

**SUBMITTAL TO THE RIVERSIDE COUNTY
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 7.1
(ID # 25057)

MEETING DATE:

Tuesday, August 27, 2024

FROM : IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

SUBJECT: IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY: Ratify and Approve the Professional Services Agreement No. DPSS-0005101 with RTZ Associates Inc. for Registry Matching and Tracking Software System services, without seeking competitive bids, effective July 1, 2024, through June 30, 2025; All Districts. [Total Cost: \$56,568 and up to \$11,313 in additional compensation; Funding: 47% Federal, 16% State, 37% Realignment]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve the Professional Services Agreement No. DPSS-0005101 with RTZ Associates Inc. for Registry Matching and Tracking Software System services, without seeking competitive bids, effective July 1, 2024, through June 30, 2025 for a maximum annual amount of \$56,568 and authorize the Chair of the Board to sign the agreement on behalf of the County; 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: (a) issue a purchase order(s) for any goods or services rendered; (b) sign an amendment that makes modifications to the scope of services that stay within the intent of the Agreement; and (c) sign amendments to the compensation provisions that do not exceed the annual amount of twenty percent (20%).

ACTION:Policy


DAVID DAI 8/20/2024

MINUTES OF THE BOARD OF DIRECTORS

On motion of Director Perez, seconded by Supervisor Spiegel 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: August 27, 2024
xc: DPSS/IHSS

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$56,568	\$0	\$ 56,568	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 47% Federal; 16% State; 37% Other			Budget Adjustment No	
			For Fiscal Year 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County In-Home Supportive Services – Public Authority (IHSS-PA) is a state mandated program resulting from the passage of AB 1682. As an enhancement to IHSS direct service delivery, some of the PA's responsibilities include development and maintenance of the IHSS Provider Registry, and completion of screening, training, and matching of quality providers with IHSS consumers. RTZ Associates, Inc. has provided the HOMCare 2 Registry System to IHSS-PA since 2004.

In 2014, County Purchasing published RFP DPARC-336. RTZ was selected as the lowest responsive and responsible bidder, the contract expired on June 30, 2019. A Single Source Justification # 20-003 was approved on May 17, 2019 for a one-year period, with four (4) one-year renewal options through June 30, 2024.

As prudent managers of public funds, it is the mission for all those involved in the procurement process to give all vendors an equal opportunity to earn County business when providing the lowest possible cost consistent with the quality and/or function of the product or service required and best practice. An extension for this agreement without seeking competitive bids is being requested from July 1, 2024 through June 30, 2025 to prevent a lapse in services and to allow adequate time to complete a sourcing event, execute a new agreement and if necessary, transition to a new vendor.

Impact on Residents and Businesses

By using a system such as the HOMCare 2 Registry System, IHSS-PA can provide the services necessary to comply with its responsibilities under AB 1682, including offering resources that allow IHSS service recipients enhanced access to in-home caregivers. This is accomplished by creating a pool of trained and eligible in-home caregivers partly using the HOMCare 2 Registry System.

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Additional Fiscal Information

The total annual payment to RTZ Associates Inc. shall not exceed \$56,568 for FY 24/25.

FISCAL YEAR PERIOD	Amount
July 1, 2024 through June 30, 2025	\$56,568.00
Total:	\$56,568.00

Contract History and Price Reasonableness

An extension for the period of performance for this agreement is being requested through an Amended SSJ #20-003B for one (1) additional year to allow adequate time to complete a sourcing event, which will give all vendors an equal opportunity to earn County business when providing the lowest possible cost consistent with the quality and/or function of the product or service required and best practice.

ATTACHMENTS:

- 1) DPSS-0005101 – RTZ Associates, Inc.
- 2) Amended SSJ #20-003B



David Dai 8/1/2024



Melissa Curtis, Deputy Director of Purchasing and Fleet 8/13/2024



Brianna Lontajo, Principal Management Analyst 8/21/2024



Gregg Gu, Chief of Deputy County Counsel 8/14/2024

Riverside County In-Home Supportive Services Public Authority

and

**RTZ Associates Inc.
Registry Matching and Tracking Software System Services
DPSS-00005101**



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This Ratification and Agreement DPSS-0005101 ("Agreement"), is made by and between RTZ Associates, Inc., a California corporation, (herein referred to as "CONTRACTOR") and Riverside County In-Home Supportive Services Public Authority, a corporate public body, (herein referred to as "IHSS-PA").

NOW THEREFORE, in consideration of their mutual covenants, IHSS-PA and CONTRACTOR agree to terms and in the manner set forth, IHSS-PA and CONTRACTOR agree to the Term of the Agreement according to the terms and in the manner set forth herein:

1. DEFINITIONS

- A. "Consumer" or "Client" or "Recipient" shall mean a person determined eligible by IHSS-PA for In-Home Supportive Services. For the purposes of this Agreement, Consumer, Client, and Recipient are used interchangeably.
- B. "HOMCare 2" or "Software System" shall mean the web-based software for In-Home Supportive Services Public Authority Consumer/Provider Registry Matching Services, delivered as a hosted application by CONTRACTOR. HOMCare 2 and Software System are used interchangeably in this Agreement.
- C. "IHSS-PA" refers to In-Home Supportive Services Public Authority.
- D. System and Organization Controls (SOC)

2. DESCRIPTION OF SERVICES

CONTRACTOR shall provide all services at the prices stated in Schedule A, Payment Provisions, and as outlined and specified in Schedule B, Scope of Services.

3. PERIOD OF PERFORMANCE

This Agreement shall be effective on July 1, 2024 ("Effective Date") and continue through June 30, 2025. CONTRACTOR shall commence performance upon the Effective Date and shall diligently and continuously perform thereafter.

4. COMPENSATION

IHSS-PA shall pay CONTRACTOR for services performed, products provided, or expenses incurred in accordance with Schedule A. IHSS-PA 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 Schedule A, IHSS-PA 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 IHSS-PA within thirty (30) calendar days of the expiration or termination.

5. AVAILABILITY OF FUNDS/NON-APPROPRIATION OF FUNDS

The obligation of IHSS-PA for payment under this Agreement beyond the current fiscal year is contingent upon and limited by the availability of IHSS-PA funding from which payment can be made. There shall be no legal liability for payment on the part of IHSS-PA beyond June 30 of each year unless funds are made available for such payment by the IHSS-PA Board of Supervisors. In the event such funds are not forthcoming for any reason, IHSS-PA shall immediately notify CONTRACTOR in writing and this Agreement shall be deemed terminated and

be of no further force or effect. IHSS-PA shall make all payments to CONTRACTOR that were properly earned prior to the unavailability of funding.

6. TERMINATION

- A. IHSS-PA 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. IHSS-PA 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, IHSS-PA may proceed with the work in any manner deemed proper by IHSS-PA.
- 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;
 - (2) Transfer to IHSS-PA and deliver in the manner directed by IHSS-PA any materials, reports or other products, which, if the Agreement had been completed or continued, would be required to be furnished to IHSS-PA.
- D. After termination, IHSS-PA 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 dishonestly 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 IHSS-PA 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. DISPOSITION OF DATA

- A. Upon request by IHSS-PA made before or within sixty (60) days after the effective date of termination, CONTRACTOR will make available to the IHSS-PA a complete and secure (i.e., encrypted and appropriately authenticated) download file of IHSS-PA Data including all available documentation in their native format PostgreSQL and/or delimited text files.
- B. After providing IHSS-PA at its request a copy of all IHSS-PA data or no later than ninety (90) days after the effective date of termination (whichever is later), CONTRACTOR shall destroy all COUNTY data in its possession.

8. 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 IHSS-PA to require exact, full compliance with any term of this Agreement shall not be construed as making any changes to the terms of this Agreement and does not prevent IHSS-PA from enforcing the terms of this Agreement.

9. DISENTANGLEMENT

A. At the expiration or termination of this Agreement – and provided that no succession agreement is executed between Parties – RTZ shall deliver to IHSS-PA a one-time copy of IHSS-PA data upon the written request of the IHSS-PA consistent with Section 7 of this Agreement. RTZ will work to ensure accuracy/completeness of this copy of IHSS-PA data, however, IHSS-PA assumes ultimate responsibility for informing RTZ of any errors or omissions. Files will include IHSS-PA data but will not include other HOMCare data such as (but not limited to) validations/constraints, triggers, algorithms, or stored procedures. IHSS-PA understands that this Agreement does not include transition assistance, such as (but not limited to) data conversion or migration assistance – a role typically filled by the incoming vendor.

10. OWNERSHIP

A. CONTRACTOR will provide IHSS-PA with access to the Software System, but title to the Software and Documentation, all copies thereof, and all rights therein, including all rights in patents, copyrights, and trade secrets applicable thereto, shall remain vested in CONTRACTOR, regardless of the form or media in or on which the original and other copies of Software and Documentation may subsequently exist. Nothing contained herein shall be deemed to convey any title or ownership interest in the Software System or Documentation to IHSS-PA.

B. IHSS-PA agrees not to disclose, transfer, provide, or otherwise make available in any form, except as otherwise provided in this Agreement, the Software, or any portion thereof, to any person other than authorized employees without prior written consent of CONTRACTOR. RTZ owns all aspects of the HOMCare product, including but not limited to source code, system logic/functionality, screen layout/design, and documents/forms/reports. IHSS-PA agrees that it will not seek to reverse engineer HOMCare (in part or whole) or provide (and will expressly inform staff not to provide): (a) account credentials or other form of access to HOMCare, (b) screenshots or other forms of visual, written, or oral descriptions of HOMCare, or (c) forms/documents/reports produced by HOMCare to any internal software development team or third-party – specifically but not limited to other software vendors competing with or seeking to compete with RTZ as well as their affiliates and agents. No ownership equity in HOMCare shall accrue to IHSS-PA through its use of HOMCare under this Agreement.

C. IHSS-PA agrees not to reverse compile or disassemble the Software.

D. IHSS-PA agrees that it will not in any form, export, re-export, resell, ship, or divert or cause to be exported, re-exported, resold, shipped, or diverted, directly or indirectly, the Software and Documentation or a direct product thereof to any country for which the United States government or any agency thereof at the time of export or re-export requires an export license or other government approval without first obtaining such license or approval.

E. IHSS-PA retains the sole right to all client data and related documentation provided to CONTRACTOR through the Software System. CONTRACTOR shall not make available COUNTY data to any third party without IHSS-PA's written consent, except as provided for by law.

F. IHSS-PA retains ownership of all its intellectual property in regard to, but not limited to, reports, studies, statistics, forms, designs, plans, processes, and procedures provided to CONTRACTOR in the course of developing IHSS-PA requested modifications or enhancements to the Software System. IHSS-PA grants CONTRACTOR a non-exclusive,

perpetual license to those business processes, business procedures, and related documentation provided to CONTRACTOR.

