. CONTRACTOR shall ensure case record or personal information is kept confidential when it identifies an individual by name, address, or other specific information. CONTRACTOR shall not

use such information for any purpose other than carrying out CONTRACTOR's obligations under this Agreement.

- D. CONTRACTOR shall promptly transmit to COUNTY all third-party requests for disclosure of confidential information. CONTRACTOR shall not disclose such information to anyone other than COUNTY except when disclosure is specifically permitted by this Agreement or as authorized in writing in advance by COUNTY.

13. HOLD HARMLESS/INDEMNIFICATION

CONTRACTOR agrees to indemnify and hold harmless COUNTY, its departments, agencies and districts, including their officers, employees and agents (collectively "County Indemnitees"), from any liability, damage, claim or action based upon or related to any services or work of CONTRACTOR (including its officers, employees, agents, subcontractors or suppliers) arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury or death, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims, action, injury, or damage is caused by or result from the negligent or intentional acts or omissions of the Contractor, its officers, employees, agents subcontractors and/or suppliers. CONTRACTOR shall, at its sole expense and cost including but not limited to, attorney fees, cost of investigation, defense, and settlements or awards, defend County Indemnitees in any such claim or action. CONTRACTOR shall, at their sole cost, have the right to use counsel of their choice, subject to the approval of COUNTY which shall not be unreasonably withheld; and shall have the right to adjust, settle, or compromise any such claim or action so long as that does not compromise CONTRACTOR's indemnification obligation. CONTRACTOR's obligation hereunder shall be satisfied when CONTRACTOR has provided COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim made. The insurance requirements stated in this Agreement shall in no way limit or circumscribe CONTRACTOR's obligations to indemnify and hold COUNTY harmless.

14. INSURANCE

- A. Without limiting or diminishing CONTRACTOR's obligation to indemnify or hold COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement. As respects to the insurance section only, COUNTY herein refers to the County of Riverside, its agencies, districts, special districts, and departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds as set forth below.
- B. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an AM 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.
- D. CONTRACTOR shall cause CONTRACTOR's insurance carrier(s) to furnish the COUNTY with a properly executed original certificate(s) of insurance Further, said Certificate(s) shall indicate that thirty (30) calendar days written notice shall be given to the COUNTY prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the COUNTY receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements, including all **endorsements and attachments** thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original certificate(s) of insurance and certified original copies of endorsements and if requested, an individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the certificate of insurance.

- E. It is understood and agreed to by the parties hereto that CONTRACTOR's insurance shall be construed as primary insurance, and COUNTY's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- F. 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 coverages currently required herein if, in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.
- G. CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- H. The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to COUNTY.
- I. 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.
15. **WORKER'S COMPENSATION**
If CONTRACTOR has employees as defined by the State of California, CONTRACTOR shall maintain statutory Worker's Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the County of Riverside.
16. **COMMERCIAL GENERAL LIABILITY**
Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR's performance of its obligations hereunder. Policy shall name the COUNTY as additional Insured. This additional insured provision, however, shall only apply in proportion to and to the extent of the negligent or intentional acts or omissions of CONTRACTOR, its officers, employees or agents. Policy's limit of liability shall not be less than \$2,000,000 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.
17. **INDEPENDENT CONTRACTOR**
It is agreed that CONTRACTOR is an independent contractor and that no relationship of employer-employee exists between the parties. CONTRACTOR and its employees shall not be entitled to any benefits payable to employees of COUNTY, including but not limited to, workers' compensation, retirement, or health benefits. COUNTY shall not be required to make any deductions for CONTRACTOR employees from the compensation payable to CONTRACTOR under this Agreement. CONTRACTOR agrees to hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by any person or other party that an employer-employee relationship exists by reason of this Agreement. CONTRACTOR agrees to indemnify and defend, at its sole expense and cost, including but not limited, to attorney fees, cost of investigation, defense and settlements, or awards, COUNTY, its officers, agents, and employees in any legal action based upon such alleged existence of an employer-employee relationship by reason of this Agreement.

