

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



ITEM: 3.42  
(ID # 24734)

MEETING DATE:  
Tuesday, May 21, 2024

FROM : RUHS-PUBLIC HEALTH:

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Ratify and Approve the Professional Service Agreement with HARC, Inc. (HARC) for Community Violence Assessment Services for the Period of Performance of March 1, 2024, through November 30, 2024. All Districts. [Aggregate Amount: \$417,655; 100% Federal]

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

1. Ratify and approve the Professional Service Agreement with Health Assessment and Research for Communities (HARC) for the period of performance of March 1, 2024, through November 30, 2024, in the aggregate amount of \$417,655;
2. Authorize the Chair of the Board to sign the Agreement on behalf of the County; and
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, and as approved to form by County Counsel to a) sign amendments to the Agreement that exercise the options of the agreement, including modifications to the statement of work and period of performance, that stay within the intent of the Agreement; and b) issue Purchase Orders for goods and/or services related to this Agreement that do not exceed the total aggregate contract amount.

**ACTION:**Policy

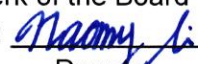
  
Kim Saruwatari, Director of Public Health 4/23/2024

---

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, 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 Gutierrez  
Nays: None  
Absent: None  
Date: May 21, 2024  
xc: RUHS-PH

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$265,780	\$151,875	\$417,655	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: 100% Federal</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 23/24 - 24/25</b>	

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

**BACKGROUND:**

**Summary**

Riverside University Health System — Public Health (RUHS-PH) has received funding from the Centers for Disease Control (CDC) to conduct a needs assessment and document the impact of violence in Riverside County. This needs assessment will guide and focus RUHS-PH's Violence Prevention Program that will address and improve health and social inequities.

The purpose of the needs assessment is to document exposure of violence, examine the impact of violence on physical and mental health outcomes, and highlight the most pressing health and social needs for violence prevention. Understanding the impact of violence in a community is difficult as these topics are sensitive in nature and the data is often underreported. HARC's extensive background conducting community research on sensitive topics will be a vital asset for this needs assessment on the topic of violence prevention.

**Impact on Residents and Businesses**

The main beneficiaries of this project will be residents, county organizations, community organizations, youth, and families.

**Additional Fiscal Information**

The services are 100% grant funded and will be reimbursed by the CDC's Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems funding. There is no impact to County general funds. Services are estimated to be paid for in each fiscal year based on the following table. Additionally, RUHS-PH is requesting approval from the Board of Supervisors to allow unspent funds to be rolled over from one fiscal year to the next.

<b>Fiscal Year</b>	<b>Amount</b>
23/24	\$265,780
24/25	\$151,875
<b>Total</b>	<b>\$417,655</b>

**Contract History and Price Reasonableness**

On January 22, 2024, Riverside County Purchasing and Fleet Services Department, on behalf of RUHS-PH, released a Request for Quote (RFQ#: HSARC-334) for Community Violence Assessment Services. The solicitation was posted on the County's Purchasing website and

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

distributed electronically to 160 vendors using the County's eProcurement system, Public Purchase.

One (1) bid response was received and carefully reviewed by an evaluation team consisting of personnel from RUHS-PH. The bid response was evaluated based on the criteria in the RFQ: overall response to the RFQ, experience, references, clarifications, exception, deviation and credentials, resumes, licenses, certifications, bidder's financial status, and overall cost to the County.

Based on the overall summation, the evaluation team concluded that HARC, Inc. met all the requirements of the RFQ and is qualified to move forward in the awarding phase as the sole responsive and responsible bidder. The request before the Board of Supervisors today is to award a contract to HARC, Inc. for the Community Violence Needs Assessment Services.