- G. CONTRACTOR grants IHSS-PA a non-transferable, non-perpetual license to use and reproduce Documentation furnished by CONTRACTOR which results from or is prepared in connection with the services performed hereunder.

11. CONDUCT OF CONTRACTOR/ CONFLICT OF INTEREST

- A. 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. 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 IHSS-PA of all CONTRACTOR's interests, if any, which are or may be perceived as incompatible with IHSS-PA's interests.
- B. CONTRACTOR shall not, under any circumstances which could be perceived as influencing 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.
- C. During the term of this Agreement and for a one (1) year term thereafter, CONTRACTOR shall not solicit or encourage any employee, vendor, or independent contractor of IHSS-PA to leave or terminate their relationship with IHSS-PA for any reason.

12. WARRANTY

CONTRACTOR warrants that under normal use, the Software System shall perform the functions specified in the Documentation. IHSS-PA shall promptly notify CONTRACTOR in writing if the Software System does not conform to the Documentation. CONTRACTOR will promptly correct such nonconformance by repair, or at its option, provision of replacement software providing there is no misuse of the software.

13. REPLACEMENT PRODUCTS

- A. If CONTRACTOR, within four years from the last agreement date between IHSS-PA and CONTRACTOR for the Software System, generally or commercially releases a product, hereinafter "Replacement Product(s)", with the same or substantially similar functionality as that of the Software licensed by IHSS-PA pursuant to this Agreement, and CONTRACTOR concurrently or within one (1) year from such release date discontinues the support of the most recent generally released version of the Software, then IHSS-PA shall receive a credit for the full value of the License fees paid by IHSS-PA for the Software toward the purchase of the Replacement Product, provided that IHSS-PA is a subscriber to the Maintenance and Support Services for the Software. The Replacement Product shall be treated as Software for the purpose of this Agreement.
- B. The License granted to the IHSS-PA for the Replacement Product shall be:
- (1) pursuant to the terms and conditions of this Agreement,
 - (2) granted without the payment of additional fees, and

(3) IHSS-PA's Maintenance and Support fees for the Replacement Product shall remain the same as for the Licensed Product for the remainder of the support term.

14. QUALITY CONTROL/ASSURANCE

- A. CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a IHSS-PA representative or other regulatory official to monitor, assess or evaluate CONTRACTOR's performance under this Agreement at any time upon reasonable notice to CONTRACTOR.
- B. An System and Organization Control (SOC)2 audit certification for the applicable hosting environment will be conducted annually, and the CONTRACTOR agrees to provide IHSS-PA with the current SOC 2 audit certification upon IHSS-PA 's request.
- C. CONTRACTOR agrees to have an independent third-party security audit examining the applicable hosting environment performed at least once a year. The audit results and CONTRACTOR's plan for addressing or resolving of the audit results shall be shared with the IHSS-PA thirty (30) days after CONTRACTOR's receipt of the audit results. The audit should minimally check for buffer overflows, open ports, unnecessary services, lack of user input filtering, cross site scripting vulnerabilities, SQL injection vulnerabilities, and any other well-known vulnerabilities.

15. 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 IHSS-PA 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 IHSS-PA 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 IHSS-PA, state, and federal audits are completed, whichever is later.
- C. Any authorized IHSS-PA, 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 IHSS-PA.
- 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 IHSS-PA 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 IHSS-PA or other inspector to

assess and evaluate CONTRACTOR's performance at any time, upon reasonable notice to CONTRACTOR.

16. CONFIDENTIALITY

- A. As required by applicable law, IHSS-PA 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; IHSS-PA information or data which is not subject to public disclosure; IHSS-PA operational procedures; and knowledge of contractors, subcontractors or suppliers in advance of official announcement. IHSS-PA 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 IHSS-PA in the strictest confidence.
- 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 records 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 IHSS-PA all third-party requests for disclosure of confidential information. CONTRACTOR shall not disclose such information to anyone other than IHSS-PA except when disclosure is specifically permitted by this Agreement or as authorized in writing in advance by IHSS-PA.

17. HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT

CONTRACTOR is subject to and shall operate in compliance with all relevant requirements contained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, enacted August 21, 1996, and the related laws and regulations promulgated subsequent thereto. The parties agree to the terms and conditions the HIPAA Business Associated attached as Attachment I.

18. PERSONALLY IDENTIFIABLE INFORMATION

- A. Personally Identifiable Information (PII) refers to personally identifiable information that can be used alone or in conjunction with any other reasonably available information, to identify a specific individual. PII includes, but is not limited to, an individual's name, social security number, driver's license number, identification number, biometric records, date of birth, place of birth, or mother's maiden name. The PII may be electronic, paper, verbal, or recorded. PII may be collected while performing administrative functions on behalf of programs, such as determining eligibility for, or enrollment in, and collecting PII for such purposes, to the extent such activities are authorized by law.
- B. CONTRACTOR may use or disclose PII only to perform functions, activities or services directly related to the administration of programs in accordance with Welfare and Institutions Code sections 10850 and 14100.2, 42 Code of Federal Regulations (CFR) section 431.300 et seq. and 45 CFR 205.50 et seq. or as required by law. Disclosures which are required by law, such as a court order, or which are made with the explicit written authorization of the

client, are allowable. Any other use or disclosure of PII requires the express approval in writing of IHSS-PA. CONTRACTOR shall not duplicate, disseminate or disclose PII except as allowed in this Agreement.

- C. CONTRACTOR agrees to the PII Privacy and Security Standards attached as Attachment II. When applicable, CONTRACTOR shall incorporate the relevant provisions of Attachment II into each subcontract or sub-award to subcontractors.

19. HOLD HARMLESS/INDEMNIFICATION

CONTRACTOR agrees to indemnify and hold harmless IHSS-PA, its departments, agencies, and districts (including their officers, employees and agents) (collectively "IHSS-PA 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. CONTRACTOR shall, at its sole expense and cost including but not limited to, attorney fees, cost of investigation, defense, and settlements or awards, defend IHSS-PA Indemnitees in any such claim or action. CONTRACTOR shall, at its sole cost, have the right to use counsel of its choice, subject to the approval of IHSS-PA 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 IHSS-PA the appropriate form of dismissal relieving IHSS-PA 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 IHSS-PA harmless.

20. INSURANCE

- A. Without limiting or diminishing CONTRACTOR's obligation to indemnify or hold IHSS-PA 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, IHSS-PA 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.
- 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 IHSS-PA'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.
- C. CONTRACTOR's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the IHSS-PA Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to IHSS-PA, and at the election of the IHSS-PA's Risk Manager, CONTRACTOR's carriers shall either; 1) reduce or eliminate such self-insured retention as respects to this Agreement with COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- D. CONTRACTOR shall cause CONTRACTOR's insurance carrier(s) to furnish the IHSS-PA with either 1) a properly executed original certificate(s) of insurance and certified original

copies of endorsements effecting coverage as required herein, or 2) if requested to do so orally or in writing by the IHSS-PA 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) calendar days written notice shall be given to the IHSS-PA 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 IHSS-PA receives, prior to such effective date, another properly executed original certificate of insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the IHSS-PA has been furnished original certificate(s) of insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this section. An individual authorized by the insurance carrier to do so on 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 IHSS-PA'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 IHSS-PA 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 IHSS-PA 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 of self-insurance acceptable to IHSS-PA.
- I. CONTRACTOR agrees to notify IHSS-PA 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.
- J. If CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown below, IHSS-PA requires and shall be entitled to the broader coverage and/or higher limits maintained by CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to IHSS-PA.

21. 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, and,

if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement. Policy shall name the IHSS-PA as Additional Insureds.

22. VEHICLE LIABILITY

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name IHSS-PA as additional Insured.

23. 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 IHSS-PA as additional Insured. 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.

24. PROFESSIONAL LIABILITY

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

25. CYBER LIABILITY

CONTRACTOR shall procure and maintain for the duration of the contract insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work hereunder by CONTRACTOR, its agents, representatives, or employees. CONTRACTOR shall procure and maintain for the duration of the contract insurance claims arising out of their services and including, but not limited to loss, damage, theft or other misuse of data, infringement of intellectual property, invasion of privacy and breach of data.

CONTRACTOR shall procure and maintain cyber liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by CONTRACTOR in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations,

information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, COUNTY requires and shall be entitled to the broader coverage and/or higher limits maintained by CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to IHSS-PA.

26. EXCESS/UMBRELLA LIABILITY INSURANCE

If any Excess or Umbrella Liability policies are used to meet the limits of liability required by this agreement, then said policies shall be "following form" of the underlying policy coverage, terms, conditions, and provisions and shall meet all of the insurance requirements stated in this document, including, but not limited to, the additional insured, contractual liability & "insured contract" definition for indemnity, occurrence, no limitation of prior work coverage, and primary & non-contributory insurance requirements stated therein. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

27. MANDATED REPORTING

California law requires certain persons to report known or suspected domestic violence, child abuse or neglect, and dependent adult/elder abuse or fraud. These individuals are known under the law as "mandated reporters." If CONTRACTOR is a "mandated reporter" in the state of California, CONTRACTOR understands and acknowledges his/her responsibility to report known or suspected domestic violence, child abuse or neglect, and dependent adult/elder abuse or fraud in compliance with the applicable requirements under Penal Code Sections 11160-11163.6; 11164 -11174.3 or Welfare & Institutions Code Sections 15600 et seq, respectively.

Also, if CONTRACTOR is a "mandated reporter", CONTRACTOR shall establish a procedure to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement receive training in the identification and reporting of domestic violence, child abuse or neglect, and/or dependent adult/elder abuse or fraud. The training must comply with the applicable Penal Code & Welfare Institutions Code sections.

28. 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 IHSS-PA, including but not limited to, workers' compensation, retirement, or health benefits. IHSS-PA shall not be required to make any deductions for CONTRACTOR employees from the compensation payable to CONTRACTOR under this Agreement. CONTRACTOR agrees to hold IHSS-PA harmless from any and all claims that may be made against IHSS-PA 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, IHSS-PA, its officers, agents, and

employees in any legal action based upon such alleged existence of an employer-employee relationship by reason of this Agreement.

29. 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 payments, and be liable directly to CONTRACTOR; and IHSS-PA shall in no way be responsible to CONTRACTOR for other entities' purchases.

30. LICENSES AND PERMITS

If applicable, CONTRACTOR shall be licensed and have all permits as required by Federal, State, IHSS-PA, or other regulatory authorities at the time the proposal is submitted to IHSS-PA and throughout the term of this Agreement. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers, and exceptions necessary for the performance of this Agreement.

31. 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.

32. 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 IHSS-PA related to this Agreement. These shall be equally applicable to and binding upon CONTRACTOR to the same extent as they are upon IHSS-PA.

