

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



**ITEM: 3.18
(ID # 29806)**

MEETING DATE:

Tuesday, February 10, 2026

FROM : HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Ratify and Approve the Professional Service Agreement between the County of Riverside, on behalf of its Department of Housing and Workforce Solutions, Workforce Development Division with The Regents of The University of California, on behalf of Its Riverside Campus Extension without seeking competitive bids for the I-REN Curriculum Provider from January 1, 2026 through December 31, 2026 with the option to renew through December 31, 2027 for the total amount not to exceed \$150,000, All Districts. [\$150,000 – 100% WRGCOG/ I-REN Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve the Professional Services Agreement (Agreement) between the County with The Regents of The University of California, on Behalf of its Riverside Campus Extension, without seeking competitive bids in an amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000) for the I-REN Curriculum Provider for the period of January 1, 2026, through December 31, 2026 with option to extend performance through December 31, 2027, authorize the Chair of the Board to execute three copies of the same on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel to sign amendments that exercise the option of the Agreement; including modifications to the scope of services and payment provisions that stay within the intent of the Agreement;

Continued on Page 2

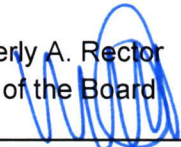
ACTION:Policy


Heidi Marshall, Director 1/29/2026

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: February 10, 2026
xc: HWS/WDD

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

RECOMMENDED MOTION: That the Board of Supervisors:

3. Direct the Purchasing Agent to issue Purchase Order(s) for payment processing of services rendered or invoice(s) received for the I-REN Curriculum Provider that do not exceed the BOS-approved total aggregate amount; and
4. Direct the Clerk of the Board to retain one copy and return two (2) copies of the fully executed Agreement to HWS/WDD.

FINANCIAL DATA	Current Fiscal Year	Next Fiscal Year	Total Cost:	Ongoing Cost
COST	\$125,000	\$25,000	\$150,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% WRCOG, on behalf I-REN			Budget Adjustment:	No
			For Fiscal Year: 25/26-26/27	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On July 29, 2025, pursuant to Minute Order 3.35, the Board of Supervisors approved the Western Riverside Council of Governments / Inland Regional Energy Network (WRCOG/I-REN) MOU for the allocation of One Million Five Hundred Thousand Dollars (\$1,500,000) in funding to HWS/WDD for the implementation of the Clean Energy Workforce Development Program (Program). As part of this Program, HWS/WDD requires an education entity to serve as the I-REN Curriculum Provider (Curriculum Provider). HWS/WDD has identified and seeks to procure the UCR Extension (UCR) as the sole qualified entity to provide the curriculum necessary to fulfill all Program responsibilities successfully.

HWS/WDD will provide UCR funding not to exceed One Hundred Fifty Thousand Dollars (\$150,000) to develop employer-informed academic curriculum deliverables that support regionally tailored clean energy training pathways in Riverside County's emerging clean energy sector. The entirety of the funding will directly support personnel, operating costs, outreach and engagement activities, and the tools and resources required to complete the scope of work. UCR will engage regional employers and partners to confirm workforce demand, identify in-demand skills, and develop curriculum deliverables to strengthen future clean energy training pathways in Riverside County. This work will directly support implementation of the WRCOG/I-REN MOU by creating a structured, career-connected curriculum that reflects real-world industry needs and supports long-term regional workforce development. Services will be provided from January 1, 2026, through December 31, 2026, with the option to extend through December 31, 2027.

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

Impact on Residents and Businesses

There is no negative impact on constituents or businesses in the County of Riverside. The Program will create meaningful educational opportunities for residents by expanding access to curriculum, industry engagement, recruitment, instruction, and evaluation of pathways in the clean energy and clean economy sectors. The Program strives to reduce barriers to employment, increase household income, and promote long-term economic mobility. For local businesses, the Program will help build an educated and skilled talent pipeline, strengthen partnerships between employers and workforce development providers, and support the region's transition to a low-carbon economy.