**ATTACHMENTS:**

**ATTACHMENT A.** Professional Service Agreement with HARC, Inc.

**ATTACHMENT B.** Notice of Intent to Award

  
\_\_\_\_\_  
Meghan Hahn, Director of Procurement 5/2/2024

  
\_\_\_\_\_  
Douglas Cardonez Jr. 5/15/2024

  
\_\_\_\_\_  
Gregg Gu, Chief of Deputy County Counsel 5/2/2024

**PROFESSIONAL SERVICE AGREEMENT**

for

**COMMUNITY VIOLENCE ASSESSMENT SERVICES**

between

**COUNTY OF RIVERSIDE**

and

**HARC, INC.**



MAY 21 2024

3.42

**TABLE OF CONTENTS**

<b><u>SECTION HEADING</u></b>	<b><u>PAGE NUMBER</u></b>
1. Description of Services.....	3
2. Period of Performance.....	3
3. Compensation.....	3
4. Alteration or Changes to the Agreement .....	5
5. Termination .....	5
6. Ownership/Use of Contract Materials and Products .....	6
7. Conduct of Contractor .....	6
8. Inspection of Service: Quality Control/Assurance .....	7
9. Independent Contractor/Employment Eligibility .....	7
10. Subcontract for Work or Services .....	9
11. Disputes .....	9
12. Licensing and Permits .....	10
13. Use by Other Political Entities .....	10
14. Non-Discrimination .....	10
15. Records and Documents .....	10
16. Confidentiality .....	11
17. Administration/Contract Liaison.....	11
18. Notices.....	12
19. Force Majeure.....	12
20. EDD Reporting Requirements.....	12
21. Hold Harmless/Indemnification .....	13
22. Insurance .....	13-16
23. General .....	16-18
Exhibit A-Scope of Service .....	20-26
Exhibit B- Payment Provisions .....	27-29

This Agreement is ratified and entered into by and between HARC, Inc., a California non-profit corporation, (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, on behalf of its Riverside University Health System – Public Health department, (herein referred to as "COUNTY" or "RUHS-PH").

The parties acknowledge and agree that the CONTRACTOR began rendering services to COUNTY on March 1, 2024, and were accepted by COUNTY without a written services agreement. All actions taken by both the CONTRACTOR and COUNTY prior to the date hereof are hereby confirmed and ratified by way of execution of this Agreement.

The parties agree as follows:

**1. Description of Services**

**1.1** CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Scope of Service, and at the prices stated in Exhibit B, Payment Provisions.

**1.2** CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

**1.3** CONTRACTOR affirms that it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

**1.4** Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

**2. Period of Performance**

**2.1** This Agreement shall be effective March 1, 2024, and continues in effect through November 30, 2024, unless terminated earlier. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

**3. Compensation**

**3.1** The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed the aggregate amount of FOUR HUNDRED SEVENTEEN THOUSAND SIX HUNDRED FIFTY-FIVE DOLLARS (\$417,655) including all expenses. The 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 products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

**3.2** No price increases will be permitted during the first year of this Agreement (If applicable). All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the agreement, a minimum of 30-days advance notice in writing is required to be considered and approved by COUNTY. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items - Greater Los Angeles, Riverside and Orange County areas and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors.

**3.3** CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR upon the last day working day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. For this Agreement, send invoices to either:

Riverside University Health System - Public Health

Fiscal – Accounts Payable

PO BOX 7849

Riverside, California 92513

or

[RIVCOPH-AP@ruhealth.org](mailto:RIVCOPH-AP@ruhealth.org)

- a) Each invoice shall contain a minimum of the following information: organization name; invoice number and invoice date; payment due date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (HSARC-24-155); Grant number (HS100203); quantities; service dates for claimed expenditures (billing period must fall within the Agreement performance period); item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.

b) CONTRACTOR shall provide adequate supporting cost documentation, including source documentation as appropriate, (i.e., receipts, logs, time sheets, payroll records, etc.) as requested by the COUNTY.

c) Invoices shall be rendered monthly in arrears.