33. 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 and, if applicable, CONTRACTOR shall comply 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. CONTRACTOR shall provide required data and certification to IHSS-PA 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 requirements for child support enforcement shall constitute a material breach of this Agreement.
- F. During the term of this Agreement and for a one (1) year term thereafter, CONTRACTOR shall not solicit or encourage any employee, vendor, or independent contractor of IHSS-PA to leave or terminate their relationship with IHSS-PA for any reason.

34. 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.

35. 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 notify the other of the nature of this action, including in the notice a copy of the adverse action. The parties shall meet within 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.

36. 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 the 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 IHSS-PA.

37. SUPPLANTATION

CONTRACTOR shall not supplant any federal, state or IHSS-PA funds intended for the purpose of this Agreement with any funds made available under any other agreement. CONTRACTOR shall not claim reimbursement from IHSS-PA 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 IHSS-PA funds under any IHSS-PA programs without prior approval of IHSS-PA.

38. ASSIGNMENT

CONTRACTOR shall not assign or transfer any interest in this Agreement without the prior written consent of IHSS-PA. Any attempt to assign or transfer any interest without written consent of COUNTY shall be deemed void and of no force or effect.

39. 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.

40. 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.

41. 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 IHSS-PA's Compliance Contract Officer who shall furnish the decision in writing. The decision of IHSS-PA'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 share the cost of the mediations.

42. ADMINISTRATIVE/CONTRACT LIAISON

Each party shall designate a liaison that will be the primary point of contact regarding this Agreement.

43. 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:

In-Home Supportive Services – Public Authority
Executive Director
12125 Day Street, Suite S-101
Moreno Valley, CA 92557

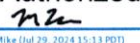
Invoices and other financial documents:
Department of Public Social Services
Fiscal/Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503
Email: ClientServicesContracts@rivco.org

CONTRACTOR:
RTZ Associates Inc.
3736 Mount Diablo Blvd.
Suite 200
Lafayette, CA 94549

CONTRACTOR "Remit To" address: Same as above

44. **NOTIFICATION AND INVESTIGATION OF BREACHES OF SECURITY**
CONTRACTOR shall immediately notify the IHSS-PA when it discovers that there may have been a breach in security which has or may have resulted in compromise to confidential data. For purposes of this section, immediately is defined as within two hours of discovery. IHSS-PA contact for such notification is as follows
- Breaches should be referred to:
- Civil Rights Coordinator
Assurance and Review Services
Riverside County Department of Public Social Services
10281 Kidd Street
Riverside, CA 92503
assuranceandreview@rivco.org
45. **ORDER OF PRECEDENCE**
The terms and conditions in the Agreement will have precedence over any terms and conditions included in any attachment to the Agreement.
46. **MODIFICATION OF TERMS**
Modifications to this Agreement will be made only by a written amendment signed by authorized representatives of both parties. Requests to modify fiscal provisions shall be submitted no later than April 1.
47. **SIGNED INTO 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.
48. **ELECTRONIC SIGNATURE**
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. 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.
49. **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.

Signature Page to Follow

Authorized Signature for CONTRACTOR:  <small>Mike (Jul 29, 2024 15:13 PDT)</small>	Authorized Signature for IHSS PA: 
Printed Name of Person Signing: Michael Zawadski	Printed Name of Person Signing: Chuck Washington
Title: CEO	Title: Chair, Board of Supervisors
Date Signed: 29/07/24	Date Signed: 

ATTEST:
 Kimberly Rector
 Clerk of the Board

By: 
 Deputy

Approval as to Form
 Minh C. Tran
 County Counsel

By: 
 Eric Stopher
 Deputy County Counsel

Date 08/12/24

Schedule A
Schedule of Terms and Method of Payment

A.1 MAXIMUM AMOUNTS –ANNUAL AND AGGREGATE TOTALS

The total payments to CONTRACTOR shall not exceed:

FISCAL YEAR PERIOD	Amount
July 1, 2024 through June 30, 2025	\$56,568.00
Total:	\$56,568.00

Fees will be determined by the amount of active user accounts, plus any increases as provided for in paragraph A.5

- a. The billing cost shall include, but not be limited to:
 - 1. Hosting services
 - 2. User accounts
 - 3. Unlimited phone/web-based technical support
 - 4. No-cost general product updates required to ensure security and operability of the Software System.
- b. License renewals will be paid after the start of each renewal period.

A.2 METHOD, TIME, AND CONDITIONS OF PAYMENT

- a. CONTRACTOR will be paid the actual amount of each approved invoice. IHSS-PA may delay payment if the required supporting documentation specified in DPSS Form 2076A (Attachment III) is not provided or other requirements therein are not met. This is a fixed price Agreement.
- b. Completed claims must be submitted on a monthly basis no later than 30 days after the end of each month in which the services were provided. Claims for annual software license renewals are due with 30 days of first day of each annual period.
- c. As applicable for payment requests, CONTRACTOR shall submit completed DPSS Form 2076A (Attachment III).
- d. CONTRACTOR invoice estimates for May and June are due no later than the first Friday in June. Actual CONTRACTOR invoices for May and June are due no later than July 30.

A.3 FINANCIAL RESOURCES

During the term of this Agreement, CONTRACTOR shall maintain sufficient financial resources necessary to fully perform its obligations. CONTRACTOR confirms there has been no material financial change in CONTRACTOR (including any parent company) since its last financial statement that has resulted in a negative impact to its financial condition.

A.4 DISALLOWANCE

If CONTRACTOR receives payment under this Agreement which is later disallowed by COUNTY for nonconformance with the Agreement, CONTRACTOR shall promptly refund the disallowed amount to IHSS-PA, or, at its option, IHSS-PA may offset the amount disallowed from any payment due to CONTRACTOR.

A.5 PRICE INCREASES

No price increases will be permitted during the first year of this Agreement. All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to IHSS-PA. IHSS-PA requires written proof satisfactory to IHSS-PA of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. Price increases up to 3% will not require a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of this Agreement. Annual increases shall not exceed 3%.

Schedule B
Scope of Services

- B.1 CONTRACTOR shall provide HOMCare 2 and associated services to ensure integrity of service without interruption for IHSS PA concurrent users.
- B.2 CONTRACTOR shall provide access to a production environment.
- B.2 HOMCare 2 will include at minimum, but is not limited to, the following features:
1. General features:
 - a. Secure hosting with daily data back-ups and failover environment,
 - b. Cloud-based access through any computer / device with internet access and a web-browser,
 - c. User authentication and role-based account permissions,
 - d. Backend audit trail of in-system transactions (add / view / update / delete data),
 - e. Encryption of all data in transit (TLS) and at rest (AES-256),
 - f. Electronic file cabinet to store documents (e.g. PDF, DOC, XLS, image files), and
 - g. Built-in report writer (including ability for users to create ad hoc data extracts).
 2. Consumer-related features:
 - a. Create, maintain, and update IHSS consumer profiles (including documentation of consumer needs, preferences, referrals, authorized hours, contact notes, and complaints),
 - b. Identify providers who match selected need/preference criteria, and
 - c. Refer consumers to providers (including automated letter creation).
 3. Provider-related features:
 - a. Create, maintain, and update provider profiles (including documentation of the application process, status of eligibility, work / scheduling preferences – including “on call” availability for emergency situations, DOJ background check results, references, and trainings attended),
 - b. Automated letter / mailing label creation,
 - c. Automated notification of expired identification or driver’s license,
 - d. Match providers to consumers using criteria such as language(s) spoken, geographic area(s) served, types of services offered, availability, and preferences (e.g. pets / no pets, smoking / no smoking), and
 - e. Document provider contacts and trainings.
- B.3 CONTRACTOR shall act as an Application Service Provider whereby CONTRACTOR hosts and operates a licensed instance of HOMCare 2 as an application accessed via the Internet as set forth in the Contractor’s End User Licensing Agreement, attached hereto as Attachment IV.
- B.4 CONTRACTOR shall maintain the performance standards and service levels in accordance with the Service Level Agreement, attached hereto as Attachment V.

ATTACHMENT I

HIPAA Business Associate Agreement
Addendum to Contract
Between the County of Riverside and RTZ Associates Inc

This HIPAA Business Associate Agreement (the "Addendum") supplements, and is made part of DPSS-00005101 (the "Underlying Agreement") between the County of Riverside ("County") and RTZ Associates Inc ("Contractor") and shall be effective as of the date the Underlying Agreement is approved by both Parties (the "Effective Date").

RECITALS

WHEREAS, County and Contractor entered into the Underlying Agreement pursuant to which the Contractor provides services to County, and in conjunction with the provision of such services certain protected health information ("PHI") and/or certain electronic protected health information ("ePHI") may be created by or made available to Contractor for the purposes of carrying out its obligations under the Underlying Agreement; and,

WHEREAS, the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Public Law 104-191 enacted August 21, 1996, and the Health Information Technology for Economic and Clinical Health Act ("HITECH") of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 enacted February 17, 2009, and the laws and regulations promulgated subsequent thereto, as may be amended from time to time, are applicable to the protection of any use or disclosure of PHI and/or ePHI pursuant to the Underlying Agreement; and,

WHEREAS, County is a covered entity, as defined in the Privacy Rule; and,

WHEREAS, to the extent County discloses PHI and/or ePHI to Contractor or Contractor creates, receives, maintains, transmits, or has access to PHI and/or ePHI of County, Contractor is a business associate, as defined in the Privacy Rule; and,

WHEREAS, pursuant to 42 USC §17931 and §17934, certain provisions of the Security Rule and Privacy Rule apply to a business associate of a covered entity in the same manner that they apply to the covered entity, the additional security and privacy requirements of HITECH are applicable to business associates and must be incorporated into the business associate agreement, and a business associate is liable for civil and criminal penalties for failure to comply with these security and/or privacy provisions; and,

WHEREAS, the parties mutually agree that any use or disclosure of PHI and/or ePHI must be in compliance with the Privacy Rule, Security Rule, HIPAA, HITECH and any other applicable law; and,

WHEREAS, the parties intend to enter into this Addendum to address the requirements and obligations set forth in the Privacy Rule, Security Rule, HITECH and HIPAA as they apply to Contractor as a business associate of County, including the establishment of permitted and required uses and disclosures of PHI and/or ePHI created or received by Contractor during the course of performing functions, services and activities on behalf of County, and appropriate limitations and conditions on such uses and disclosures;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in HITECH, HIPAA, Security Rule and/or Privacy Rule, as may be amended from time to time.
 - A. "Breach" when used in connection with PHI means the acquisition, access, use or disclosure of PHI in a manner not permitted under subpart E of the Privacy Rule which compromises the security or privacy of the PHI, and shall have the meaning given such term in 45 CFR §164.402.
 - (1) Except as provided below in Paragraph (2) of this definition, acquisition, access, use, or disclosure of PHI in a manner not permitted by subpart E of the Privacy Rule is presumed to be a breach unless Contractor demonstrates that there is a low probability that the PHI has been compromised based on a risk assessment of at least the following four factors:
 - (a) The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;
 - (b) The unauthorized person who used the PHI or to whom the disclosure was made;
 - (c) Whether the PHI was actually acquired or viewed; and
 - (d) The extent to which the risk to the PHI has been mitigated.
 - (2) Breach excludes:
 - (a) Any unintentional acquisition, access or use of PHI by a workforce member or person acting under the authority of a covered entity or business associate, if such acquisition, access or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under subpart E of the Privacy Rule.
 - (b) Any inadvertent disclosure by a person who is authorized to access PHI at a covered entity or business associate to another person authorized to access PHI at the same covered entity, business associate, or organized health care arrangement in which County participates, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted by subpart E of the Privacy Rule.
 - (c) A disclosure of PHI where a covered entity or business associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.
 - B. "Business associate" has the meaning given such term in 45 CFR §164.501, including but not limited to a subcontractor that creates, receives, maintains, transmits or accesses PHI on behalf of the business associate.
 - C. "Data aggregation" has the meaning given such term in 45 CFR §164.501.

