

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



**ITEM: 3.29
(ID # 25720)**

MEETING DATE:
Tuesday, October 22, 2024

FROM : RUHS-PUBLIC HEALTH

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Ratify and Approve Professional Service Agreement No. HSARC-25-010 with Diversity Uplifts, Inc. for the Perinatal Equity Initiative Community Doula Program Intervention Services for the Period of Performance of July 1, 2024 through June 30, 2025, with the option to renew for up to three (3) additional years through June 30, 2028. All Districts. [Total Maximum Amount \$420,000 - 100% State].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Professional Service Agreement No. HSARC-25-010 with Diversity Uplifts for Perinatal Equity Initiative Community Doula Program Intervention Services for the period of performance of July 1, 2024, through June 31, 2025, with the option to renew for up to three (3) additional years through June 30, 2028, for the total annual amount of \$105,000, not to exceed a total maximum amount of \$420,000;
2. Authorize the Chair of the Board to sign the Agreement on behalf of the County; and
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved to form by County Counsel to: (a) sign amendments that exercise the options of the agreement, including modifications to the statement of work and period of performance, that stay within the intent of the Agreement; and (b) issue Purchase Orders for goods and/or services related to this Professional Service Agreement that do not exceed the total maximum amount.

ACTION: Consent, Policy


Kim Saruwatari, Director of Public Health 9/28/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, 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: October 22, 2024
xc: RUHS-PH

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$105,000	\$105,000	\$420,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% State			Budget Adjustment: No	
			For Fiscal Year: 24/25-27/28	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System-Public Health (RUHS-PH) received a letter of intent from the California Department of Public Health (CDPH) on May 29, 2024, for funding the Maternal, Child, and Adolescent Health (MCAH) Division for Black Infant Health (BIH), and Perinatal Equity Initiative (PEI) Programs. The funding received from CDPH has resulted in RUHS-PH MCAH awarding Diversity Uplifts for the Perinatal Equity Initiative Community Doula Program Intervention Services.

The purpose of the PEI grant is to deepen the understanding of the gaps in services within the Black community contributing to increased infant mortality rates, to implement the promising interventions that reduce Black infant mortality through stakeholder engagement meetings, and the initiation of PEI to the local county Black Infant Health (BIH) programs. Despite the success of the current Riverside County Black Infant Health (BIH) program, the rate of mortality among Black infants continues to be two to four times higher than rates of other groups statewide.

The California Department of Public Health's PEI continues to focus on improving Black infant birth outcomes and reducing Black infant mortality through an array of interventions that are designed to work in parallel with the BIH intervention model, and help women to understand the risks of pregnancies in Black infants and try to reduce mortality rates through different programs such as BIH social support, stress management and empowerment with an emphasis on prenatal/postpartum group dynamics supplemented with one-on-one life planning sessions.

Impact on Residents and Businesses

The PEI program will help vulnerable families to initiate a solid start by helping to ensure the emotional, mental and physical wellbeing of pregnant Black mothers during their critical perinatal period.

Additional Fiscal Information

The California Perinatal Initiative is 100% State Funded and requires the County to subcontract with Community-Based Organizations to provide services to the community. There is no impact to County General Funds. The funding is estimated to be distributed for each fiscal year based on the table below:

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

County Fiscal Year	Annual Amount
24/25	\$105,000
25/26	\$105,000
26/27	\$105,000
27/28	\$105,000
Total Maximum Amount:	\$420,000

Contract History and Price Reasonableness

The Riverside County Purchasing and Fleet Services Department, on behalf of RUHS-PH issued a bid solicitation on April 29, 2024, to seek qualified bidders to provide Community Doula Services Program Intervention as outlined in Request for Quote (RFQ) No. HSARC-343.

Solicitations were advertised on the County Purchasing Public Purchase website. The County received two bid responses to the RFQ. Based on the criteria outlined in the RFQ and the bid responses, Diversity Uplifts was determined to be the most responsive and responsible bidder for Perinatal Equity Initiative Community Doula Program Intervention Services.

ATTACHMENTS:

ATTACHMENT A. Professional Service Agreement with Diversity Uplifts


Melissa Curtis, Deputy Director of Purchasing and Fleet

10/9/2024


Douglas Cordonez Jr.

