

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



ITEM: 10.1
(ID # 30407)

MEETING DATE:

Tuesday, June 02, 2026

FROM : IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

SUBJECT: IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY: Ratify and Approve Amendment No. 6 to Professional Services Agreement #DPSS 0004499 with Pacific Toxicology Laboratories for Urine Drug Testing and Specimen Collection Services, increasing the FY 25/26 annual amount by \$15,000 from \$95,000 to \$110,000 and exercise an additional one-year contract renewal option from July 1, 2026 through June 30, 2027 in the amount of \$110,000. [Districts: All] [Total Cost: \$125,000; up to \$25,000 in additional compensation; Funding: Other: 100% PA Fund Balance]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Amendment No. 6 to Professional Services Agreement #DPSS-0004499 with Pacific Toxicology Laboratories for Urine Drug Testing and Specimen Collection Services, increasing the FY 25/26 annual amount by \$15,000 from \$95,000 to \$110,000 and exercise an additional one-year contract renewal option from July 1, 2026 through June 30, 2027 in the amount of \$110,000; and authorize the Chair of the Board to sign the Amendment on behalf of the County;

2. Authorize the Purchasing Agent to issue a Purchase Order(s) for any goods and/or services rendered; and,

Continued on page 2

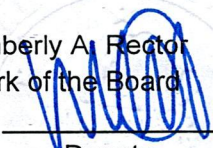
ACTION:Policy


David Dai 5/18/2026

MINUTES OF THE BOARD OF DIRECTORS

On motion of Director Medina, seconded by Director 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: June 2, 2026
xc: IHSS

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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RECOMMENDED MOTION: That the Board of Supervisors:

3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, and as approved as to form by County Counsel to: (a) sign amendments that make modifications to the scope of services that stay within the intent of the Agreement, and (b) sign amendments to the compensation provisions that do not exceed the sum total of twenty percent (20%) of the total cost of the Agreement.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 15,000	\$ 110,000	\$ 125,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% PA Fund Balance			Budget Adjustment:	No
			For Fiscal Year:	25/26 and FY 26/27

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

In Home Supportive Services – Public Authority (IHSS-PA) home care providers are responsible for caring for the disabled, adult and elderly population. The urine drug testing and specimen collection services are critical to the operation of IHSS-PA to ensure Providers maintain a drug-free lifestyle.

IHSS-PA identified a need for drug testing services for IHSS-PA home care providers. IHSS-PA leveraged Department of Public Social Services contract DPSS-0004196 which was the result of a competitive solicitation, RFP #DPARC-597, to acquire the drug testing services needed. Pacific Toxicology extended the same terms and pricing under Agreement DPSS-0004196 for Urine Drug Testing and Collections to IHSS-PA.

This board action seeks approval of Amendment No. 6 to Professional Services Agreement #DPSS-0004499 with Pacific Toxicology Laboratories for Urine Drug Testing and Specimen Collection services. The amendment increases the FY 25/26 annual amount by \$15,000 from \$95,000 to \$110,000 and exercises an additional one-year contract renewal option from July 1, 2026 through June 30, 2027.

Impact on Residents and Businesses

These services will improve and ensure the quality of care and services for IHSS-PA clients.

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Additional Fiscal Information

The total annual payments to Pacific Toxicology Laboratories are not to exceed:

Period	Original	Amend No. 1	Amend. No. 2	Amend. No. 3	Amend. No. 4	Amend. No. 5	Amend. No. 6
July 1, 2022 – June 30, 2023	\$20,000	\$40,000	\$0	\$40,000	\$0	\$0	\$0
July 1, 2023 – June 30, 2024	\$20,000	\$40,000	\$60,000	\$70,600	\$0	\$0	\$0
July 1, 2024 – June 30, 2025	\$20,000	\$40,000	\$60,000	\$60,000	\$80,000	\$90,000	\$0
July 1, 2025 – June 30, 2026	\$20,000	\$40,000	\$60,000	\$60,000	\$80,000	\$95,000	\$110,000
July 1, 2026 – June 30, 2027	\$0	\$0	\$0	\$0	\$0	\$0	\$110,000
Total	\$80,000	\$160,000	\$180,000	\$230,600	\$160,000	\$185,000	\$220,000

Contract History and Price Reasonableness

On December 7, 2021, Riverside County Purchasing and Fleet Services on behalf of Department of Public Social Services (DPSS) Children’s Services Division (CSD) released Request for Proposal (RFP) #DPARC-597 for Laboratory Drug Testing Services. This resulted in an award to Pacific Toxicology under Agreement DPSS-0004196, which was approved by the Board of Supervisors on June 21, 2022 (Agenda Item #3.21).