- D. "Designated record set" as defined in 45 CFR §164.501 means a group of records maintained by or for a covered entity that may include: the medical records and billing records about individuals maintained by or for a covered health care provider; the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or, used, in whole or in part, by or for the covered entity to make decisions about individuals.
- E. "Electronic protected health information" ("ePHI") as defined in 45 CFR §160.103 means protected health information transmitted by or maintained in electronic media.
- F. "Electronic health record" means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff, and shall have the meaning given such term in 42 USC §17921(5).
- G. "Health care operations" has the meaning given such term in 45 CFR §164.501.
- H. "Individual" as defined in 45 CFR §160.103 means the person who is the subject of protected health information.
- I. "Person" as defined in 45 CFR §160.103 means a natural person, trust or estate, partnership, corporation, professional association or corporation, or other entity, public or private.
- J. "Privacy Rule" means the HIPAA regulations codified at 45 CFR Parts 160 and 164, Subparts A 17 and E.
- K. "Protected health information" ("PHI") has the meaning given such term in 45 CFR §160.103, which includes ePHI.
- L. "Required by law" has the meaning given such term in 45 CFR §164.103.
- M. "Secretary" means the Secretary of the U.S. Department of Health and Human Services 22 ("HHS").
- N. "Security incident" as defined in 45 CFR §164.304 means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
- O. "Security Rule" means the HIPAA Regulations codified at 45 CFR Parts 160 and 164, Subparts 27 A and C.
- P. "Subcontractor" as defined in 45 CFR §160.103 means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.
- Q. "Unsecured protected health information" and "unsecured PHI" as defined in 45 CFR §164.402 means PHI not rendered unusable, unreadable, or indecipherable to unauthorized persons through use of a technology or methodology specified by the Secretary in the guidance issued 34 under 42 USC §17932(h)(2).

2. Scope of Use and Disclosure by Contractor of County's PHI and/or ePHI.

- A. Except as otherwise provided in this Addendum, Contractor may use, disclose, or access PHI and/or ePHI as necessary to perform any and all obligations of Contractor under the Underlying Agreement or to perform functions, activities or services for, or on behalf of, County as specified in this Addendum, if such use or disclosure does not violate HIPAA, HITECH, the Privacy Rule and/or Security Rule.
- B. Unless otherwise limited herein, in addition to any other uses and/or disclosures permitted or authorized by this Addendum or required by law, in accordance with 45 CFR §164.504(e)(2), Contractor may:
- (1) Use PHI and/or ePHI if necessary for Contractor's proper management and administration and to carry out its legal responsibilities; and,
 - (2) Disclose PHI and/or ePHI for the purpose of Contractor's proper management and administration or to carry out its legal responsibilities, only if:
 - (a) The disclosure is required by law; or,
 - (b) Contractor obtains reasonable assurances, in writing, from the person to whom Contractor will disclose such PHI and/or ePHI that the person will:
 - (i) Hold such PHI and/or ePHI in confidence and use or further disclose it only for the purpose for which Contractor disclosed it to the person, or as required by law; and,
 - (ii) Notify Contractor of any instances of which it becomes aware in which the confidentiality of the information has been breached; and,
 - (3) Use PHI to provide data aggregation services relating to the health care operations of County pursuant to the Underlying Agreement or as requested by County; and,
 - (4) De-identify all PHI and/or ePHI of County received by Contractor under this Addendum provided that the de-identification conforms to the requirements of the Privacy Rule and/or 24 Security Rule and does not preclude timely payment and/or claims processing and receipt.
- C. Notwithstanding the foregoing, in any instance where applicable state and/or federal laws and/or regulations are more stringent in their requirements than the provisions of HIPAA, including, but not limited to, prohibiting disclosure of mental health and/or substance abuse records, the applicable state and/or federal laws and/or regulations shall control the disclosure of records.

3. Prohibited Uses and Disclosures.

- A. Contractor may neither use, disclose, nor access PHI and/or ePHI in a manner not authorized by the Underlying Agreement or this Addendum without patient authorization or de-identification of the PHI and/or ePHI and as authorized in writing from County.
- B. Contractor may neither use, disclose, nor access PHI and/or ePHI it receives from County or from another business associate of County, except as permitted or required by this Addendum, or as required by law.

- C. Contractor agrees not to make any disclosure of PHI and/or ePHI that County would be prohibited from making.
- D. Contractor shall not use or disclose PHI for any purpose prohibited by the Privacy Rule, Security Rule, HIPAA and/or HITECH, including, but not limited to 42 USC §17935 and §17936. Contractor agrees:
 - (1) Not to use or disclose PHI for fundraising, unless pursuant to the Underlying Agreement and only if permitted by and in compliance with the requirements of 45 CFR §164.514(f) or 45 CFR §164.508;
 - (2) Not to use or disclose PHI for marketing, as defined in 45 CFR §164.501, unless pursuant to the Underlying Agreement and only if permitted by and in compliance with the requirements of 45 CFR §164.508(a)(3);
 - (3) Not to disclose PHI, except as otherwise required by law, to a health plan for purposes of carrying out payment or health care operations, if the individual has requested this restriction pursuant to 42 USC §17935(a) and 45 CFR §164.522, and has paid out of pocket in full for the health care item or service to which the PHI solely relates; and,
 - (4) Not to receive, directly or indirectly, remuneration in exchange for PHI, or engage in any act that would constitute a sale of PHI, as defined in 45 CFR §164.502(a)(5)(ii), unless permitted by the Underlying Agreement and in compliance with the requirements of a valid authorization under 45 CFR §164.508(a)(4). This prohibition shall not apply to payment by County to Contractor for services provided pursuant to the Underlying Agreement.

4. **Obligations of County.**

- A. County agrees to make its best efforts to notify Contractor promptly in writing of any restrictions on the use or disclosure of PHI and/or ePHI agreed to by County that may affect Contractor's ability to perform its obligations under the Underlying Agreement, or this Addendum.
- B. County agrees to make its best efforts to promptly notify Contractor in writing of any changes in, or revocation of, permission by any individual to use or disclose PHI and/or ePHI, if such changes or revocation may affect Contractor's ability to perform its obligations under the Underlying Agreement, or this Addendum.
- C. County agrees to make its best efforts to promptly notify Contractor in writing of any known limitation(s) in its notice of privacy practices to the extent that such limitation may affect Contractor's use or disclosure of PHI and/or ePHI.
- D. County agrees not to request Contractor to use or disclose PHI and/or ePHI in any manner that would not be permissible under HITECH, HIPAA, the Privacy Rule, and/or Security Rule.
- E. County agrees to obtain any authorizations necessary for the use or disclosure of PHI and/or ePHI, so that Contractor can perform its obligations under this Addendum and/or Underlying Agreement.

5. **Obligations of Contractor.** In connection with the use or disclosure of PHI and/or ePHI, Contractor agrees to:
- A. Use or disclose PHI only if such use or disclosure complies with each applicable requirement of 45 CFR §164.504(e). Contractor shall also comply with the additional privacy requirements that are applicable to covered entities in HITECH, as may be amended from time to time.
 - B. Not use or further disclose PHI and/or ePHI other than as permitted or required by this Addendum or as required by law. Contractor shall promptly notify County if Contractor is required by law to disclose PHI and/or ePHI.
 - C. Use appropriate safeguards and comply, where applicable, with the Security Rule with respect to ePHI, to prevent use or disclosure of PHI and/or ePHI other than as provided for by this Addendum.
 - D. Mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PHI and/or ePHI by Contractor in violation of this Addendum.
 - E. Report to County any use or disclosure of PHI and/or ePHI not provided for by this Addendum or otherwise in violation of HITECH, HIPAA, the Privacy Rule, and/or Security Rule of which Contractor becomes aware, including breaches of unsecured PHI as required by 45 CFR §164.410.
 - F. In accordance with 45 CFR §164.502(e)(1)(ii), require that any subcontractors that create, receive, maintain, transmit or access PHI on behalf of the Contractor agree through contract to the same restrictions and conditions that apply to Contractor with respect to such PHI and/or ePHI, including the restrictions and conditions pursuant to this Addendum.
 - G. Make available to County or the Secretary, in the time and manner designated by County or Secretary, Contractor's internal practices, books and records relating to the use, disclosure and privacy protection of PHI received from County, or created or received by Contractor on behalf of County, for purposes of determining, investigating or auditing Contractor's and/or County's compliance with the Privacy Rule.
 - H. Request, use or disclose only the minimum amount of PHI necessary to accomplish the intended purpose of the request, use or disclosure in accordance with 42 USC §17935(b) and 45 CFR §164.502(b)(1).
 - I. Comply with requirements of satisfactory assurances under 45 CFR §164.512 relating to notice or qualified protective order in response to a third party's subpoena, discovery request, or other lawful process for the disclosure of PHI, which Contractor shall promptly notify County upon Contractor's receipt of such request from a third party.
 - J. Not require an individual to provide patient authorization for use or disclosure of PHI as a condition for treatment, payment, enrollment in any health plan (including the health plan administered by County), or eligibility of benefits, unless otherwise excepted under 45 CFR §164.508(b)(4) and authorized in writing by County.
 - K. Use appropriate administrative, technical and physical safeguards to prevent inappropriate use, disclosure, or access of PHI and/or ePHI.