10/15/2024


Gregg Gu, Chief of Deputy County Counsel

10/10/2024

PROFESSIONAL SERVICE AGREEMENT

for

**PERINATAL EQUITY INITIATIVE COMMUNITY DOULA PROGRAM INTERVENTION
SERVICES**

between

COUNTY OF RIVERSIDE

and

DIVERSITY UPLIFTS, INC.

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

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

The parties agree as follows:

1. Description of Services

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

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

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

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

2. Period of Performance

2.1 This Agreement shall be retroactive to July 1, 2024 and continues in effect through June 30, 2025, with three (3) options to renew for one (1) year periods, through June 1, 2028, unless terminated earlier. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

3. Compensation

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided, and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed FOUR HUNDRED AND TWENTY THOUSAND DOLLARS (\$420,000) including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

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

3.3 CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. For this Agreement, send invoices to either:

Riverside University Health System - Public Health

Fiscal – Accounts Payable

PO BOX 7849

Riverside, California 92513

or

RIVCOPH-AP@ruhealth.org

- a) Each invoice shall contain a minimum of the following information: organization name; Purchase Order number (to be provided to CONTRACTOR by COUNTY when

available); invoice number and invoice date; payment due date; remittance address; bill-to and ship-to addresses of ordering department/branch; Agreement number (HSARC-25-010); Grant number (HS200123); quantities; service dates for claimed expenditures (billing period must fall within the Agreement performance period); item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.

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

c) Invoices shall be rendered monthly in arrears.

3.4 The COUNTY obligation for payment of this Agreement beyond the current fiscal year is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered “monthly” in arrears. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

4. Alteration or Changes to the Agreement

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

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

5. Termination

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

5.2 COUNTY may, upon five (5) days written notice terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

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

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

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

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

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

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

6. Ownership/Use of Contract Materials and Products

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

7. Conduct of CONTRACTOR

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

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

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

8. Inspection of Service; Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to

be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

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

9. Independent CONTRACTOR/Employment Eligibility

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

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

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

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

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

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

10. Subcontract for Work or Services

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

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of CONTRACTORS State License Law, Cal. Bus. & Prof. Code § 7000 et. seq. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

13. Use By Other Political Entities

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

14. Non-Discrimination

CONTRACTOR shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex

in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Cal. Gov. Code § 12900 et. seq), the Federal Civil Rights Act of 1964, Pub. L. No. 88-352, 78 Stat. 241, the Americans with Disabilities Act of 1990, 42 U.S.C. §1210 et seq., and all other applicable laws or regulations.

15. Records and Documents

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

16. Confidentiality

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

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

17. Administration/Contract Liaison

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

18. Notices

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

COUNTY OF RIVERSIDE

RIVERSIDE UNIVERSITY HEALTH SYSTEM-
PUBLIC HEALTH
4065 COUNTY CIRCLE DR., STE. 403
RIVERSIDE, CA 92503
ATTN: CONTRACTS UNIT
ph-contracts@ruhealth.org

CONTRACTOR

DIVERSITY UPLIFTS
6371 HAVEN AVE. SUITE 3, BOX #265
RANCHO CUCAMONGA, CA 91737
ATTN: DR. SAYIDA PEPRAH-WILSON
drsayida@diversityuplifts.org

19. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent CONTRACTOR(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another CONTRACTOR. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529.

CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at www.edd.ca.gov.

21. Hold Harmless/Indemnification

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

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

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

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

22. Insurance

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

Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

A. Workers' Compensation:

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. The policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

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

D. Professional Liability:

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

with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

E. General Insurance Provisions - All lines:

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

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, CONTRACTOR'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

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

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

5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

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

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

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

23. General

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

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

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

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

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

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

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

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

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

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

23.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

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

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

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

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

DIVERSITY UPLIFTS, a California nonprofit corporation


By: 
Chuck Washington, Chair
Board of Supervisors

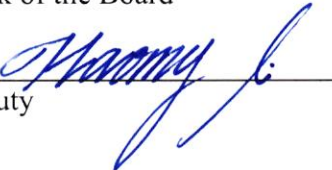
By: Sayida Peprah-Wilson
Dr. Sayida Peprah-Wilson
Executive Director