18. **USE BY POLITICAL ENTITIES**
CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity in Riverside County, and to every political entity located in the State of California. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.
19. **LICENSES AND PERMITS**
If applicable, CONTRACTOR shall be licensed and have all permits as required by Federal, State, County, or other regulatory authorities at the time the proposal is submitted to COUNTY and throughout the term of this Agreement. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers, and exceptions necessary for performance of this Agreement.
20. **NO DEBARMENT OR SUSPENSION**
CONTRACTOR certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency; has not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against it for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction; violation of federal or state anti-trust status; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; is not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated herein; and has not within a three-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.
21. **COMPLIANCE WITH RULES, REGULATIONS, AND DIRECTIVES**
CONTRACTOR shall comply with all rules, regulations, requirements and directives of the California Department of Social Services, other applicable State or Federal agencies, funding sources and other governing regulatory authorities which impose duties and regulations upon COUNTY related to this Agreement. These shall be equally applicable to and binding upon CONTRACTOR to the same extent as they are upon COUNTY.
22. **EMPLOYMENT PRACTICES**
- A. CONTRACTOR shall comply with all federal and state statutes and regulations in the hiring of its employees.
 - B. CONTRACTOR shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Agreement; if applicable, with the provisions of the Fair Employment and Housing Act (FEHA) and the Federal Civil Rights Act of 1964 (P. L. 88-352).
 - C. In the provision of benefits, CONTRACTOR shall certify and comply with Public Contract Code 10295.3 and not discriminate between employees with spouses and employees with domestic partners or discriminate between the domestic partners and spouses of those employees. For the purpose of this section "domestic partner" means one of two persons who have filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.
 - D. By signing this Agreement or accepting funds under this Agreement, CONTRACTOR shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Department of Labor regulations (41 CFR Chapter 60).

E. Employment Development Department reporting requirements: CONTRACTOR shall provide required data and certification to COUNTY in order to comply with child support enforcement requirements. The documentation will be provided within ten (10) days of notification of award of this Agreement when required by the Employment Development Department. Failure to submit the documentation or failure to comply with all federal and state reporting requirement for child support enforcement shall constitute a material breach of this Agreement.

23. LOBBYING

A. CONTRACTOR shall ensure 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 any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendment, or modification of any federal contract, grant loan or cooperative agreement.

B. 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, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with such federal contract, grant, loan, or cooperative agreement, CONTRACTOR shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. CONTRACTOR shall require that the language of this certification be included in the award document for sub-awards at all tiers, including subcontracts, sub-grants, and contract under grants, loans, and cooperative agreements, and that all sub-recipients shall certify and disclose accordingly.

24. ADVERSE GOVERNMENT ACTION

In the event any action of any department, branch or bureau of the federal, state, or local government has a material adverse effect on either party in the performance of their obligations hereunder, then that party shall immediately notify the other of the nature of this action, including in the notice a copy of the adverse action. The parties shall meet as soon as practicable, but no later than thirty (30) calendar days and shall, in good faith, attempt to negotiate a modification to this Agreement that minimizes the adverse effect. Notwithstanding the provisions herein, if the parties fail to reach a negotiated modification concerning the adverse action, then the affected party may terminate this Agreement by giving at least one hundred eighty (180) calendar days' notice or may terminate sooner if agreed to by both parties. For purposes of this provision, notice may be provided via email or fax between the respective contract liaison and effective three (3) calendar days after sent, if received.

25. SUBCONTRACTS

A. CONTRACTOR shall not enter into any subcontract with any subcontractor who:

- (1) Is presently debarred, suspended, proposed for debarment or suspension, or declared ineligible or voluntarily excluded from covered transactions by a federal department or agency;
- (2) Has within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, violation of federal or state anti-trust status, commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Is presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in the paragraph above; and

- (4) Has within a three-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.
- B. CONTRACTOR shall be fully responsible for the acts or omissions of its subcontractors and the subcontractors' employees.
- C. CONTRACTOR shall insert clauses in all subcontracts to bind its subcontractors to the terms and conditions of this Agreement.
- D. Nothing contained in this Agreement shall create a contractual relationship between any subcontractor or supplier of CONTRACTOR and COUNTY.
26. **SUPLANTATION**
CONTRACTOR shall not supplant any federal, state or county funds intended for the purpose of this Agreement with any funds made available under any other agreement. CONTRACTOR shall not claim reimbursement from COUNTY for any sums which have been paid by another source of revenue. CONTRACTOR agrees that it will not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or COUNTY funds under any county programs without prior approval of COUNTY.
27. **ASSIGNMENT**
CONTRACTOR shall not assign or transfer any interest in this Agreement without the prior written consent of COUNTY. Any attempt to assign or transfer any interest without written consent of COUNTY shall be deemed void and of no force or effect.
28. **FORCE MAJEURE**
If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.
29. **GOVERNING LAW**
This Agreement shall be governed by the laws of the State of California. Any legal action related to the interpretation or performance of this Agreement shall be filed only in the Superior Court for the State of California or the U.S. District Court located in Riverside, California.
30. **DISPUTES**
A. The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement which is not resolved by the parties shall be decided by COUNTY's Compliance Contract Officer who shall furnish the decision in writing. The decision of COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. CONTRACTOR shall proceed diligently with the performance of this Agreement pending resolution of a dispute.
B. Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third-party mediator. A second mediation session shall be required if the first session is not successful. The parties shall equally share the cost of the mediation(s).
31. **ADMINISTRATIVE/CONTRACT LIAISON**
Each party shall designate a liaison that will be the primary point of contact regarding this Agreement.