- L. Obtain and maintain knowledge of applicable laws and regulations related to HIPAA and HITECH, as may be amended from time to time.
 - M. Comply with the requirements of the Privacy Rule that apply to the County to the extent Contractor is to carry out County's obligations under the Privacy Rule.
 - N. Take reasonable steps to cure or end any pattern of activity or practice of its subcontractor of which Contractor becomes aware that constitute a material breach or violation of the subcontractor's obligations under the business associate contract with Contractor, and if such steps are unsuccessful, Contractor agrees to terminate its contract with the subcontractor if feasible.
6. **Access to PHI, Amendment and Disclosure Accounting.** Contractor agrees to:
- A. **Access to PHI, including ePHI.** Provide access to PHI, including ePHI if maintained electronically, in a designated record set to County or an individual as directed by County, within five (5) days of request from County, to satisfy the requirements of 45 CFR §164.524.
 - B. **Amendment of PHI.** Make PHI available for amendment and incorporate amendments to PHI in a designated record set County directs or agrees to at the request of an individual, within fifteen (15) days of receiving a written request from County, in accordance with 45 CFR §164.526.
 - C. **Accounting of disclosures of PHI and electronic health record.** Assist County to fulfill its obligations to provide accounting of disclosures of PHI under 45 CFR §164.528 and, where applicable, electronic health records under 42 USC §17935(c) if Contractor uses or maintains electronic health records. Contractor shall:
 - (1) Document such disclosures of PHI and/or electronic health records, and information related to such disclosures, as would be required for County to respond to a request by an individual for an accounting of disclosures of PHI and/or electronic health record in accordance with 45 CFR §164.528.
 - (2) Within fifteen (15) days of receiving a written request from County, provide to County or any individual as directed by County information collected in accordance with this section to permit County to respond to a request by an individual for an accounting of disclosures of PHI and/or electronic health record.
 - (3) Make available for County information required by this Section 6.C for six (6) years preceding the individual's request for accounting of disclosures of PHI, and for three (3) years preceding the individual's request for accounting of disclosures of electronic health record.
7. **Security of ePHI.** In the event County discloses ePHI to Contractor or Contractor needs to create, receive, maintain, transmit or have access to County ePHI, in accordance with 42 USC §17931 and 45 CFR §164.314(a)(2)(i), and §164.306, Contractor shall:
- A. Comply with the applicable requirements of the Security Rule, and implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of ePHI that Contractor creates, receives, maintains, or transmits on behalf of County in accordance with 45 CFR §164.308, §164.310, and §164.312;

- B. Comply with each of the requirements of 45 CFR §164.316 relating to the implementation of policies, procedures and documentation requirements with respect to ePHI;
 - C. Protect against any reasonably anticipated threats or hazards to the security or integrity of ePHI;
 - D. Protect against any reasonably anticipated uses or disclosures of ePHI that are not permitted or required under the Privacy Rule;
 - E. Ensure compliance with the Security Rule by Contractor's workforce;
 - F. In accordance with 45 CFR §164.308(b)(2), require that any subcontractors that create, receive, maintain, transmit, or access ePHI on behalf of Contractor agree through contract to the same restrictions and requirements contained in this Addendum and comply with the applicable requirements of the Security Rule;
 - G. Report to County any security incident of which Contractor becomes aware, including breaches of unsecured PHI as required by 45 CFR §164.410; and,
 - H. Comply with any additional security requirements that are applicable to covered entities in Title 42 (Public Health and Welfare) of the United States Code, as may be amended from time to time, including but not limited to HITECH.
8. **Breach of Unsecured PHI.** In the case of breach of unsecured PHI, Contractor shall comply with the applicable provisions of 42 USC §17932 and 45 CFR Part 164, Subpart D, including but not limited to 45 CFR §164.410.
- A. **Discovery and notification.** Following the discovery of a breach of unsecured PHI, Contractor shall notify County in writing of such breach without unreasonable delay and in no case later than 60 calendar days after discovery of a breach, except as provided in 45 CFR §164.412.
 - (1) **Breaches treated as discovered.** A breach is treated as discovered by Contractor as of the first day on which such breach is known to Contractor or, by exercising reasonable diligence, would have been known to Contractor, which includes any person, other than the person committing the breach, who is an employee, officer, or other agent of Contractor (determined in accordance with the federal common law of agency).
 - (2) **Content of notification.** The written notification to County relating to breach of unsecured PHI shall include, to the extent possible, the following information if known (or can be reasonably obtained) by Contractor:
 - (a) The identification of each individual whose unsecured PHI has been, or is reasonably believed by Contractor to have been accessed, acquired, used or disclosed during the breach;
 - (b) A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known;
 - (c) A description of the types of unsecured PHI involved in the breach, such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved;

- (d) Any steps individuals should take to protect themselves from potential harm resulting from the breach;
 - (e) A brief description of what Contractor is doing to investigate the breach, to mitigate harm to individuals, and to protect against any further breaches; and,
 - (f) Contact procedures for individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, web site, or postal address.
- B. Cooperation.** With respect to any breach of unsecured PHI reported by Contractor, Contractor shall cooperate with County and shall provide County with any information requested by County to enable County to fulfill in a timely manner its own reporting and notification obligations, including but not limited to providing notice to individuals, prominent media outlets and the Secretary in accordance with 42 USC §17932 and 45 CFR §164.404, §164.406 and §164.408.
- C. Breach log.** To the extent breach of unsecured PHI involves less than 500 individuals, Contractor shall maintain a log or other documentation of such breaches and provide such log or other documentation on an annual basis to County not later than fifteen (15) days after the end of each calendar year for submission to the Secretary.
- D. Delay of notification authorized by law enforcement.** If Contractor delays notification of breach of unsecured PHI pursuant to a law enforcement official's statement that required notification, notice or posting would impede a criminal investigation or cause damage to national security, Contractor shall maintain documentation sufficient to demonstrate its compliance with the requirements of 45 CFR §164.412.
- E. Payment of costs.** With respect to any breach of unsecured PHI caused solely by the Contractor's failure to comply with one or more of its obligations under this Addendum and/or the provisions of HITECH, HIPAA, the Privacy Rule or the Security Rule, Contractor agrees to pay any and all costs associated with providing all legally required notifications to individuals, media outlets, and the Secretary. This provision shall not be construed to limit or diminish Contractor's obligations to indemnify, defend and hold harmless County under Section 9 of this Addendum.
- F. Documentation.** Pursuant to 45 CFR §164.414(b), in the event Contractor's use or disclosure of PHI and/or ePHI violates the Privacy Rule, Contractor shall maintain documentation sufficient to demonstrate that all notifications were made by Contractor as required by 45 CFR Part 164, Subpart D, or that such use or disclosure did not constitute a breach, including Contractor's completed risk assessment and investigation documentation.
- G. Additional State Reporting Requirements.** The parties agree that this Section 8.G applies only if and/or when County, in its capacity as a licensed clinic, health facility, home health agency, or hospice, is required to report unlawful or unauthorized access, use, or disclosure of medical information under the more stringent requirements of California Health & Safety Code §1280.15. For purposes of this Section 8.G, "unauthorized" has the meaning given such term in California Health & Safety Code §1280.15(j)(2).
- (1) Contractor agrees to assist County to fulfill its reporting obligations to affected patients and to the California Department of Public Health ("CDPH") in a timely manner under the California Health & Safety Code §1280.15.

- (2) Contractor agrees to report to County any unlawful or unauthorized access, use, or disclosure of patient's medical information without unreasonable delay and no later than two (2) business days after Contractor detects such incident. Contractor further agrees such report shall be made in writing, and shall include substantially the same types of information listed above in Section 8.A.2 (Content of Notification) as applicable to the unlawful or unauthorized access, use, or disclosure as defined above in this section, understanding and acknowledging that the term "breach" as used in Section 8.A.2 does not apply to California Health & Safety Code §1280.15.

9. **Hold Harmless/Indemnification.**

- A. Contractor agrees to indemnify and hold harmless County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Addendum, including but not limited to property damage, bodily injury, death, or any other element of any kind or nature whatsoever arising from the performance of Contractor, its officers, agents, employees, subcontractors, agents or representatives from this Addendum. Contractor shall defend, at its sole expense, all costs and fees, including but not limited to attorney fees, cost of investigation, defense and settlements or awards, of County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents or representatives in any claim or action based upon such alleged acts or omissions.
- B. 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 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 action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification to County as set forth herein. Contractor's obligation to defend, indemnify and hold harmless County shall be subject to County having given Contractor written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at Contractor's expense, for the defense or settlement thereof. 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.
- C. The specified insurance limits required in the Underlying Agreement of this Addendum shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless County herein from third party claims arising from issues of this Addendum.
- D. In the event there is conflict between this clause and California Civil Code §2782, this clause shall be interpreted to comply with Civil Code §2782. Such interpretation shall not relieve the Contractor from indemnifying County to the fullest extent allowed by law.
- E. In the event there is a conflict between this indemnification clause and an indemnification clause contained in the Underlying Agreement of this Addendum, this indemnification shall only apply to the subject issues included within this Addendum.

10. **Term.** This Addendum shall commence upon the Effective Date and shall terminate when all PHI and/or ePHI provided by County to Contractor, or created or received by Contractor on behalf of County, is destroyed or returned to County, or, if it is infeasible to return or destroy PHI and/ePHI, protections are extended to such information, in accordance with section 11.B of this Addendum.

11. **Termination.**

A. **Termination for Breach of Contract.** A breach of any provision of this Addendum by either party shall constitute a material breach of the Underlying Agreement and will provide grounds for terminating this Addendum and the Underlying Agreement with or without an opportunity to cure the breach, notwithstanding any provision in the Underlying Agreement to the contrary. Either party, upon written notice to the other party describing the breach, may take any of the following actions:

- (1) Terminate the Underlying Agreement and this Addendum, effective immediately, if the other party breaches a material provision of this Addendum.
- (2) Provide the other party with an opportunity to cure the alleged material breach and in the event the other party fails to cure the breach to the satisfaction of the non-breaching party in a timely manner, the non-breaching party has the right to immediately terminate the Underlying Agreement and this Addendum.
- (3) If termination of the Underlying Agreement is not feasible, the breaching party, upon the request of the non-breaching party, shall implement, at its own expense, a plan to cure the breach and report regularly on its compliance with such plan to the non-breaching party.

B. **Effect of Termination.**

- (1) Upon termination of this Addendum, for any reason, Contractor shall return or, if agreed to in writing by County, destroy all PHI and/or ePHI received from County, or created or received by the Contractor on behalf of County, and, in the event of destruction, Contractor shall certify such destruction, in writing, to County. This provision shall apply to all PHI and/or ePHI which are in the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of PHI and/or ePHI, except as provided below in paragraph (2) of this section.
- (2) In the event that Contractor determines that returning or destroying the PHI and/or ePHI is not feasible, Contractor shall provide written notification to County of the conditions that make such return or destruction not feasible. Upon determination by Contractor that return or destruction of PHI and/or ePHI is not feasible, Contractor shall extend the protections of this Addendum to such PHI and/or ePHI and limit further uses and disclosures of such PHI and/or ePHI to those purposes which make the return or destruction not feasible, for so long as Contractor maintains such PHI and/or ePHI.