Dated: 10/22/2024

Dated: Sep 12, 2024

ATTEST:
Kimberly Rector
Clerk of the Board

By: 
Tamikka E. Claybrook
CFO

By: 
Deputy

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

By: Esen Sainz
Esen Sainz
Deputy County Counsel

**EXHIBIT A
SCOPE OF SERVICE**

1. CALIFORNIA PERINATAL EQUITY INITIATIVE GOALS

- 1.1 Ensure program implementation, planning, evaluation and fiscal management in compliance with California Department of Public Health – Maternal Child and Adolescent Health (CDPH-MCAH) Guidelines.
- 1.2 Develop community grant to reduce Black Maternal and Infant Mortality/Morbidity by expanding the scope of interventions to complement current Black Infant Health (BIH) Programming.
- 1.3 Incorporate Results Based Accountability (RBA) using the Clear Impact Scorecard to monitor program performance.
- 1.4 Conduct local public awareness efforts that address birth outcome inequalities to improve prenatal health and birth outcomes for Black women and babies.
- 1.5 Conduct local Community Advisory Board (CAB) efforts around birth outcome inequalities to improve prenatal health and birth outcomes.

2. CONTRACTOR RESPONSIBILITIES

CONTRACTOR shall conduct the following activities with expected outputs:

2.1 CONTRACTOR shall maintain program fidelity and fiscal management to administer the program as required by the Perinatal Equity initiative (PEI) Community Doula Services Program Intervention Scope of Work and will assure program implementation, outreach, recruitment, enrollment, staff competency, training and data management.

2.2 STAFFING

2.2.1 CONTRACTOR shall recruit and hire in accordance with the required staffing pattern outlined in Exhibit A, Scope of Service, under PEI Doula Program Coordinator, and Community Based Doulas, ensuring the candidates meet the requirements.

2.2.2 CONTRACTOR shall provide the following staffing pattern with the required experience.

2.2.2.1 Expected Output: CONTRACTOR shall conduct background records checks and fingerprint clearance from the California Department of Justice (DOJ), and Federal Bureau of Investigations (FBI) on all staff and volunteers.

2.2.2.2 Expected Output: CONTRACTOR shall begin recruitment and hiring within 30 days of awards, and conduct backgrounds checks as described above.

2.3 PEI DOULA PROGRAM COORDINATOR

2.3.1 Must have a doula certification with at least 2 years' experience as a doula within the past 5 years.

2.3.2 Responsible for program management, and supervising activities of doulas who will be providing direct services to pregnant women in the community.

2.3.3 Must be culturally competent and have knowledge and past experience working with the Black/African American community, especially the perinatal population.

2.4 COMMUNITY BASED DOULAS

2.4.1 Must have a minimum of one year experience.

- 2.4.2 Must have observed at least two births
- 2.4.3 Must provide direct services to the community:
 - 2.4.3.1 Must be culturally competent and have knowledge and past experience working with the Black/African American community, especially the perinatal population.

2.5 TRAINING

- 2.5.1 CONTRACTOR shall maintain and increase staff doula competency by providing updates on training courses including the date, and name of training attended on all monthly reports.
 - 2.5.1.1 Expected Output: CONTRACTOR shall list trainings, WebEx, Conference Calls, Learning Collaboratives that staff and doulas have participated in to maintain and increase staff competency.
 - 2.5.1.2 Expected Output: CONTRACTOR shall include training log in monthly reports submitted to RUHS-PH.
- 2.5.2 CONTRACTOR shall participate in the data collection process utilizing the Result Based Accountability (RBA) system and attend all RBA required trainings or RUHS- specified data collection system.
 - 2.5.2.1 Expected Output: CONTRACTOR shall record number of staff attending (RBA) training or RUHS-PH specified data collection system.
- 2.5.3 CONTRACTOR shall provide program implementation materials and may use awarded funds to purchase all program implementation materials needed to effectively implement the program within the target population.
 - 2.5.3.1 Expected Output: CONTRACTOR shall submit monthly training logs, and reports of outcomes by the 10th of each month to RUHS-PH.
- 2.5.4 CONTRACTOR shall have virtual quarterly Joint Operations Meetings (JOM) with Public Health PEI, and administrative staff, as well as the contractor.
- 2.5.5 CONTRACTOR shall provide opportunities for doula trainings such as lactation, perinatal mood disorders, etc. that will add value to doula services offered via face to face, web based, or online trainings.