- 3.4** The COUNTY obligation for payment of this Agreement beyond the current fiscal year is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered "monthly" in arrears. In the State of California, government agencies are not allowed to pay excess interest and late charges, per Government Code, section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

#### **4. Alteration or Changes to the Agreement**

**4.1** The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

**4.2** Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within 30 days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

#### **5. Termination**

**5.1.** COUNTY may terminate this Agreement without cause upon 30 days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

**5.2** COUNTY may, upon five (5) 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, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

**5.3** After receipt of the notice of termination, CONTRACTOR shall:

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

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

**5.5** CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or 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 event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

**5.6** If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

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

## **6. Ownership/Use of Contract Materials and Products**

The 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 the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to,

duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

**7. Conduct of Contractor**

**7.1** The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, 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. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

**7.2** The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

**7.3** The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

**8. Inspection of Service; Quality Control/Assurance**

**8.1** All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also

terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

**8.2** CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

**9. Independent Contractor/Employment Eligibility**

**9.1** The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

**9.2** CONTRACTOR warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

**9.3** Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

**9.4** CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

**9.5** CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

**9.6** CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

**10. Subcontract for Work or Services**

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

**11. Disputes**

**11.1** 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 the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the

COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

**11.2** 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 share the cost of the mediations.

**12. Licensing and Permits**

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

**13. Use By Other Political Entities**

The 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. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

**14. Non-Discrimination**

CONTRACTOR shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations.

**15. Records and Documents**

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

**16. Confidentiality**

**16.1** The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

**16.2** The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third-party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

**17. Administration/Contract Liaison**

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

**18. Notices**

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

**COUNTY OF RIVERSIDE**

Riverside University Health System - Public Health  
Procurement and Logistics – Contracts Unit  
4065 County Circle Drive, #403  
Riverside, CA 92503  
[Ph-contracts@ruhealth.org](mailto:Ph-contracts@ruhealth.org)

**CONTRACTOR**

HARC, Inc.  
41-550 Eclectic St.  
Palm Desert, CA 92260  
Attn: Jenna LeComte-Hinely  
[Jlecomte-hinely@HARCdata.org](mailto:Jlecomte-hinely@HARCdata.org)

**19. 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.

**20. EDD Reporting Requirements**

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under “Employment Development Department” or access their Internet site at [www.edd.ca.gov](http://www.edd.ca.gov).

**21. Hold Harmless/Indemnification**

**21.1** CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions, or services.

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

**21.3** CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

**21.4** The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

**22. Insurance**

**22.1** Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the 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.

**A. Workers' Compensation:**



If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' 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.

**B. Commercial General Liability:**

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified 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. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

**C. Vehicle Liability:**

If vehicles or mobile equipment is 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 as Additional Insureds.

**D. Professional Liability** Contractor shall maintain Professional Liability Insurance providing coverage for the Contractor's performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Contractor's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and CONTRACTOR shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that CONTRACTOR has Maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

**E. General Insurance Provisions - All lines:**

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention 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 County'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.

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

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

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; 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 and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

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

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

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

**23. General**

**23.1** CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

**23.2** Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

**23.3** In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

**23.4** CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

**23.5** CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

**23.6** Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

**23.7** The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

**23.8** CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

**23.9** CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

**23.10** CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

**23.11** This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event 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.

**23.12** This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. 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 signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. 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. 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 (h) of Section 1633.2 of the Civil Code.

**23.13** This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

**COUNTY OF RIVERSIDE**, a political subdivision of the state of California, on behalf of its **RIVERSIDE UNIVERSITY HEALTH SYSTEM - PUBLIC HEALTH**

**HARC, INC.**, a California Non-profit Corporation

By:   
Chuck Washington, Chair  
Board of Supervisors

By: Jenna LeComte-Hinely  
Jenna LeComte-Hinely  
Chief Executive Officer

Dated: 5/21/2024

Dated: Apr 8, 2024

ATTEST:  
Kimberly Rector  
Clerk of the Board

By:   
Deputy

APPROVED AS TO FORM:  
Minh C. Tran  
County Counsel

By: Esen Sainz  
Esen Sainz  
Deputy County Counsel

MAY 21 2024 3.42

**EXHIBIT A  
SCOPE OF SERVICE**

**HARC Activities**

**1. BACKGROUND:**

Riverside University Health System - Public Health (RUHS – PH) has received funding from the Centers for Disease Control (CDC) to conduct a needs assessment and document the impact of violence in Riverside County. This needs assessment will guide and focus RUHS – PH’s Violence Prevention Program to address and improve health and social inequities.