12. **General Provisions.**

A. **Retention Period.** Whenever Contractor is required to document or maintain documentation pursuant to the terms of this Addendum, Contractor shall retain such documentation for 6 years from the date of its creation or as otherwise prescribed by law, whichever is later.

- B. **Amendment.** The parties agree to take such action as is necessary to amend this Addendum from time to time as is necessary for County to comply with HITECH, the Privacy Rule, Security Rule, and HIPAA generally.
- C. **Survival.** The obligations of Contractor under Sections 3, 5, 6, 7, 8, 9, 11.B and 12.A of this Addendum shall survive the termination or expiration of this Addendum.
- D. **Regulatory and Statutory References.** A reference in this Addendum to a section in HITECH, HIPAA, the Privacy Rule and/or Security Rule means the section(s) as in effect or as amended.
- E. **Conflicts.** The provisions of this Addendum shall prevail over any provisions in the Underlying Agreement that conflict or appear inconsistent with any provision in this Addendum.
- F. **Interpretation of Addendum.**
 - (1) This Addendum shall be construed to be part of the Underlying Agreement as one document. The purpose is to supplement the Underlying Agreement to include the requirements of the Privacy Rule, Security Rule, HIPAA and HITECH.
 - (2) Any ambiguity between this Addendum and the Underlying Agreement shall be resolved to permit County to comply with the Privacy Rule, Security Rule, HIPAA and HITECH generally.
- G. **Notices to County.** All notifications required to be given by Contractor to County pursuant to the terms of this Addendum shall be made in writing and delivered to the County both by fax and to both of the addresses listed below by either registered or certified mail return receipt requested or guaranteed overnight mail with tracing capability, or at such other address as County may hereafter designate. All notices to County provided by Contractor pursuant to this Section shall be deemed given or made when received by County.

County HIPAA Privacy Officer: HIPAA Privacy Manager

County HIPAA Privacy Officer Address: P.O. Box 1569
Riverside, CA 92502

County HIPAA Privacy Officer Fax Number: (951) 955-HIPAA or (951) 955-4472

— — — — — **TO BE COMPLETED BY COUNTY PERSONNEL ONLY** — — — — —

County Departmental Officer: DPSS Privacy Officer

County Department Address: DPSS Business Continuity/Assurance and Review Services
7894 Mission Grove Parkway, Suite 100
Riverside, CA 92508

County Department Fax Number: (951)358-4672

County of Riverside BAA 09/2013

ATTACHMENT II
PII Privacy and Security Standards

I. PHYSICAL SECURITY

The Contractor shall ensure PII is used and stored in an area that is physically safe from access by unauthorized persons at all times. The Contractor agrees to safeguard PII from loss, theft, or inadvertent disclosure and, therefore, agrees to:

- A. Secure all areas of the Contractor facilities where staff assist in the administration of their program and use, disclose, or store PII.
- B. These areas shall be restricted to only allow access to authorized individuals by using one or more of the following:
 1. Properly coded key cards
 2. Authorized door keys
 3. Official identification
- C. Issue identification badges to Contractor staff.
- D. Require Contractor staff to wear these badges where PII is used, disclosed, or stored.
- E. Ensure each physical location, where PII is used, disclosed, or stored, has procedures and controls that ensure an individual who is terminated from access to the facility is promptly escorted from the facility by an authorized employee and access is revoked.
- F. Ensure there are security guards or a monitored alarm system at all times at the Contractor facilities and leased facilities where five hundred (500) or more individually identifiable records of PII is used, disclosed, or stored. Video surveillance systems are recommended.
- G. Ensure data centers with servers, data storage devices, and/or critical network infrastructure involved in the use, storage, and/or processing of PII have perimeter security and physical access controls that limit access to only authorized staff. Visitors to the data center area must be escorted at all times by authorized staff.
- H. Store paper records with PII in locked spaces, such as locked file cabinets, locked file rooms, locked desks, or locked offices in facilities which are multi-use meaning that there are County and non-County functions in one building in work areas that are not securely segregated from each other. It is recommended that all PII be locked up when unattended at any time, not just within multi-use facilities.
- I. Use all reasonable measures to prevent non-authorized personnel and visitors from having access to, control of, or viewing PII.

II. TECHNICAL SECURITY CONTROLS

- A. Workstation/Laptop Encryption. All workstations and laptops, which use, store and/or process PII, must be encrypted using a FIPS 140-2 certified algorithm 128 bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk. It is encouraged, when available and when feasible, that the encryption be 256 bit.
- B. Server Security. Servers containing unencrypted PII must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review. It is recommended to follow the guidelines documented

in the latest revision of the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53, Security and Privacy Controls for Federal Information Systems and Organizations.

- C. Minimum Necessary. Only the minimum necessary amount of PII required to perform required business functions may be accessed, copied, downloaded, or exported.
- D. Mobile Device and Removable Media. All electronic files, which contain PII data, must be encrypted when stored on any mobile device or removable media (i.e. USB drives, CD/DVD, smartphones, tablets, backup tapes etc.). Encryption must be a FIPS 140-2 certified algorithm 128 bit or higher, such as AES. It is encouraged, when available and when feasible, that the encryption be 256 bit.
- E. Antivirus Software. All workstations, laptops and other systems, which process and/or store PII, must install and actively use an antivirus software solution. Antivirus software should have automatic updates for definitions scheduled at least daily.
- F. Patch Management.
 - 1. All workstations, laptops and other systems, which process and/or store PII, must have critical security patches applied, with system reboot if necessary.
 - 2. There must be a documented patch management process that determines installation timeframe based on risk assessment and vendor recommendations.
 - 3. At a maximum, all applicable patches deemed as critical must be installed within thirty (30) days of vendor release. It is recommended that critical patches which are high risk be installed within seven (7) days.
 - 4. Applications and systems that cannot be patched within this time frame, due to significant operational reasons, must have compensatory controls implemented to minimize risk.
- G. User IDs and Password Controls.
 - 1. All users must be issued a unique user name for accessing PII.
 - 2. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee within twenty- four (24) hours. Note: Twenty-four (24) hours is defined as one (1) working day.
 - 3. Passwords are not to be shared.
 - 4. Passwords must be at least eight (8) characters.
 - 5. Passwords must be a non-dictionary word.
 - 6. Passwords must not be stored in readable format on the computer or server.
 - 7. Passwords must be changed every ninety (90) days or less. It is recommended that passwords be required to be changed every sixty (60) days or less.
 - 8. Passwords must be changed if revealed or compromised.
 - 9. Passwords must be composed of characters from at least three (3) of the following four (4) groups from the standard keyboard:
 - a. Upper case letters (A-Z)
 - b. Lower case letters (a-z)
 - c. Arabic numerals (0-9)
 - d. Special characters (!,@,#, etc.)
- H. Data Destruction. When no longer needed, all PII must be cleared, purged, or destroyed consistent with NIST SP 800-88, Guidelines for Media Sanitization, such that the PII cannot be retrieved.

- I. System Timeout. The systems providing access to PII must provide an automatic timeout, requiring re-authentication of the user session after no more than twenty (20) minutes of inactivity.
- K. System Logging.
 - 1. The systems which provide access to PII must maintain an automated audit trail that can identify the user or system process which initiates a request for PII, or alters PII.
 - 2. The audit trail shall:
 - a. Be date and time stamped;
 - b. Log both successful and failed accesses;
 - c. Be read-access only; and
 - d. Be restricted to authorized users.
 - 3. If PII is stored in a database, database logging functionality shall be enabled.
 - 4. Audit trail data shall be archived for at least three (3) years from the occurrence.
- L. Access Controls. The system providing access to PII shall use role-based access controls for all user authentications, enforcing the principle of least privilege.
- M. Transmission Encryption.
 - 1. All data transmissions of PII outside of a secure internal network must be encrypted using a Federal Information Processing Standard (FIPS) 140-2 certified algorithm that is 128 bit or higher, such as Advanced Encryption Standard (AES) or Transport Layer Security (TLS). It is encouraged, when available and when feasible, that 256 bit encryption be used.
 - 2. Encryption can be end to end at the network level, or the data files containing PII can be encrypted.
 - 3. This requirement pertains to any type of PII in motion such as website access, file transfer, and email.
- N. Intrusion Prevention. All systems involved in accessing, storing, transporting, and protecting PII, which are accessible through the Internet, must be protected by an intrusion detection and prevention solution.

III. AUDIT CONTROLS

- A. System Security Review.
 - 1. The Contractor must ensure audit control mechanisms are in place.
 - 2. All systems processing and/or storing PII must have at least an annual system risk assessment/security review that ensures administrative, physical, and technical controls are functioning effectively and provide an adequate level of protection.
 - 3. Reviews should include vulnerability scanning tools.
- B. Log Reviews. All systems processing and/or storing PII must have a process or automated procedure in place to review system logs for unauthorized access.
- C. Change Control. All systems processing and/or storing PII must have a documented change control process that ensures separation of duties and protects the confidentiality, integrity and availability of data.

IV. BUSINESS CONTINUITY / DISASTER RECOVERY CONTROLS

- A. Emergency Mode Operation Plan. The Contractor must establish a documented plan to enable continuation of critical business processes and protection of the security of PII kept in

an electronic format in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than twenty-four (24) hours.

- B. Data Centers. Data centers with servers, data storage devices, and critical network infrastructure involved in the use, storage and/or processing of PII, must include environmental protection such as cooling, power, and fire prevention, detection, and suppression.
- C. Data Backup and Recovery Plan.
 - 1. The Contractor shall have established documented procedures to backup PII to maintain retrievable exact copies of PII.
 - 2. The documented backup procedures shall contain a schedule which includes incremental and full backups.
 - 3. The procedures shall include storing backups offsite.
 - 4. The procedures shall ensure an inventory of backup media.
 - 5. The Contractor shall have established documented procedures to recover PII data.
 - 6. The documented recovery procedures shall include an estimate of the amount of time needed to restore the PII data.

V. PAPER DOCUMENT CONTROLS

- A. Supervision of Data. The PII in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information may be observed by an individual not authorized to access the information.
- B. Data in Vehicles. The Contractor shall have policies that include, based on applicable risk factors, a description of the circumstances under which staff can transport PII, as well as the physical security requirements during transport. A Contractor that chooses to permit its staff to leave records unattended in vehicles must include provisions in its policies to ensure the PII is stored in a non-visible area such as a trunk, that the vehicle is locked, and under no circumstances permit PII be left unattended in a vehicle overnight or for other extended periods of time.
- C. Public Modes of Transportation. The PII in paper form shall not be left unattended at any time in airplanes, buses, trains, etc., including baggage areas. This should be included in training due to the nature of the risk.
- D. Escorting Visitors. Visitors to areas where PII is contained shall be escorted, and PII shall be kept out of sight while visitors are in the area.
- E. Confidential Destruction. PII must be disposed of through confidential means, such as cross cut shredding or pulverizing.
- F. Removal of Data. The PII must not be removed from the premises except for identified routine business purposes or with express written permission of the County.
- G. Faxing.
 - 1. Faxes containing PII shall not be left unattended and fax machines shall be in secure areas.
 - 2. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them and notify the sender.