2.6 PARTICIPANT RECRUITMENT/OUTREACH

- 2.6.1 CONTRACTOR will recruit, outreach, and enroll a minimum of 25 pregnant Black/African American women in Riverside County into the doula services program each fiscal year with an emphasis on moms in the Black Infant Health Program (BIH).
- 2.6.2 CONTRACTOR shall begin recruiting Black African American pregnant women in Riverside County who are requesting doula services within 60 days of the award.
 - 2.6.2.1 Expected Output: Doulas shall recruit and enroll a minimum of 25% Black/African American women per fiscal year who are requesting doula services.
 - 2.6.2.2 Expected Output: Women may be first time parents or have multiple children. At least 30% of women recruited will come from the BIH Program (eight women).
- 2.6.3 CONTRACTOR shall be responsible for recruitment and marketing for activities for the BIH program.

- 2.6.4 CONTRACTOR shall be responsible for intake and enrollment of participants into the BIH Program.
- 2.6.5 CONTRACTOR shall track recruitment efforts, enrollment, and program completion rates. Updates will be provided to RUHS-PH using the RBA process or RUHS-PH specified data collection system (including but not limited to REDCap Software), and report program efforts and outcomes during quarterly JOM with RUHS-PH. Data collected by RUHS-PH data collection system will include how many clients have been enrolled; how many doula sessions were offered; how many clients had c-sections, how many client felt doula positively contributed to their birthing experience etc.
- 2.6.6 CONTRACTOR shall be responsible for referring necessary clients to services that will further promote a healthy and safe pregnancy and delivery.
- 2.6.7 CONTRACTOR shall offer incentives to participants to aid in recruitment, enrollment and retention. CONTRACTOR will ensure the incentives purchased, and distributed are monitored and tracked, with receipts and are in line with the deliverables in line with EXHIBIT A, SCOPE OF SERVICE. COUNTY will inform CONTRACTOR of requirements during the JOM's.
- 2.6.7.1 Expected Output: CONTRACTOR shall implement an Incentive Tracking Log that includes monitoring, securing, and retaining receipts for all incentives purchased and documentation of incentives distributed to participants (including, but not limited to Gas cards, and Amazon gift cards for clients who complete the follow up survey) .

2.7 PROGRAM IMPLEMENTATION

- 2.7.1 CONTRACTOR shall implement culturally appropriate and sensitive services to pregnant Black/African women living in Riverside County with a particular focus on moms in the BIH Program.
- 2.7.1.1 Expected Output: within 1 year of contract execution, CONTRACTOR shall provide direct doula services to a minimum of 25 Black/African American women in Riverside County.
- 2.7.1.2 Expected Output: CONTRACTOR shall purchase the Results Based Accountability Program as required by CDPH within 30 days of receiving award or RUHS-PH specified data collection system.
- 2.7.2 CONTRACTOR will meet with Public Health PEI and Administrative staff quarterly for Joint Operations Meetings (JOM) or more frequently as needed.
- 2.7.2.1 Expected Output: CONTRACTOR must attend all required PEI State meetings, both local and regional.
- 2.7.2.2 Expected Output: CONTRACTOR will submit reports of outcomes monthly by the 10th of the month to RUHS-PH MCAH branch.
- 2.7.3 CONTRACTOR will communicate with RUHS-PH PEI Coordinator regarding issues/challenges/barriers related to program implementation.

- 2.7.4 Within 30 days of service being implemented CONTRACTOR shall submit responses to the following questions to the Perinatal Equity Initiative (PEI) Coordinator:
- 2.7.4.1 Describe your participant recruitment/referral strategies.
 - 2.7.4.2 Describe your outreach and enrollment activities.
 - 2.7.4.3 Services need to be provided in a culturally affirming space. Where will services be provided and how did you determine these locations?
 - 2.7.4.4 Provide your plan for minimizing participant attrition.
 - 2.7.4.5 What transportation options are available near the location?
 - 2.7.4.6 Provide the staffing structure for the intervention.
 - 2.7.4.7 Describe how your current community partnerships will support implementation of this intervention.