32. NOTICES

All notices, claims, correspondence, or statements authorized or required by this Agreement shall be deemed effective three (3) business days after they are made in writing and deposited in the United States mail addressed as follows:

COUNTY:

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

Invoices and other financial documents:

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

CONTRACTOR:

The University of California Riverside - University Extension
Corporate Education & Custom Programs
1299 University Ave, Suite 201
Riverside, California 92507
Or electronically to: dmassei@ucx.ucr.edu
With a copy to business contracts: buscon@ucr.edu

CONTRACTOR "Remit To" address:

The University of California Riverside, University Extension
Corporate Education & Custom Programs
1299 University Ave, Suite 201
Riverside, California 92507
Or electronically to: iep_finance@ucx.ucr.edu

33. SIGNED IN COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

34. ELECTRONIC SIGNATURES

Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signature(s) included herein are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

35. MODIFICATION OF TERMS

This Agreement may be modified only by a written amendment signed by authorized representatives of both parties. Requests to modify fiscal provisions for the upcoming fiscal year shall be submitted no later than April 1 of the current fiscal year.

36. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. All prior or contemporaneous agreements of any kind or nature relating to the same subject matter shall be of no force or effect.

Authorized Signature(s) for CONTRACTOR	Authorized Signature(s) for County
Printed Name of Person Signing: Kevin Vaughn, PhD <i>Kevin J. Vaughn</i>	Printed Name of Person Signing: Jeff Hewitt <i>Jeff Hewitt</i>
Title: Dean of University Extension	Title: Chair, Board of Supervisors
Date Signed: 3/7/2022 2:14 PM PST	Date Signed: Apr 13, 2022
Printed Name of Person Signing: Joe Andrew <i>Joe Andrew</i>	Approval as to Form Gregory P. Priamos County Counsel <i>Katherine Wilkins</i> By: _____ Katherine Wilkins Deputy County Counsel IV Date: <u>Mar 7, 2022</u>
Title: Chief Procurement Officer	
Date Signed: 3/7/2022 2:53 PM PST	



ATTEST:
KECIA R. HARPER, Clerk

Priscilla Rasso

DEPUTY

Schedule A
Payment Provisions

A.1 MAXIMUM AMOUNTS –ANNUAL AND AGGREGATE TOTALS
The total annual payments to CONTRACTOR shall not exceed:

FISCAL YEAR PERIOD	
1 st Upon Execution through June 30, 2023	\$362,750.00
2 nd year of performance - July 1, 2023 through June 30, 2024	\$362,750.00
3 rd year of performance - July 1, 2024 through June 30, 2025	\$362,750.00
Total	\$1,088,250.00

A.2 UNIT OF SERVICE

Course Name	1-10 participants* (minimum of 10 required)	11-25 participants	Total per FY per course, two courses per year*
1. Project Management Essential (24 hours, non-graded – Does not Count to Lean Six Sigma Certificate)	\$620.00	\$570.00	\$28,500.00

Course Name	1-12 participants*	13-25 participants	Total per FY per course, two courses per year
2. Strategic Leadership for a Changing World	\$550.00	\$500.00	\$25,000.00
3. Organizational Leadership	\$550.00	\$500.00	\$25,000.00
4. Understanding Emotional Intelligence	\$375.00	\$325.00	\$16,250.00
5. Moving Through Change	\$275.00	\$225.00	\$11,250.00
6. Empowering Leaders	\$275.00	\$225.00	\$11,250.00
7. Servant Leadership	\$275.00	\$225.00	\$11,250.00
8. Crucial Accountability	\$275.00	\$225.00	\$11,250.00
9. Motivating, Managing, and Developing others	\$275.00	\$225.00	\$11,250.00
10. Communicating Effectively	\$275.00	\$225.00	\$11,250.00