The purpose of the needs assessment is to document exposure of violence, examine the impact of violence on physical and mental health outcomes, and highlight the most pressing health and social needs for violence prevention. Understanding the impact of violence in a community is difficult as these topics are sensitive in nature and the data is often underreported. CONTRACTOR’s extensive background conducting community research on sensitive topics will be a vital asset for this needs assessment on the topic of violence prevention.

**2. CONTRACTOR RESPONSIBILITIES:**

CONTRACTOR shall provide support, as listed below in four different phases:

**2.1 Phase One: Kick-Off Meeting and Project Management.**

COUNTY and CONTRACTOR shall meet virtually for a kick-off meeting to discuss staff assigned to the project and overall project roles/responsibilities. The Parties will restate the goals of the project and gain important contextual information surrounding the project. Both parties shall also schedule check-in meetings that will be held bi-monthly or monthly, depending on the need at any given point in the project. CONTRACTOR shall provide COUNTY an agenda prior to each meeting and meeting notes following each meeting. The kick-off meeting will also launch the formation of a Community Advisory Board (CAB) for this project. At the kick-off meeting, CONTRACTOR and COUNTY shall discuss who to invite to join the CAB; CAB members will include relevant nonprofit organizations who address violence in the community (e.g., shelters, etc., that provide services for domestic violence survivors, youth programs to combat gang violence/bullying, suicide prevention

programs, etc.) and individuals from the justice system (e.g., police, parole, probation, juvenile diversion, etc.). CONTRACTOR shall be responsible for recruiting CAB members and during this phase, hosting a kick-off meeting with CAB members will be compensated \$100 for each meeting that they attend; CONTRACTOR shall ask for their participation in four meetings throughout the project, including one in each of the following phases: the kick-off meeting, the community survey, the focus groups, and reporting. CONTRACTOR shall recruit a total of six CAB external members and up to four CAB members who work for the County. All four meetings will be held via Zoom, to enable work-life balance and minimize the time/distance barriers for participants. Internal CAB members will be compensated after attendance at each meeting, however County employees will not be compensated.

## **2.2 Phase Two: Community Survey**

### **Survey Design**

**2.2.1** CONTRACTOR shall first conduct a literature review of other community research that has been conducted to explore community violence. CONTRACTOR shall then use these findings from the literature review and input from COUNTY to develop the survey content. The survey will pertain to the prevalence and severity of issues in the community like violent crime, gun violence, domestic violence, gang violence, sexual assault, and mental health topics, to name a few. The survey will discuss assets and resources in the community, that will assist in developing a brighter, safer future. Sensitive topics such as domestic violence and sexual assault will be discussed at a scale of these issues in the community at-large, rather than personal experience.

**2.2.3** CONTRACTOR shall host the second CAB meeting, designed to review the survey content and methods. This will help to ensure that the survey is carefully crafted and culturally competent and will not re-traumatize victims of violence. Input from the CAB will also help CONTRACTOR to insert relevant, helpful resource links into the survey (e.g., suicide hotlines, contact information for shelters, etc.). Finally, COUNTY shall help finalize the survey by reviewing the content and providing feedback.

### **Sample Size**



**2.2.4** The goal for this survey will be to obtain 5,000 completed surveys to attain a valid and generalizable sample. Riverside County has approximately 2.5 million residents living in approximately 725,000 households. Using random sampling, to model this population (with a 95% confidence level, +/- 2%), CONTRACTOR shall need a sample size of 2,393 households. However, in CONTRACTOR's experience, a larger sample size can allow for more robust representation of smaller populations within the larger sample (e.g., while 2,393 households may adequately show basic demographics, the estimates become unstable for more rare conditions or characteristics, such that CONTRACTOR may be unable to make assumptions about important yet small groups, such as only people who experienced a specific type of violence, etc.). Thus, CONTRACTOR recommends to strive for a sample size of at least 3,000 households (with an ideal goal of 5,000). A sample size of 5,000 would allow these small-but-important groups to have robust data, and the overall sample would be extremely accurate (99% confidence level, +/-2% confidence interval).