3. Fax numbers shall be verified with the intended recipient before sending the fax.

H. Mailing.

1. Mailings containing PII shall be sealed and secured from damage or inappropriate viewing of PII to the extent possible.
2. Mailings that include five hundred (500) or more individually identifiable records containing PII in a single package shall be sent using a tracked mailing method that includes verification of delivery and receipt, unless the Contractor obtains prior written permission from the County to use another method.

VI. NOTIFICATION AND INVESTIGATION OF BREACHES AND SECURITY INCIDENTS

During the term of this Agreement, the Contractor agrees to implement reasonable systems for the discovery and prompt reporting of any Breach or Security Incident, and to take the following steps:

The Contractor shall immediately notify the County when it discovers that there may have been a breach in security which has or may have resulted in compromise to confidential data. For purposes of this section, immediately is defined as within two hours of discovery. The County contact for such notification is as follows:

Breaches should be referred to:

DPSS Privacy Officer
Assurance and Review Services
Riverside County Department of Public Social Services
10281 Kidd Street
Riverside, CA 92503
privacyincident@rivco.org

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) = (\$) _____

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

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

Any questions regarding this request should be directed to: _____
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

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

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

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

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

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

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

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

ATTACHMENT IV
END USER LICENSING AGREEMENT
HOMCare2 Software Licensing Agreement

This HOMCare2 Software Licensing Agreement ("License") is made as of the date of the Agreement between IHSS PA and CONTRACTOR. Only use of the HOMCare2 product consistent with this License is permitted under the Agreement.

1. For the term of the Agreement and any extensions thereof, CONTRACTOR grants Agency, and all users authorized by IHSS PA in conjunction with the HOMCare2 system, a non-exclusive license to access and use the HOMCare2 software application for the purposes described in the Agreement.
2. IHSS PA will use commercially reasonable efforts to ensure that its application users comply with all of the conditions and terms hereof.
3. No ownership equity in the HOMCare2 system shall accrue to IHSS PA through its use of the HOMCare2 system under the Agreement. Additionally, unless otherwise provided in the Agreement, it is understood that no source code shall be provided under the Agreement.
4. HOMCare2 is a copyrighted piece of software, and CONTRACTOR fully asserts all of its rights to the software and related trade names. CONTRACTOR represents it is the owner of the copyright, and all other ownership rights, to the HOMCare2 software and related trade names.
5. All data collected in the system will be the property of Agency.
7. IHSS PA is responsible for protecting passwords issued to IHSS PA and Agency-authorized personnel and any authorized or unauthorized use made of the passwords. IHSS PA will reasonably cooperate with law enforcement authorities in the detection and prosecution of illegal activity related to unauthorized user of the licensed services.
8. IHSS PA will only allow one user per login. IHSS PA will not share licenses for multiple staff. Defined number of licenses is determined by the agreement between IHSS PA and CONTRACTOR.
9. IHSS PA shall have the right to add, change access for or inactivate User IDs at its sole discretion.
11. IHSS PA shall not reverse engineer, decompile, disassemble or otherwise attempt to derive source code or other trade secrets from any of the software comprising or in any way making up a part of the application. IHSS PA shall not provide any access to the System for any use not needed for the operations of their System.
12. IHSS PA shall not directly or indirectly copy or reproduce all or any part of the application, whether electronically, mechanically or otherwise, in any form including, but not limited to, the copying of presentation, style or organization, without prior written permission from CONTRACTOR; provided, however, IHSS PA may reproduce and distribute any application output generated from the relevant IHSS PA content and an application user may reproduce and distribute any application output generated pursuant to the permissions set forth herein.

13. IHSS PA shall not rent, lease, sublicense, resell for profit, loan, distribute, network or modify the application or CONTRACTOR product or any component thereof, provided as part of the licensed services except as otherwise authorized by CONTRACTOR; however, IHSS PA may reproduce and distribute any application output generated by the application user using the application and pursuant to the permissions set forth herein.
14. IHSS PA shall only use the application and CONTRACTOR product in the normal course of business, in connection with, and as part of, the licensed services.
15. IHSS PA shall not attempt to gain unauthorized access to the application or licensed services, other user accounts, computer systems or networks connected to the licensed services.
16. IHSS PA shall not remove, obscure or alter CONTRACTOR's proprietary notices, disclaimers, trademarks, or other proprietary rights notices of any kind of affixed or contained in the application or licensed services or any written or electronic report, output or result generated in connection with the licensed services.

IHSS PA shall take reasonable care not to, and shall not intentionally or knowingly, use the application to post, transmit, distribute, store or destroy any information: (i) in violation of any applicable federal, state or local law, statute, ordinance or regulation; (ii) in a manner that shall infringe the intellectual property rights of others; (iii) that is defamatory or trade libelous, or (iv) that contains any computer viruses.

ATTACHMENT V
SERVICE LEVEL AGREEMENT

RTZ Associates has a proven history of providing mission-critical information systems. All maintenance occurs overnight (during non-business hours) with little to no interruption to the system. Critical errors/defects (although rare) are diagnosed within 1 hour and resolved within 4 hours (please note that these times are estimates based on general experience, and not intended as benchmarks beyond which IHSS PA may claim credit for non-excusable down time. All credit for non-excusable downtime will be allotted according to the schedule below). Non-critical errors are typically resolved within 2 business days, or are incorporated in the next version push. In keeping with this track record, RTZ will conform to the following SLA during the period of its Agreement with IHSS PA:

- (a) RTZ will make all commercially reasonable efforts to ensure that the HOMCare 2 website is available 24 hours a day, 7 days a week. All functions of the HOMCare 2 system shall be available according to the defined service levels during normal business hours of Monday through Friday 7 a.m. – 6:00 p.m. PST. For the purposes of this SLA, “availability” is defined as the ability of an end-user to access the system, modules, and/or components. System unavailability is the period of time when the HOMCare 2 website, modules, or components are unavailable due to an error/defect in the application or database, a hardware failure at the co-location site, a power failure at the co-location site, or a network failure up to, but not including, the interconnection point of the co-location infrastructure and the ISP infrastructure.
- (b) For the purposes of this SLA, “excusable downtime” is defined as a period of time when the HOMCare 2 website is unavailable due to: (a) a scheduled software and/or hardware upgrade, (b) an IHSS PA request to take the system offline, or (c) an event beyond the control of RTZ (including but not limited to a natural disaster or an act of terrorism). Except in cases of emergency, RTZ will provide Riverside DPSS with advance notification before scheduled system unavailability. Normal maintenance/upgrades will not be scheduled between the hours of 7am and 6pm PST, Monday through Friday.
- (c) For the purposes of this SLA, “non-excusable downtime” is defined as a period of time when the HOMCare 2 website is unavailable due to: (a) an error/defect in the application or database, (b) a hardware failure at the co-location site, (c) a power failure at the co-location site, or (d) a network failure up to, but not including, the interconnection point of the co-location infrastructure and the ISP infrastructure.
- (d) RTZ guarantees that HOMCare 2 website availability will meet or exceed 95% in any given calendar month during normal business hours of 7 a.m. to 6:00 p.m., excluding excusable downtime. If non-excusable downtime exceeds 5% in any given calendar month, RTZ will credit IHSS PA according to the following schedule:

Service Level (availability per month excluding excusable downtime)	Service Level Credit (percent of monthly ASP cost in pricing schedule)
95% or above	none
94.99 – 93%	5%
92.99 – 91%	10%
90.99 – 89%	20%
88.99 – 87%	40%
below 87%	100%

- (e) In order to obtain a service level credit for a given calendar month, IHSS PA must notify RTZ in writing within the first 10 days of the following month. IHSS PA shall not obtain any credits other than those specified above. Credit shall be applied against the next invoice. In the event IHSS PA has already paid the Agreement in full (and no further invoices shall issue as a result), RTZ shall remit to IHSS PA the credit due within 30 days.
- (f) RTZ does not normally provide monthly downtime reports to our clients; as stated in point (e), it is IHSS PA responsibility to inform us if they think site availability has fallen below 95% in any given month. However, if IHSS PA feels that the HOMCare 2 site is experiencing frequent issues, it can request that RTZ provide more detailed information about the problem and how RTZ is working to resolve it.
- (g) RTZ hosts all web-based applications from a secure co-location facility on the West Coast, and maintains a parallel co-location facility on the East Coast (client applications and databases are never hosted from RTZ's offices). During a disaster affecting the primary co-location facility, hosting will switch to the secondary collocation facility with minimal (if any) interruption to end-users. This failover process can take as little as an hour, but should not exceed 24 hours.
- (h) All data are duplicated through use of a partitioned RAID array, which results in real-time redundancy within and across machines. Data are automatically backed up continuously to parallel database at the primarily co-location facility, and nightly to a parallel database at the secondary hosting facility. As with RTZ's primary database, these parallel databases encrypt passwords and sensitive client information.
- (i) Although RTZ adjusts its change management and installation procedures to accommodate client preferences, patches are typically installed as soon as practical (depending on the severity of the problem and the complexity of the fix) and updates are installed quarterly. Clients can use the Issue Manager to identify desirable upgrades.
- (j) RTZ shall provide unlimited technical support, software maintenance, and minor customizations at no additional cost during the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, Pacific Standard Time (PST). RTZ shall provide technical support by telephone every business day, with the exception of designated RTZ Associates, Inc. holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and up to two "floating holidays" which vary from year to year.
- (k) RTZ shall provide written (e-mail) responses to written (email) inquiries, questions, problems, returning phone calls, etc., within one business day.

ATTACHMENT VI
ASSURANCE OF COMPLIANCE

ASSURANCE OF COMPLIANCE WITH

**THE RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

RTZ and Associates
NAME OF ORGANIZATION

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Date

Director's Signature

Address of Vendor/Recipient
(08/13/01)

CR50-Vendor Assurance of Compliance



Charity Douglas, Director

Date: May 6, 2024
From: Charity Douglas
To: Board of Supervisors/Purchasing Agent
Via: Faith Nobles (951-358-5621)
Subject: Sole or Single Source Procurement; Request for RTZ and Associates

The below information is provided in support of my Department requesting approval for a sole or single source. (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.*) **Note:** Once signed by the Department Head and PCS (Signature Line below) Email completed SSJ to: psolesource@rivco.org.