This collaboration aligns with the California Jobs First Economic Blueprint and local and regional workforce development plans, ensuring that investments coordinate with state priorities and regional economic strategies. These efforts are expected to drive local job growth, strengthen workforce participation, and support Riverside County's long-term economic resilience.

Additional Fiscal Information

The total funding of One Hundred Fifty Thousand Dollars (\$150,000) will be administered by HWS/WDD and provided to UCR across FY 2025/2026 and 2027/2028, with no impact to the County's General Fund. The budget allocation is as follows:

Funding Summary

Budget Category	Cost
Salaries and Wages	\$71,000
Operating Expenses	\$55,000
EON Reality Development Software: <i>A specialized curriculum development tool used to create and support interactive training content aligned with employer-informed skill needs.</i>	\$14,000
Marketing and Outreach	\$10,000
TOTAL	\$150,000

Contract History and Price Reasonableness

HWS/WDD reviewed and evaluated qualified regional education entities to identify the most suitable recipient for this award. Based on program timelines and the availability of existing curricula, HWS/WDD determined that UCR is the most appropriate entity to serve as the Curriculum Provider in support of the Program's core objectives. HWS/WDD will provide UCR with a not-to-exceed amount of One Hundred Fifty Thousand Dollars (\$150,000).

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

Attachments

- Professional Services Agreement
- Single Source Justification

Prev. Agn. Ref. MT 28004, 11.3 of 07/29/2025

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet 1/29/2026

Stacey Pena
Stacey Pena, EO Management Analyst 2/1/2026

Aaron Gettis
Aaron Gettis, Chief Deputy County Counsel 1/30/2026

PROFESSIONAL SERVICE AGREEMENT

for

I-REN CURRICULUM PROVIDER

between

COUNTY OF RIVERSIDE

and

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, ON BEHALF OF ITS
RIVERSIDE CAMPUS EXTENSION



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This Agreement made and entered into by and between The Regents of the University of California on behalf of its Riverside Campus Extension, a public California Corporation, herein referred to as "CONTRACTOR", and the County of Riverside, on behalf of its Housing and Workforce Solutions, Workforce Development Division, a political subdivision of the State of California, herein referred to as "COUNTY". The CONTRACTOR and COUNTY are individually referred to as Party and collectively referred to herein as the Parties. 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 Services, at the prices stated in Exhibit B, Payment Provisions, and Exhibit C, Invoice/ Payment Template.

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 this 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 commence effective January 1, 2026 through December 31, 2026 with the option to extend performance through December 31, 2027, unless terminated earlier. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the County for a 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 One Hundred Fifty Thousand Dollars (\$150,000) as defined in the period of performance, 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 [INTENTIONALLY DELETED]

3.3 A Purchase Order (PO) will be issued by an authorized buyer for the service requested and/or goods ordering as it pertains to this Agreement. The PO will include, at minimum, line-item description, quantity, price, unit of measure, total purchase request, applicable taxes, Agreement reference as well as appropriate department information for scheduling and/or delivery.

3.4 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. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to:

RIVERSIDE COUNTY
WORKFORCE DEVELOPMENT DIVISION
ATTN: ACCOUNTS PAYABLE
1325 SPRUCE STREET, SUITE 400
RIVERSIDE, CA 92507

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number; quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.

b) Invoices shall be rendered in arrears.

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

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors and the COUNTY Purchasing Agent and/or his/her designee are the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement unless otherwise directed by the COUNTY Board of Supervisors. 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 thirty (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, 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. Either Party may terminate this Agreement without cause upon thirty (30) days written notice served upon the other Party stating the extent and effective date of termination.

5.2 Either Party may, upon thirty (30) days written notice terminate this Agreement for Other Party, if Other Party 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.

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 COUNTY's rights under this Agreement shall terminate upon dishonesty or a willful or material breach of this Agreement by COUNTY; or in the event of COUNTY's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement.