#### **Survey Distribution**

**2.2.5** Surveys shall be distributed to 40,000 randomly selected residential addresses in Riverside County. Each survey will have a unique identification code printed on the cover, ensuring that the survey cannot be duplicated/taken multiple times and know which households have completed the survey. The uniquely coded surveys will allow for geographic mapping of the results based on the address of the participant. Each of the survey envelopes will include a pre-addressed postage-paid envelope so that respondents can easily return the survey. To gain a truly random sample, CONTRACTOR shall ask that the adult (age 18 or older) in each household with the next coming birthday complete the survey. Thus, each survey will represent one individual in one household.

#### **Incentives**

**2.2.6** CONTRACTOR shall encourage participation by offering respondents one (1) \$25 Visa card post-incentive for completing the survey. CONTRACTOR shall use \$25 Visa card as a post-incentive to improve the participation rate for our random sample of Riverside County and help attain a sample that is representative of the wider community. The \$25 Visa card post-incentive was selected based off experience with

previous survey incentives and it is equivalent to one hour of work at a living wage in Riverside County.

**2.2.7** Post-incentives have immense value in increasing response rates, while also giving back to the community. In 2021, CONTRACTOR and COUNTY conducted a pilot study and examined response rates of different incentive conditions. CONTRACTOR obtained a 13.0% response rate when the condition was a paper survey with a \$25 Visa card promised post-incentive; thus, by mailing it to 40,000 households, we expect to obtain around 5,200 completed surveys.

**2.2.8** Incentives are critically important to obtaining a diverse sample size. For example, in previous years, COUNTY AND CONTRACTOR completed one countywide survey with a \$25 Visa card post-incentive and one without the post-incentive. The sample obtained from the survey with the post-incentive was more representative of the demographics of Riverside County in terms of age, income, and race/ethnicity. The sample obtained from the survey without the post-incentive was more homogenous, and tended towards older, White, wealthier participants.

**2.2.9** CONTRACTOR shall track completed surveys returned throughout data collection and will provide participation updates to COUNTY. CONTRACTOR shall oversee the incentive distribution process. Post-incentives will be distributed promptly as the surveys are returned. CONTRACTOR shall track incentives distributed by mailing address.

### **2.3 Phase Three: Focus Groups**

**2.3.1** CONTRACTOR shall share the preliminary results of the survey with COUNTY and the CAB. Both parties and CAB will determine up to six specific topics of interest to explore further in focus groups (e.g., domestic violence, gang violence, child abuse, elder abuse, sexual assault, etc.). Focus groups help understand each person's individual perspective, but also encourages group members to talk to one another, share experiences and explore why they believe the things that they do. Researchers have endorsed the use of focus groups to explore topics that are sensitive/taboo and to express emotions that are not mainstream or altogether positive.

**2.3.2** CONTRACTOR shall host six focus groups (or a series of one-on-one interviews, if deemed more appropriate by the CAB) with community members and/or community

partners to explore the identified topics in greater depth and identify potential solutions to these issues. If six topics are identified, then one focus group will explore each topic. If less than six topics are identified (e.g., only four), that will free up the opportunity to host focus groups with multiple perspectives (e.g., one focus group with parents and another with youth on the topic of bullying or gang violence among teens).