**CONTRACTOR shall send their answers to the questions above to the PEI Coordinator via the Microsoft Word Template provided by COUNTY.*

2.8 DOULA SERVICES IMPLEMENTATION

- 2.8.1 CONTRACTOR shall provide enhanced prenatal, labor and delivery and postpartum supportive services to African American women with a goal of improving birth outcomes and lowering the high rates of infant mortality for African American babies.
- 2.8.2 CONTRACTOR shall compensate doulas for direct services offered to Black/African American women served.
- 2.8.2.1 Expected Output: Target population of Black/African American women living in Riverside County. Participant may be a first-time mother or have multiple children. CONTRACTOR must recruit within 60 days of receiving the award.
- 2.8.3 CONTRACTOR shall provide direct doula services to Black/African American women in Riverside County with a particular focus on moms in the Black Infant Health (BIH) program.
- 2.8.4 Doulas will provide 3 prenatal visits, attend and assist with labor & delivery, and a minimum of 2 postpartum visits (within 8 weeks of delivering baby) and will provide lactation support both prenatally and up to 8 weeks postpartum.
- 2.8.4.1 Expected Output: CONTRACTOR will establish doula protocols that address confidentiality, timely administration of services, respectful provision of services, and quality driven services.
- 2.8.5 CONTRACTOR shall provide training opportunities to doulas such as lactation, perinatal mood disorder, etc.

2.9 CERTIFIED DOULAS

- 2.9.1 CONTRACTOR be responsible for oversight of all doula program activities and services provided by community doulas.
- 2.9.2 CONTRACTOR must be culturally competent and have knowledge and past experience working with the African American community.

- 2.9.2.1 Expected Output: CONTRACTOR shall provide direct doula services minimum of 25 pregnant Black/African American women in Riverside County. 30% of women must be from the BIH Program.
- 2.9.3 CONTRACTOR shall adhere to protocols in place by CONTRACTOR that address confidentiality, timely administration of services, respectful provision of services and quality-driven services.
- 2.9.3.1 Expected Output: CONTRACTOR shall establish a client survey and have the data entered into *data system.
- 2.9.4 CONTRACTOR will establish a client survey to measure the effectiveness of the doula program, to include both qualitative and quantitative data that address prenatal, labor and deliver, and postpartum outcomes for mother and baby. The survey shall also address areas such as pain management, comfort measures provided during the birthing process, empowerment and advocacy, prior information provided to inform mothers and will evaluate the quality of Doula services provided. CONTRACTOR will report results of survey outcomes to RUHS-PH quarterly by the 10th of the month.
- 2.9.4.1 Expected Output: CONTRACTOR shall enter the data collected from the client-based surveys into the RBA Program or data collection system specified by RUHS-PH.
- 2.9.4.2 Expected Output: CONTRACTOR shall submit a PEI Community Doula Services Program Intervention Sustainability Plan to RUHS-PH PEI Coordinator within 6 months of program completion.
- 2.10 DATA MANAGEMENT
- 2.10.1 CONTRACTOR shall participate in the data collection process and use the RBA system or data collection program specified by RUHS-PH to enter all participant information and outcomes timely and accurately.
- 2.10.1.1 Expected Output: CONTRACTOR shall ensure that staff participate in data collection, data entry, data quality improvement, and use of data collection program specified.
- 2.10.2 CONTRACTOR will ensure accuracy and completeness of data input into RBA system or data collection program specified by RUHS-PH.
- 2.10.2.1 Expected Output: CONTRACTOR shall define a data entry schedule for staff and monitor for adherence.
- 2.10.2.2 Expected Output: CONTRACTOR shall report the results of the selected client survey outcomes on a quarterly basis into the *data system.
- 2.10.3 CONTRACTOR shall include the number, and percent of intake forms collected each quarter.
- 2.10.4 CONTRACTOR shall submit monthly reports by the 10th of each month along with invoices.

**All data will be reported to the State. CONTRACTOR shall establish a client survey to measure the effectiveness of the doula program, to include both qualitative and quantitative data that address prenatal, labor and deliver, and postpartum outcomes for mother and baby. The survey shall also address areas such*

as pain management, comfort measures provided during the birthing process, empowerment and advocacy, prior information provided to inform mothers and will evaluate the quality of Doula services provided. CONTRACTOR shall report results of survey outcomes to COUNTY quarterly via the data system identified by CDPH.