5.7 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. CONTRACTOR to reference: System for Award Management (SAM) at <https://www.sam.gov> Federal Agency Registration (FedReg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of FedReg, ORCA, and EPLS.

5.8 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 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.

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 comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and

as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

9.3 An "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 [INTENTIONALLY DELETED]

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 reviewed by the

COUNTY's Purchasing Department's Procurement Compliance Officer who shall furnish the recommendation in writing. Recommendations may consist of, but not be limited to, cure notices and corrective action processes. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

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

12. Licensing and Permits

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

13. [INTENTIONALLY DELETED]

14. Non-Discrimination

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

15. Records and Documents

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

16. Confidentiality

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

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

The 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.

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

WORKFORCE DEVELOPMENT DIVISION
ATTN: CONTRACTS AND PROCUREMENT
1325 SPRUCE STREET, SUITE 400
RIVERSIDE, CA 92507

CONTRACTOR

RIVERSIDE CAMPUS EXTENSION
ATTN: CYTHIA WELLE
900 UNIVERSITY AVE
RIVERSIDE, CA 92521

WITH A COPY TO BUSINESS

CONTRACTS AT: buscon@ucr.edu

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 ten (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 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 whatsoever arising from the performance of CONTRACTOR, its officers, employees, subcontractors, agents or representatives Indemnitors from this Agreement. 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, the Indemnitees in any claim or action based upon such alleged acts or omissions. These obligations shall be in proportion to and to the extent such above listed liabilities, costs, and fees are caused by or the result from the negligence or intentional acts or omission of CONTRACTOR, its regents, directors, officers, employees, and agents.

COUNTY shall indemnify and hold harmless the CONTRACTOR, its regents, 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 whatsoever, based or asserted upon any services of COUNTY, 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 whatsoever arising from the performance of COUNTY, its officers, employees, subcontractors, agents or representatives Indemnitors from this Agreement. COUNTY 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, the Indemnitees in any claim or action based upon such alleged acts or omissions. These obligations shall be in proportion to and to the extent such above listed liabilities, costs, and fees are caused by or the result from the negligence or intentional acts or omission of COUNTY, its regents, directors, officers, employees, and agents.

21.2 [INTENTIONALLY DELETED]

21.3 [INTENTIONALLY DELETED]

21.4 [INTENTIONALLY DELETED]

21.5 [INTENTIONALLY DELETED]

21.6 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR's and COUNTY's obligations to indemnify and hold harmless the Indemnitees.

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.

A. Workers' Compensation:

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain coverage as prescribed by the laws of the State of California.

B. Commercial General Liability:

Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit and \$3,000,000 annual aggregate. If the work will include contact with minors, and the Commercial General Liability policy is not endorsed to include affirmative coverage for sexual abuse or molestation, Vendor/Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$2,000,000 per occurrence or claim.

C. 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 vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit and \$3,000,000 annual aggregate.

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 \$3,000,000 annual aggregate.

E. General Insurance Provisions - All lines:

1. CONTRACTOR is self-insured under the requirements set for under the State of California.

2. 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 copies of Certificate (s) of Insurance and copies of endorsements and if requested.

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

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

5. 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.

6. COUNTY will provide CONTRACTOR with proof of insurance comparable to what COUNTY is requiring of CONTRACTOR.

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, and/or any subsequent amendment(s), 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 of this Amendment 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 Amendment. The parties further agree that the electronic signatures of the parties included in this Amendment are

intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

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.