BC-002923 / DPSS-0003411

Course Name	Non-Graded Cohort	Graded Cohort	Total per FY, per course / 25 participants per class / two courses per year**	
11. Lean Principles and Practice	\$540.00	\$575.00	\$13,500.00	\$28,750.00
12. Lean Six Sigma Mindset	\$540.00	\$575.00	\$13,500.00	\$28,750.00
13. Project Management Essentials (counts towards certification)	\$540.00	\$575.00	\$13,500.00	\$28,750.00
14. Lean Six Sigma by the Numbers	\$540.00	\$575.00	\$13,500.00	\$28,750.00
15. Project Leadership, Communication, and Team Building	\$540.00	\$575.00	\$13,500.00	\$28,750.00
16. Lean Six Sigma Capstone	\$540.00	\$575.00	\$13,500.00	\$28,750.00

Course Name	Up to 30 participants per cohort	Up-to Eight Cohorts per FY year.
17. Lean Six Sigma – Process Mapping	\$3,500.00	\$28,000.00

*All courses are calculated based on the lower quote and for a two-time occurrence per year.

**All courses here are calculated based on the higher quote because they count towards the Lean Sigma Certification.

A.3 METHOD, TIME, AND CONDITIONS OF PAYMENT

- A. CONTRACTOR will be paid the actual amount of each approved monthly invoice for payment that is accompanied by participant roster. CONTRACTOR must obtain signatures from all attendees for each day the class is in session. If the required supporting documentation is not provided, DPSS may delay payment until the information is received by DPSS.
- B. All payment claims shall be submitted on a monthly basis no later than thirty (30) calendar days after the end of each month in which the services were provided. Each payment claiming period shall consist of a calendar month. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.
- C. As applicable for payment requests, CONTRACTOR shall submit completed DPSS Forms 2076A, 2076B (Attachment I) and supporting documentation.
- D. Each claiming period shall consist of a calendar month claiming period. CONTRACTOR invoice estimates for May and June are due no later than the 5th of June. Actual CONTRACTOR invoice for May and June are due no later than the 30th of July.

B.1 SCOPE OF SERVICES

- A. Designate a point of contact to be the liaison between the CONTRACTOR and DPSS.
- B. Arrange two training groups for each of the trainings listed below each year to be coordinated with the DPSS liaison.
- C. Arrange and schedule annually an instructor for each training session listed below for DPSS staff to meet the requirements through in-depth topic reviews in a classroom or online setting through lectures, online trainings, discussions, computer-assisted practical exercises, and state of the art courseware:
 - (a) The Project Management Essential (Non-graded)
 - (b) Strategic Leadership for a Changing World
 - (c) Organizational Leadership
 - (d) Understanding Emotional Intelligence
 - (e) Moving Through Change
 - (f) Empowering Leaders
 - (g) Servant Leadership
 - (h) Crucial Accountability
 - (i) Motivating, Managing, and Developing Others
 - (j) Communicating Effectively
 - (k) Lean Principles and Practice
 - (l) Lean Six Sigma Mindset
 - (m) Project Management Essentials (Graded)
 - (n) Lean Six Sigma by the Numbers
 - (o) Project Leadership, Communication, and Team Building
 - (p) Lean Six Sigma Capstone
 - (q) Lean Six Sigma Process Mapping
- D. Provide the training at the Conference Room of UCR University Extension facilities located at: University Extension, (1299 University Ave, Suite 201, Riverside, California 92507) or provide a web-based classroom via an online-class platform. Contractor will coordinate these classes with DPSS Liaison.
- E. Coordinate with DPSS for the number of days and hours required per training session.
- F. Provide presentation outline for review, at minimum seven (7) business days before the scheduled event. Should DPSS reject the outline, the CONTRACTOR shall have three (3) days to revise.
- G. Provide at least thirty (30) business-days' notice before presentation to reschedule or cancel. Cancellation and/or reschedule can happen for reasons beyond each party's control such as low enrollment, no instructor availability, and/or other reasonable reason for which the training cannot be completed.

ATTACHMENT I

COUNTY OF RIVERSIDE
DEPARTMENT OF PUBLIC SOCIAL
SERVICES

CONTRACTOR PAYMENT REQUEST

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

From: _____
Remit to Name

Address

City, State and Zip Code

Contract Number

Total amount requested _____ for the period of _____ 20 _____

Select Payment Type(s) Below:

Advance Payment \$ _____ (if allowed by Contract/MOU) Actual Payment \$ _____ (Same amount as 2076B if needed)

Unit of Service Payment \$ _____
_____ (# of Units) x _____ (Unit Price) = (\$) _____
_____ (# of Units) x _____ (Unit Price) = (\$) _____
_____ (# of Units) x _____ (Unit Price) = (\$) _____
_____ (# of Units) x _____ (Unit Price) = (\$) _____

Any questions regarding this request should be directed to and authorized by:

Name Phone Number

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

If amount authorized is different from the amount requested, please explain:

MRU Authorization Date

Amount Authorized

Invoice Number

PO Number

DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

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

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

DPSS 2076A
CONTRACTOR PAYMENT REQUEST

"Remit to Name"

The legal name of your agency.