4/25/2024 Amendment Request for SSJ #20-003A

6. Period of Performance: From: 07/1/2022 to 06/30/2025
(total number of years)

Is this an annually renewable contract? No Yes
Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

On April 9, 2024, DPSS submitted a Single Source Justification for this vendor/service for a fixed term agreement with a period of performance from July 1, 2024 to June 30, 2027. Since this service has not been competitively bid since 2014 the Central Purchasing PCS team assigned to DPSS recommended this service should be competitively bid.

As a result, an extension for the period of performance term date for this agreement is being requested for one (1) additional year so there will not be a lapse in services and to allow adequate time to complete a sourcing event, execute a new agreement and if necessary, transition to a new vendor.

7. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)

Description:	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
One-time Costs:							
<i>(Insert description)</i>							
New Amended SSJ Costs:						\$56,586	\$269,035
<i>Hosting and Support</i>							
Previous SSJ Approved (20-003a) Costs:	\$29,910	\$30,807	\$31,732	\$60,000	\$60,000		\$212,499
<i>Hosting and Support</i>							

8. Project ed Board of Supervisor Date (if applicable):

(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)

Charity Douglas

Charity Douglas

06/05/24

Department Head Signature
(or designee)

Print Name

Date

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

By signing above, department attests all legal and contractual requirements have been met by the by the selected supplier.

Estimated BOS approval date 6/11/2024

Not to exceed:

One-time \$ _____

Annual Amount \$ _____ / per fiscal year through _____ (date) (If

Annual Amount Varies each FY)

FY FY24/25 : \$ 56,586

FY _____ : \$ _____

FY _____ : \$ _____

FY _____ : \$ _____

FY _____ : \$ _____

Reviewed by Procurement Contract Specialist (PCS):

Signature: *Shoni Dattel*

Date: 05/06/2024

Melissa Curtis

5/23/2024

20-003b

Purchasing Agent

Date

Approval Number

(Reference on Purchasing Documents)





RTZ SSJ amended form 5.6.24

Final Audit Report

2024-05-06

Created:	2024-05-06
By:	Faith Nobles (fnobles@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGI7cQBsx9GB0ejZVxTvdSfSZXagHVnAkq

"RTZ SSJ amended form 5.6.24" History

-  Document created by Faith Nobles (fnobles@rivco.org)
2024-05-06 - 9:27:32 PM GMT
-  Document emailed to Charity (chdougla@rivco.org) for signature
2024-05-06 - 9:27:36 PM GMT
-  Document e-signed by Charity (chdougla@rivco.org)
Signature Date: 2024-05-06 - 9:35:03 PM GMT - Time Source: server
-  Agreement completed.
2024-05-06 - 9:35:03 PM GMT

Sole Source Request

Available Actions: 



Use this form to submit a single or sole source requisition for review by your Buyer and/or Procurement Contract Specialist. All procurements valued **\$5,000 or more** must seek competitive bids from a minimum of three suppliers, or the expectation that three or more suppliers will respond, or be justified by a Single/Sole Source. All purchases exceeding **\$50,000** require a formal public bid. Procurement's may not be artificially segregated to lesser dollar amounts for the purpose of bypassing this requirement.

Sole/Single Source service requests that are greater than **\$50,000** require additional Board of Supervisors approval.

Supplier Details ?

Background Information ?

Vendor RTZ Associates Inc [more info...](#)
Fulfillment Address Corporation: (preferred)
 150 Grand Ave Suite 201
 Oakland, California 94612 United States
Vendor Phone +1 510-986-6700 ext. 502

Please indicate if this is a single or sole source below

Single Source

Distribution Method

The system will distribute purchase orders using the method(s) indicated below:

Check this box to customize order distribution information.

Email (HTML Body): SWiedema@rivco.org
 Manual
 Contract

Have you previously requested and received approval for a sole/single source request for this vendor for your department?

Yes

If selected "yes", please provide the approved SSJ# below

SSJ# **159840735** 20-003

If selected "yes", was the request approved for a different project?

No

Purchase Details ?

Current Year Cost ?

1. Supply/Service being requested:

Registry Matching and Tracking Software System

2. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:

The Riverside County In-Home Supportive Services-Public Authority (IHSS-PA) is a state mandated program resulting from the passage of AB 1682. As an enhancement to IHSS direct service delivery, some of the PA's responsibilities include development and maintenance of the IHSS Provider Registry; and completion of screening, training, and matching of quality providers with IHSS consumers.

The HOMCare 2 Registry System is a multi-user software system provided by RTZ, that enables more than one computer to use the same files of information at the same time. The software gathers information and uses it to create profiles. It then screens and matches

6. Identify all costs for this requested purchase.

You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained.

Describe all current fiscal year costs associated with this procurement in the box below. Insert all one time costs associated with this project in the table below.

Home Care Providers with IHSS consumers needing assistance to remain independent in their homes. The system also tracks background checks, orientation, and training completed by IHSS Home Care Providers.

RTZ has provided California IHSS Public Authorities with enterprise software since 1998 and has provided the HOMCare 2 Registry System to IHSS-PA since 2004. The county has issued three Request for Proposals (RFP) and RTZ has always been selected as the lowest responsive, responsible bidder. In addition, more than 1,000 agencies across the country use RTZ's software to coordinate care. This allows the county to draw on a large, experienced programming team and assists RTZ in delivering an unlimited amount of customization in a timely and cost-effective manner.

In 2014, County Purchasing published RFP DPARC-336, RTZ was selected as the lowest responsive and responsible bidder. The contract expired on June 30, 2019 and a Single Source Justification # 20-003 was approved on May 17, 2019 for a one-year period, with four (4) one-year renewal options. The SSJ is in place through June 30, 2024.

3. Reasons why my department requires these unique features and what benefit will accrue to the county:

By using a system such as the HOMCare 2 Registry System, IHSS PA can provide the services necessary to comply with its responsibilities under AB 1682, including offering resources that allow IHSS service recipients enhanced access to in-home caregivers. This is accomplished by creating a pool of trained and eligible in-home caregivers, partly using the HOMCare 2 Registry System.

If IHSS-PA continues to use the HOMCare 2 Registry System, IHSS-PA's data will not need to be converted or migrated. This would also eliminate the costs and risks associated with transitioning to a new software platform. The system will be fully operational on the contract's effective date and will continue to operate without interruption. Since IHSS-PA already uses the system, there will be no need for design, development, or configuration of a new system, data migration, testing, or training. Also, since the system is a browser-based (cloud) system, the county will not need to purchase, install, upgrade, or support any hardware.

4. Period of Performance 7/1/2022
From:

Period of Performance To: 6/30/2023 **6/30/2024**

Is this an annually renewable contract or is it fixed term?
 Annually Renewable

5. Price Reasonableness:

RTZ has provided the IHSS-PA Registry Matching and Tracking Software System services since 2004. For the initial contract, RTZ was selected in compliance with County Policy No. H-11 "Acquisition and Management of Information Systems and Services" and concurred by County Purchasing. RTZ was selected after an extensive review of off-the-shelf software products used by public authorities in other counties.

On September 18, 2007, County Purchasing issued a Request for Proposal (RFP) DPARC-078 for the services. From 2 proposals received, RTZ was selected as the lowest responsive and responsible bidder. Thereafter, County Purchasing published RFP DPARC-194 and from the two proposals received, RTZ was selected as the lowest responsive and responsible bidder.

\$47,683

Insert all current fiscal year costs in the table below. Label the 'description' as the item that is being purchased.

Current FY Costs

Description	Price

Enter all additional FY costs in the table below.

Only enter one fiscal year cost per line and identify the fiscal year that it pertains to. Fiscal year is from 7/1/00 to 6/30/00.. Example : FY 18/19 \$200

FY	23/24 \$49,113
FY	no value
FY	no value
FY	no value
FY	no value
Additional FY Cost	no value

Describe all additional costs associated with this procurement in the box below. Include the dollar amounts for subsequent fiscal years if it differs from above.

Renewal Options thru 6/30/2024, \$60,000- Amendment No. 5.

Current Year Cost Total: 0.00

FISCAL YEAR PERIOD

Current Budget

July 1, 2022 through June 30, 2023 - \$47,683

Amended Budget - \$60,000

Current Budget

July 1, 2023 through June 30, 2024 - \$49,113

Amended Budget - \$60,000

SSJ#159840735 is amended to increase the FY22/23 total to \$60,000 and exercise a contract renewal option through FY23/24 for a revised annual amount of \$60,000.

DPSS is adding ten (10) user licenses from 45 to 55, per Amendment No. 5 which will revise the fiscal year totals for FY22/23 and FY23/24.

In 2014, County Purchasing published RFP DPARC-336, which generated two, five-year proposals: Tribridge Holdings, LLC for \$333,638 and another from RTZ for \$132,900. RTZ was selected as the lowest responsive bidder. The contract expired on June 30, 2019 and a Single Source Justification # 20-003 was approved on May 17, 2019 for a one-year period, with 4 one-year renewal options. This agreement has been renewed for FY 22/23 with a total annual budget of \$32,683.

Currently, the agreement allows for 20 user accounts. IHSS-PA has a need to increase the total number of user accounts by 25 licenses, bringing the total user accounts to 45. A budget increase in the amount of \$ 15,000 is needed to support the additional twenty-five (25) licenses. The cost for an additional license is approximately \$50/month per user. The total annual cost for fiscal year 22/23 with the increased budget is \$47,683.

RTZ may apply a cost-of-living adjustment not to exceed 3% per year. The cost of issuing an RFP plus the cost of switching to a new vendor and the time required to configure, team, test, and troubleshoot a new system would be higher than any potential cost savings that may result from finding a new vendor.

Projected Board of Supervisor *no value*
Date (if applicable):

Commodity Code 96258

Currently, the agreement allows for the use of forty-five (45) user accounts. IHSS-PA has a need to increase the total number of user accounts to add an additional ten (10) licenses, bringing the total user accounts to fifty-five (55). A total budget increase in the amount of \$23,204 is needed to support the additional ten (10) licenses as well as any additional licenses that may be requested up to \$60,000 per year. The cost for an additional license is approximately \$50/month per user. The total annual cost for fiscal year 22/23 with the increased budget is \$60,000. The total annual cost for fiscal year 23/24 with the increased budget is \$60,000.

Supporting Documentation ?

If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law.

Additional supporting documentation includes:

- Previously approved SSJ's
- other

For all other requests, attach the vendor's cost proposal

Internal Attachments

- ↓ RTZ+Single+Source...
- ↓ Amendment No.3_DP.. *Amendment No. 5*
- ↓ Executed+Agreemen...

Purchasing Approval ?

Approved by	Date Approved	Sole Source Number	Approval Conditions/Comments
This section to be filled out by Purchasing Management only upon approval. Suzanna Hinckley	7/28/2022	<i>no value</i>	<i>no value</i>

Total 0.00

Meghan Hahn

5/19/23

20-003a

Approved, with amendment to support annual costs NTE \$60K for the remainder of the contract term. MMH