- 2.3.3** CONTRACTOR shall create a draft focus group/interview guide, which will be reviewed by both COUNTY and the CAB prior to finalization. This will be the third CAB meeting. CONTRACTOR and the CAB will help review and ensure that the questions generate valuable data while remaining trauma-informed and not re-traumatizing those who have experienced violence.
- 2.3.4** The focus groups shall be held in English and/or Spanish as appropriate, with up to two of the focus groups held in Spanish in the current scope of work and cost proposal. Note that transcription services for Spanish focus groups incur a higher cost, so there would be an additional cost incurred by COUNTY to host more than two of the focus groups in Spanish.
- 2.3.5** Participants for the focus groups (and/or interviews, if it is determined that this would be more appropriate than focus groups) shall be recruited in partnership with relevant partner agencies, including nonprofits that address issues of violence (e.g., Alternatives to Domestic Violence, Mama’s House, Inland Empire Harm Reduction, Shelter from the Storm, SafeHouse of the Desert, Mothers Against Prescription Drug Abuse, etc.) and organizations in the justice system (e.g., police, parole, probation, social workers, case manager, etc.). Some of the partner agencies may be represented on the CAB already; CONTRACTOR shall reach out to others as relevant. Partner organizations who assist in recruiting focus group participants and/or hosting a focus group on site will be provided with a \$250 stipend.
- 2.3.6** Focus groups shall include six to nine participants each. All focus groups will have food available for participants and they will be given a \$25 Visa card in exchange for their participation in the focus group. Importantly, all focus groups will have a counselor/therapist attend – specifically with a relevant background such as “grief

support” or “trauma informed.” CONTRACTOR has found this to be a useful resource to have available when discussing a sensitive topic.

**2.3.7** CONTRACTOR shall audio record the interviews and transcribe the audio files into Word documents so that the interviews can be used for qualitative analysis.

## **2.4 Data Analysis and Report Writing**

2.4.1 Once all data collection is complete (survey and focus groups), CONTRACTOR shall download the survey data from Sogolytics, clean and analyze the data, and weight the data based on demographics to arrive at a dataset that is representative of the population. CONTRACTOR shall then create a written report for COUNTY and the CAB that incorporates both the survey findings and the focus group/interview findings.

2.4.2 The report shall include basic descriptive statistics, as well as comparative analyses between certain groups (e.g., different geographies, race/ethnicity, age, etc.), as guided by RUHS – PH. The report shall include tables, charts, and/or maps to enhance understanding and illustrate the findings in a visually appealing manner. The report shall include an Executive Summary that concisely sums up the findings of the full report. The Conclusion section shall emphasize the implications these findings have for COUNTY Violence Prevention Program.

2.4.3 CAB shall review the report and provide input at the fourth and final CAB meeting. This input will be particularly useful in the Conclusion section, providing expert input on potential actions and solutions that are appropriate for COUNTY to address going forward.

2.4.4 CONTRACTOR shall provide COUNTY with the report and provide the opportunity for COUNTY to review and request additional analyses, etc., after which CONTRACTOR will revise the report based on this feedback. The final report will be provided as a PDF and a Word document.

2.4.5 CONTRACTOR shall also create an infographic version to convey the results to the general public at a reading level. The infographic will be highly visual and will illustrate the main findings from this needs assessment. CONTRACTOR shall review and request revisions on the infographic; after revisions are made CONTRACTOR shall provide the final PDF version in English and Spanish. Both the report and the

infographic will include the colors and branding of COUNTY and will be the sole intellectual property of COUNTY.

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

CONTRACTOR shall receive payment by the COUNTY for the following services provided as specified in Exhibit A, Scope of Services.