COUNTY OF RIVERSIDE

a political subdivision of the State of California,
by and through its Department of Housing and
Workforce Solutions, Workforce Development Division

By: Karen S. Spiegel
KAREN SPIEGEL
Board of Supervisors, Chair

Dated: FEB 10 2026

APPROVED AS TO FORM:
MINH C. TRAN
County Counsel

By: Paula S. Salcido
PAULA S. SALCIDO
Deputy County Counsel

Dated: 1-20-2026

ATTEST:
KIMBERLY A. RECTOR
Clerk of the Board

By: [Signature]
Deputy

CONTRACTOR

THE REGENTS OF THE UNIVERSITY
OF CALIFORNIA, ON BEHALF OF ITS
RIVERSIDE CAMPUS EXTENSION

Signed by:
By: Jeremy Meadows
A7BE645FF0404EA
JEREMY MEADOWS
Chief Procurement Officer

Dated: 1/15/2026 | 4:27 PM PST

EXHIBIT A
SCOPE OF SERVICES

1. CONTRACTOR will provide COUNTY with final course syllabus for each curriculum.
2. CONTRACTOR understands that COUNTY must review and approve each course syllabus prior to curriculum(s) launch or enrollment of students into courses.
3. CONTRACTOR understands that COUNTY must review and approve any and all marketing and outreach material associated with curriculum(s) prior to distribution by CONTRACTOR.
4. CONTRACTOR shall develop the following curriculum(s):

a. **EV Diagnostics & Field Service Professional Certificate Program (12-unit)**

This program is specifically tailored for technicians and field service professionals to equip them with the specialized skills needed to service and maintain electric vehicles and/or charging infrastructure. The target audience for the EV Diagnostics and Field Service training program consists primarily of professionals who already possess a foundational understanding of electric vehicles but would like to specialize in advanced troubleshooting and data-driven maintenance.

Key Modules:

EV Diagnostics & Troubleshooting: Hands-on (through EON Reality) and theoretical training in diagnosing and resolving issues related to high-voltage battery systems, electric powertrains, and charging infrastructure.

- E-Mobility Ecosystem and High-Voltage Safety (2 unit)
- Introduction to EV Electrical Systems Diagnostics (2 unit)
- Powertrain System Diagnostics and Servicing (2 unit)
- High-Voltage Battery System Diagnostics (2 unit)

Communication & Customer Service Training: Focus on developing strong interpersonal skills to effectively communicate with customers, explain technical issues, and provide excellent field service.

- Essence of Business Communications (2 unit)
- Quality Customer Service (2 unit)

Target Audience

Existing EV Technicians and Mechanics: Those currently working in the field who are looking to move beyond basic repair and maintenance into more sophisticated diagnostic and field service roles.

Graduates of EV Mechanic/Technician Programs: Students completing an initial EV program (such as one offered at a community college) are the perfect candidates. The diagnostics and field service program are positioned as the next step in their career, allowing them to advance from foundational repair to highly specialized roles.

The program's focus on diagnostic analysis and data management directly serves as a next step in an EV technician's career by preparing them for advanced, high-demand positions such as:

- *EV Diagnostics Technician: Specializing in complex diagnosis, repair, and maintenance of high-voltage systems and advanced software.*
- *EV Charging Field Service Technician: Requiring detailed troubleshooting, performing OEM testing, and generating detailed field reports.*
- *Battery Test Technician / EV Electrical Systems Technician: A highly specialized role focused on the test execution and assembly of high-voltage battery packs.*

Career Advancement:

- *The training opens pathways to advanced and consultative roles like Fleet Maintenance Specialist, EV Service Manager/Foreman Electrician, or a Technical Field Support Representative/OEM Consultant.*

b. Sustainable Transportation and Circular Economy Program (6-12 unit)

These two program options provide an in-depth, interdisciplinary curriculum for professionals seeking to lead the transition to a more sustainable and resilient supply chain. It integrates the core principles of the circular economy with advanced concepts in sustainable transportation and logistics, preparing graduates to address the critical challenges of emissions reduction, resource efficiency, and reverse logistics.

Key Modules:

Sustainable Transportation: In-depth analysis of transportation systems, including energy efficiency, alternative fuels, and emissions reduction strategies.

- Introduction to Sustainable Transportation and Associated Community Impacts (2 units)
- Sustainable Transportation Solutions and Community Impact Mitigation (3 units)
- Emissions and Performance of Mobile Sources (1 Unit)

Supply Chain Management for the Circular Economy: This program provides an in-depth, interdisciplinary curriculum for professionals seeking to lead the transition to a more efficient and resilient supply chain.