"Address" "City, State, and Zip Code"

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

"Contract Number"

Can be found on the first page of your contract.

"Amount Requested"

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

"Payment Type"

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

"Any questions regarding..."

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

EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.

COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC SOCIAL SERVICES CONTRACTOR EXPENDITURE REPORT (2076B)	
---	--

CONTRACTOR:

ACTUAL EXPENDITURES FOR (MM/YYYY)

CONTRACT #:

EXPENSE CATEGORY	APPROVED BUDGETED AMOUNT	CURRENT EXPENDITURES BILLABLE AMOUNT	CUMULATIVE EXPENDITURES	UNEXPENDED BUDGETED AMOUNT
------------------	--------------------------------	--	----------------------------	----------------------------------

List each item as outlined in contract budget.

TOTAL BUDGET/EXPENSES				

IN-KIND CASH CONTRIBUTION

List each type of contribution				
TOTAL IN-KIND/CASH MATCH				

CLIENT FEES COLLECTED	CURRENT PERIOD	YEAR TO DATE
------------------------------	-----------------------	---------------------

Certificate Of Completion

Envelope Id: 12A78BE35A824CE79C583CE6FF640F47

Status: Completed

Subject: Please DocuSign: DPSS3411 UCR Lead TrainingFinal.pdf

Source Envelope:

Document Pages: 18

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

April Blackburn

AutoNav: Enabled

100 Phoenix Dr.Suite 111

EnvelopeId Stamping: Enabled

Lansing, MI 48108

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

april.blackburn@ucr.edu

IP Address: 169.235.64.254

Record Tracking

Status: Original

Holder: April Blackburn

Location: DocuSign

3/7/2022 1:46:50 PM

april.blackburn@ucr.edu

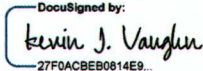
Signer Events

Kevin J. Vaughn

kvaughn@ucx.ucr.edu

Dean, University Extension, UCR

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 172.115.104.23**Timestamp**

Sent: 3/7/2022 1:49:32 PM

Viewed: 3/7/2022 2:14:05 PM

Signed: 3/7/2022 2:14:26 PM

Electronic Record and Signature Disclosure:

Accepted: 3/7/2022 2:14:05 PM

ID: 618852b6-1b69-4604-9b97-ca7e5dcaab31

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

3/7/2022 1:49:32 PM

Certified Delivered

Security Checked

3/7/2022 2:14:05 PM

Signing Complete

Security Checked

3/7/2022 2:14:26 PM

Completed

Security Checked

3/7/2022 2:14:26 PM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Internet2 OBO University of California, Riverside (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Internet2 OBO University of California, Riverside:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: Shelley.Gupta@ucr.edu

To advise Internet2 OBO University of California, Riverside of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at Shelley.Gupta@ucr.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Internet2 OBO University of California, Riverside

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to Shelley.Gupta@ucr.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Internet2 OBO University of California, Riverside

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to Shelley.Gupta@ucr.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Internet2 OBO University of California, Riverside as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Internet2 OBO University of California, Riverside during the course of your relationship with Internet2 OBO University of California, Riverside.

Certificate Of Completion

Envelope Id: 7E11FB33F972479B9515F55B4C76FF13	Status: Completed
Subject: Please DocuSign: DPSS3411 UCR Lead Train PartEx.pdf	
Source Envelope:	
Document Pages: 22	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Comments: yes
EnvelopeId Stamping: Enabled	Envelope Originator:
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	April Blackburn
	100 Phoenix Dr.Suite 111
	Lansing, MI 48108
	april.blackburn@ucr.edu
	IP Address: 169.235.64.254

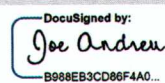
Record Tracking

Status: Original	Holder: April Blackburn	Location: DocuSign
3/7/2022 2:16:53 PM	april.blackburn@ucr.edu	

Signer Events

Joe Andreu
joe.andreu@ucr.edu
Chief Procurement Officer
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
Using IP Address: 169.235.64.254

Timestamp

Sent: 3/7/2022 2:20:51 PM
Viewed: 3/7/2022 2:48:17 PM
Signed: 3/7/2022 2:53:09 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
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