**1. BUDGET**

Phase	Budget Items	Amount
Kick-Off & Project Management	Staff hours for: kick-off meeting, regular monthly meetings, creating agendas and follow-up notes, assembling CAB, leading CAB meetings, monthly invoicing, overall project management, among others. Will include approximately 77 hours across six HARC staff members over the course of the project.	\$12,095
	Compensation for members of the Community Advisory Board (\$100 each x 6 CAB members) for first meeting	\$600
	<b><i>Subtotal Kick-Off and Project Management</i></b>	<b>\$12,695</b>
Survey Data Collection	Staff hours for the following tasks: designing survey, meeting with CAB, revising survey, translating survey, back-checking translation of survey, programming survey into online software in English and Spanish, disseminating incentives, data entry, weighting data, among others. Will include approximately 997 hours across eight staff members.	\$75,645
	Compensation for members of the Community Advisory Board (\$100 each x 6 CAB members) for second meeting	\$600
	Statistician to weight data	\$6,000
	Printing and mailing surveys to participants; return postage, costs for mailing post-incentives	\$124,470
	Individual incentives for survey participation. \$25 each (\$28.10 with fees) x 5,000 participants	\$140,500
	<b><i>Subtotal Survey Data Collection</i></b>	<b>\$347,215</b>
Focus Groups	Staff hours for: designing focus group guide, meeting with CAB, revising focus group guide, translating interview guide, back-checking interview guide, identifying partners to assist in recruiting participants, recruiting participants, hosting focus groups, getting audio files transcribed, among others. Will include approximately 75 hours across five staff members.	\$10,708
	Compensation for members of the Community Advisory Board (\$100 each x 6 CAB members) for third meeting	\$600

	Compensation for therapists/counselors to attend six focus groups (\$125 each x 6 focus groups)	\$750
	Compensation for organizational partners that assist us in recruiting key informants (\$250 each x 7 organizations)	\$1,750
	\$25 incentives (with fees, \$28.10) for 54 participants (6 focus groups x 9 participants each)	\$1,517
	Food for focus groups (\$100 per focus group x 6 focus groups)	\$600
	Transcription of 6 focus groups, 1 hour each, English and/or Spanish	\$3,000
	<b><i>Subtotal Focus Groups</i></b>	<b>\$18,925</b>
<b>Data Analysis &amp; Reporting</b>	Staff hours for the following tasks: analyzing data from both the survey and the focus groups, including quantitative data analysis and qualitative data analysis, writing report, adding maps/tables/charts/other visual aids to enhance understanding, final CAB meeting, revising reports, creating infographics, translating infographics, checking back-translations of infographics, proofing/editing of reports/infographics, finalizing infographics and reports, among others. Will include approximately 299 hours across five staff members.	\$38,220
	Compensation for members of the Community Advisory Board (\$100 each x 6 CAB members) for fourth and final meeting	\$600
	<b><i>Subtotal Data Analysis and Reporting</i></b>	<b>\$38,820</b>
<b>Overall Total</b>		<b>\$417,655</b>

**2. PERSONNEL RATES**

CONTRACTOR shall invoice based on staff hours as follows:

Title	Nonprofit/Government Whole Burden Hourly Rate
Chief Executive Officer	\$240
Director of Research & Evaluation	\$200
Senior Research & Evaluation Associate	\$125

Research and Evaluation Associate	\$115
Research and Evaluation Assistant	\$75
Administrative Manager	\$125
Data Entry Specialist	\$75





# Purchasing and Fleet Services

Meghan Hahn, Director

Central Mail • Fleet Services • Purchasing • Supply Services

2/7/2024

## INTENT TO AWARD NOTICE NOTIFICATION TO BIDDER

### HSARC 334 – Community Violence Assessment Survey Services

Riverside County Purchasing and RUHS Public Health Department would like to thank you for submitting a proposal for the above-mentioned RFQ.

After review of the proposal submitted, the evaluation team has concluded **HARC** to be the most responsive and responsible bidder for this project.

The County of Riverside posts all bidding opportunities on two websites:

[www.purchasing.co.riverside.ca.us](http://www.purchasing.co.riverside.ca.us)

[www.publicpurchase.com](http://www.publicpurchase.com)

Andy Ortiz

Procurement Contract Specialist

Email Address: [andortiz@rivco.org](mailto:andortiz@rivco.org)

***This is a TENTATIVE award notification only. Vendor(s) are NOT authorized to begin work/services or deliver products without first receiving an authorized signed purchase order or signed contract from the Purchasing Agent. The County is not responsible for payment for work/services done or products delivered without a signed purchase order or signed contract.***