- Introduction to the Circular Economy and Sustainable Systems (2 units)
- Reverse Logistics and End-of-Life Management (2 unit)
- Digital Supply Chain and Optimization (2 unit)

Target Audience:

The job market for circular economy professionals is experiencing significant growth, driven by both market demand and government policies. The global circular economy market is projected to grow at a Compound Annual Growth Rate (CAGR) of 11.40% from 2025 to 2032, with the North American market seeing an even more robust projected CAGR of 25.65% from 2024 to 2031. This translates to a strong job outlook, with some estimates suggesting the circular economy could create 7 to 8 million new jobs globally by 2030.

Career opportunities for professionals in this field are diverse, extending from high-level management to specialized technical roles. These positions are foundational to a sustainable and resilient economy.

Sustainable Supply Chain Manager: These roles focus on overseeing the entire supply chain to ensure sustainable practices, including ethical sourcing, carbon footprint reduction, and the adoption of circular economy principles. They may also work as an Industrial Recycling Engineer or Waste Stream Analyst, developing strategies to manage waste and repurpose materials.

Reverse Logistics Analyst / Logistics Manager: A Reverse Logistics Analyst is responsible for managing the flow of goods in a reverse supply chain, which includes handling product returns, repairs, and recycling. This role requires strong analytical skills to identify process improvements and cost-saving measures, such as recycling or repurposing returned goods. A Logistics Manager in this space would oversee the end-to-end logistics operations, including warehousing, inventory control, and reverse logistics.

Remanufacturing Engineer: These professionals play a key role in giving used products a "new lease on life" by restoring components and systems to function as well as new. A Remanufacturing

Engineer designs processes to make remanufacturing more efficient, such as disassembling, inspecting, and rebuilding used parts, often from vehicles (including EV battery recycling), machinery, or electronics.

c. SMART Grid Technologies Program (6-unit)

Professional Certificate in SMART Grid Technologies (6-unit)

- This program is designed for aspiring and current energy professionals who want to lead the operational side of modern power grids. The curriculum is focused on the practical application of SMART grid technologies for effective management and long-term maintenance. This program prepares students to become successful energy system managers by combining technical knowledge with essential data analysis skills.

Key Modules:

Emerging SMART Technologies: Exploration of technologies such as smart meters, grid automation, distributed energy resources (DERs), and data analytics for grid management.

- Smart Grid Technologies and Grid Modernization (2 Units)

Power Grid Management & Development: Training on the principles of grid stability, renewable energy integration, and the future of power transmission and distribution.

- Grid Monitoring and Outage Management (2 Units)
- Utility Mapping and Geographic Information Systems (2 Units)

Target Audience:

The target audience for the SMART Grid Technologies program is primarily professionals already working in the field who are looking to advance their skills. This includes engineers, technicians, and project managers across the energy, utilities, and technology sectors. The job market for smart grid professionals is characterized by high demand and significant staffing challenges. The Bureau of Labor Statistics estimates a 9% growth in energy-related occupations over the next decade, which is notably higher than the average for all professions. However, this growth rate alone does not capture the full scope of the opportunity. The energy industry is facing a critical talent shortage due to an aging workforce, with nearly 25% of the utility workforce projected to reach retirement age in the next decade.

The career opportunities for SMART Grid Technologies professionals are diverse and span technical, analytical, and managerial roles.

Smart Grid Engineer: This is a core role that involves designing and planning smart grid infrastructure, with responsibilities for load balancing, renewable energy integration, and grid stability. These engineers also implement robust cybersecurity measures and conduct risk assessments to ensure system resilience.

Grid Interconnection Specialist: As more decentralized energy projects (e.g., solar, wind, and battery storage) come online, this role has become increasingly vital. Professionals in this position support the technical and administrative processes of connecting new energy assets to the electric grid.