3. COUNTY RESPONSIBILITIES

- 3.1 The COUNTY shall participate in leadership groups that support that work being done through the Perinatal Equity Initiative.
- 3.2 The COUNTY shall help bring awareness to the doula program and services offered.
- 3.3 The COUNTY shall assist with the promotion of the doula program, sharing doula program materials with the Community Advisory Board members and on the RUHS-PH Black Infant Health Program social media platforms.
 - 3.3.1 The COUNTY shall attend virtual quarterly Joint Operations Meetings (JOM) (Including but not limited to PEI Coordinator, MCAH Director, BIH Program Coordinator, and Administrative Analyst) with Diversity Uplifts/Sankofa Birth workers Collective of the Inland Empire or more often if needed. COUNTY shall send meeting reminders in advance, along with virtual platform login.
 - 3.3.2 COUNTY shall inform all contractors at the JOM meetings of what incentives are acceptable and how they are to ensure documentation of all incentives distributed. All incentives should support the overall SOW.
- 3.4 The COUNTY shall participate in Technical Assistance (TA) calls as needed to assist doula program.

Deliverables for each Fiscal Year (FY)

Monthly Reports – Due by the 10th of each month.

Quarterly Reports – contribute to the quarterly report to be completed by RUHS-PH-MCAH Branch, as necessary.

Annual Report - Due by July 31st each year.

*CONTRACTOR shall submit the deliverables identified below. All deliverables shall be submitted to the Maternal Child Adolescent Health (MCAH) PEI Program Coordinator by email no later than the due date specified in the table.

Reporting Period:	Start Date:	End Date:	Due Date:
1) First Report	July 1 st	July 31 th	August 10 th
2) Second Report	August 1 st	August 31 st	September 10 th
3) Third Report	September 1 st	September 30 th	October 10 th
4) Fourth Report	October 1 st	October 31 st	November 10 th
5) Fifth Report	November 1 st	November 30 th	December 10 th
6) Sixth Report	December 1 st	December 31 st	January 10 th
7) Seventh Report	January 1 st	January 31 st	February 10 th
8) Eighth Report	February 1 st	February 28 th	March 10 th
9) Ninth Report	March 1 st	March 31 st	April 10 th
10) Tenth Report	April 1 st	April 30 th	May 10 th
11) Eleventh Report	May 1 st	May 31 st	June 10 th
12) Twelfth Report	June 1 st	June 30 th	July 10 th

*Any reporting requirements, adjustments and/or updates to Scope of Work submitted to CDPH will be supplied, adopted and/or amended by Riverside University Health System-Public Health (RUHS-PH) and CONTRACTOR and amended in this agreement.

**EXHIBIT B
PAYMENT PROVISIONS**

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

1. MAXIMUM ANNUAL AMOUNTS

The maximum annual amount paid to CONTRACTOR for each activity shall not exceed the following:

Description	Amount
1. Personnel	\$88,450
2. Operating Expenses	\$13,700
3. Travel/Transportation	\$625
4. Software	\$600
5. Client Materials	\$1,625
TOTAL:	\$105,000

2. BUDGET BREAKDOWN

Description	Amount
Personnel:	
Doula Services (<i>\$1,250/client, 25 clients</i>)	\$31,250
Program & Doula Coordinator (<i>\$1,050/month</i>)	\$12,000
Program & Enrollment Manager (<i>\$2,000/month</i>)	\$21,600
Program/Admin Assistant (<i>\$1,550/month</i>)	\$21,600
Program Social Media & Marketing	\$1,000
Educational & Training Consultants (<i>Midwives, Nurses, Mental Health, Lactation etc.</i>)	\$1,000
Operating Expenses:	
Administrative Fee (<i>Diversity Uplifts 10%</i>)	\$10,500
Database/Gsuite/IT	\$3,200
Travel/Transportation:	
Mandatory Meetings (<i>Gas cards</i>)	\$625
Software:	
Result Based Accountability (RBA*)	\$600
Client Materials:	
Survey Incentives (<i>\$25/client</i>)	\$625
Educational Materials (<i>Pregnancy, Lactation, Birth Education, Pregnancy Loss books and material</i>)	\$1,000
TOTAL:	\$105,000

*Amounts are rounded to the nearest dollar.

*RBA Software contingent upon changes in data collection system software.

3. METHOD, TIME, AND CONDITIONS OF PAYMENT

CONTRACTOR shall be paid the actual amount of each approved monthly invoice. All payment claims shall be submitted to COUNTY as described in Section 3, Compensation, of the Agreement.