Grid Optimization Specialist: These professionals leverage advanced data analytics and IoT data from smart grids to monitor infrastructure performance, optimize energy flow, and predict demand.

Senior Grid Modernization Project Manager: This is a high-level leadership position that oversees the implementation of complex, multi-phase programs for new enterprise systems and smart grid technologies.

EXHIBIT B
PAYMENT PROVISIONS

1. COUNTY agrees to reimburse CONTRACTOR based on a pay-for-performance model each month during Period of Performance as defined in Paragraph 2.1. The COUNTY shall pay the CONTRACTOR for services performed and expenses incurred as outlined in Exhibit A- Scope of Work.
2. 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, CONTRACTOR agrees to include as applicable: supporting documents, and other outlined expenses per line item as defined in Program Budget or otherwise requested by COUNTY.
3. CONTRACTOR must ensure scope of work and performance metrics, as defined in Exhibit A, are fully executed within the allotted program compensation amount as defined in Paragraph 3.1 of this agreement.
4. CONTRACTOR understands that budgeting and expenditure of program funds must be conducted on a timely basis at least one (1) month prior to period of performance unless the COUNTY provides formal written notice of extension or modification.
5. CONTRACTOR understands that COUNTY can make additional requests of information necessary for custom curriculum development with formal notice given to CONTRACTOR of at least ten (10) business days. Information may include but not in not limited to, budget modifications, marketing information, supplemental data collection, supplemental documents, supplemental reports, supplemental invoice information.

Program Budget		
Item	Item Description	Cost
Salaries and Wages	Compensation for staff directly supporting the curriculum development, program, or organization (including but not limited to; subject matter expert, program manager, coordinator, administrative staff).	\$71,000
Operating Expenses	Associated costs related to curriculum development (including but not limited to filming, editing, or media development).	\$55,000
EON Reality Development Software	Licensing cost for comprehensive, AI-powered ecosystem for creating, deploying, and experiencing Augmented Reality and Virtual Reality content for curriculums.	\$14,000
Marketing and Outreach	Associated costs for marketing and outreach of curriculums (including but not limited to; print, digital, costs for branded merchandise, brochures, social media campaigns, email marketing, community events)	\$10,000
TOTAL		\$150,000

EXHIBIT C
INVOICE FORM TO BE PROVIDED ON LETTERHEAD

SAMPLE

XXXXXXXXXX Name:		
Mailing/Remittance Address:		
Invoice Number:		
<u>Payment Request for Services Rendered</u>		
Date	Deliverable	Cost
Total for this Invoice:		\$

Certificate Of Completion

Envelope Id: 9CF90951-91C0-4A58-B042-E97331D00F82
 Subject: Complete with Docusign: 116310 RivCounty UCRExt.pdf
 Source Envelope:
 Document Pages: 28
 Certificate Pages: 4
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:
 April Blackburn
 100 Phoenix Dr.Suite 111
 Lansing, MI 48108
 april.blackburn@ucr.edu
 IP Address: 172.116.211.229

Record Tracking

Status: Original
 1/15/2026 3:40:15 PM

Holder: April Blackburn
 april.blackburn@ucr.edu

Location: DocuSign

Signer Events

Jeremy Meadows
 jeremy.meadows@ucr.edu
 CPO
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 A7BE645FF0404EA...

Signature Adoption: Pre-selected Style
 Using IP Address:
 2600:8801:fb0f:fe00:d4b0:87ea:2d92:f93a

Timestamp

Sent: 1/15/2026 3:54:53 PM
 Viewed: 1/15/2026 4:27:05 PM
 Signed: 1/15/2026 4:27:20 PM

Electronic Record and Signature Disclosure:
 Accepted: 1/15/2026 4:27:05 PM
 ID: e4aabc90-ace1-4e14-a16b-33b416419918

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/15/2026 3:54:53 PM
Certified Delivered	Security Checked	1/15/2026 4:27:05 PM
Signing Complete	Security Checked	1/15/2026 4:27:20 PM
Completed	Security Checked	1/15/2026 4:27:20 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

Getting paper copies

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact Internet2 OBO University of California, Riverside:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: Shelley.Gupta@ucr.edu

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

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

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

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

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

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

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

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

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

Required hardware and software

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

Acknowledging your access and consent to receive and sign documents electronically

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

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

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



Date: December 18, 2025
From: Heidi Marshall, Director of HWS
To: Purchasing Agent
Via: Jorge Cardenas Ramirez 951-955-9136
Subject: IREN Curriculum Provider

The below information is provided in support of my department requesting review for a single or sole source purchase/agreement with a cost of \$5,000 or more for goods and/or services.

Single Source Sole Source

Supporting Documents: indicate which are included in the request from the list below.

Supplier Quote Supplier Sole Source Letter Final draft agreement
 Final draft Form 11 H-11 approved by RCIT/TSOC Grant Agreement
 Other: _____

1. Requested Supplier Name: The Regents of the University of California, on behalf of its Riverside Campus Extension (UCR Extension)
Supplier ID: 0000025829

a. Describe the goods/service being requested:

The Housing and Workforce Solutions/Workforce Development Division (HWS/WDD) seeks to contract with UCR Extension to design and deliver regionally tailored clean energy training programs. These services will include curriculum development, industry engagement, recruitment, instruction, and evaluation of participants aligned with clean energy workforce needs. The services are necessary to the implementation of the WRCOG/I-REN MOU (MOU) and the Clean Energy Workforce Development Program (Program) to develop equitable and inclusive career pathways in Riverside County's growing clean energy sector.

b. Explain the unique features of the goods/services being requested from this supplier:

UCR Extension is uniquely positioned as the sole regional institution with the academic, research, and programmatic infrastructure to develop and implement specialized clean energy curricula aligned with HWS/WDD's goals. UCR



Extension is specifically named in the executed MOU as the designated subcontractor to perform this work using I-REN funds. Their long-standing collaboration with HWS/WDD, industry-aligned instructional expertise, and ability to deliver data-informed, locally responsive training ensures continuity, and effectiveness. No other provider in the region offers UCR Extension's combination of subject matter expertise, infrastructure, and proven public-sector experience.

c. What are the operational benefits to your department?

Partnering with UCR Extension streamlines implementation of the MOU and ensures high-quality program delivery that supports HWS/WDD's strategic goals. UCR's institutional expertise ensures curriculum is aligned with clean energy trends and employer needs, while its infrastructure supports timely development, outreach, and reporting. This partnership allows HWS/WDD to meet regional economic objectives, reach underserved populations, and ensure compliance with program goals without additional procurement delays. It also promotes long-term collaboration between education and workforce development systems.

d. Provide details on any cost benefits/discounts.

The proposed total cost of \$150,000 covers end-to-end curriculum development, outreach, instruction, and evaluation. Given that UCR Extension is identified as a sole partner in the MOU, this allows for immediate deployment of services funded under a public-purpose CPUC allocation. Early investment in training under this agreement will mitigate long-term unemployment and foster skilled workforce pipelines in the clean energy sector.

Budget Total	Term
\$150,000	FY25-26-FY26-27

2. Can this request be formally bid out or procured using a viable solution such as an existing cooperative agreement or existing contract with another department or public entity?

Yes No

a. If yes, please explain why you are requesting to utilize an SSJ process?

3. Has your department previously requested/received an assigned tracking number for a single or sole source request for this Supplier for the goods/service requested now? (If yes, please provide the reviewed single or sole source tracking number).

Yes SSJ# _____ No



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

Purchasing Department Review and Comments: _____

Not to exceed:

One-time \$ _____

Annual Amounts reflected in completed chart for Question #4

Total Cost \$ 150,000

Aggregate Amount \$ _____

Stacy Orton
Purchasing Agent Signature

12/31/2025
Date

26-106
Tracking Number
(Reference on Purchasing Documents)