IHSS-PA and Pacific Toxicology Laboratories previously entered into Professional Services Agreement DPSS-0004499, leveraging the above referenced contract, effective July 1, 2022 through June 30, 2024, with the option to renew for two (2) one-year periods to provide urine drug testing and specimen collection services to prospective IHSS-PA home care providers who have been referred by IHSS-PA.

On June 25, 2024 (Agenda Item #7.1), the Board of Supervisors approved Amendment No. 2 to ratify the piggyback effective July 1, 2022 through June 30, 2024 with two (2) one-year options

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to renew and increase the annual contract amount by \$20,000 from \$40,000 to \$60,000 for FY 23/24 through FY 25/26.

On May 20, 2025 (Agenda Item # 10.1), the Board of Supervisors approved Amendment No. 4 to renew the Agreement, effective July 1, 2025 through June 30, 2026, and increase the annual agreement amount by \$20,000 from \$60,000 to \$80,000 for FY 24/25 and FY 25/26

Additionally, the original bid term for RFP #DPARC-597 was five (5) years through June 30, 2027. IHSS-PA now seeks to exercise an additional one-year contract renewal option to the Pacific Toxicology agreement to align with the bid term.

ATTACHMENTS: Amendment No. 6 - DPSS-0004499 – Pacific Toxicology Laboratories

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet

5/21/2026

Stacey Pena
Stacey Pena, EO Management Analyst

5/21/2026

Aaron Gettis
Aaron Gettis, Chief Deputy County Counsel

5/21/2026

**RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
RATIFICATION AND AMENDMENT No. 6
URINE DRUG AND SPECIMEN COLLECTION SERVICES WITH
PACIFIC TOXIOLOGY LABORATORIES**

AGREEMENT:	DPSS-0004499-06
ORIGINAL PERIOD OF PERFORMANCE:	July 1, 2022 – June 30, 2026
ADDITIONAL RENEWAL OPTION:	July 1, 2026 – June 30, 2027
EFFECTIVE DATE OF AMENDMENT:	July 1, 2025
ANNUAL MAXIMUM REIMBURSABLE AMOUNT:	FY 25/26: \$110,000 FY 26/27: \$110,000

This Ratification and Amendment No.06 to the Original Professional Services Agreement DPSS-0004499, is made by and between Pacific Toxicology Laboratories, a corporation in the state of California (“CONTRACTOR”), and the Riverside County In-Home Supportive Services Public Authority, a corporate public body, (“IHSS-PA” and/or “COUNTY”).

RECITALS

WHEREAS, IHSS-PA and CONTRACTOR previously entered into that certain Agreement DPSS-0004499, to provide urine drug and specimen collection services to prospective IHSS-PA Home Care Providers, effective July 1, 2022, through June 30, 2024, with the option to renew for two (2) additional one-year periods; and,

WHEREAS, IHSS-PA and CONTRACTOR previously entered into that certain Amendment No.1 on June 1, 2023, to increase the maximum reimbursable amount; that certain Amendment No. 2, effective June 26, 2024 to increase the FY 23/24 maximum reimbursable amount by \$20,000 from \$40,000 to \$60,000 and ratified the piggyback effective July 1, 2022 through June 30, 2024 with two (2) one-year renewal options; that certain Amendment No. 3, effective June 1, 2024, to ratify and renew the Agreement to increase the FY 23/24 budget by \$10,600 for a maximum reimbursable amount of \$70,600; that certain Amendment No. 4, effective July 1, 2024, to ratify and increase the budget by \$20,000 for an annual maximum reimbursable amount of \$80,000 for FY 24/25 and 25/26, add collection site pricing Attachments V and VI, and exercise the final renewal option; and, that certain Amendment No. 5, effective July 1, 2024, to ratify and increase the FY 24/25 budget by \$10,000 for a maximum reimbursable amount of \$90,000 and increase the FY 25/26 budget by \$15,000 for a maximum reimbursable amount of \$95,000; and,

WHEREAS, the parties now desire to ratify the Agreement DPSS-0004499 and amend the Original Agreement to memorialize the terms of this agreement in writing to increase the FY 25/26 budget by \$15,000 for a maximum reimbursable amount of \$110,000, add the Excess/Umbrella Liability Insurance clause, update the Civil Rights Compliance referral address, update Schedule A, Payment Provisions, amend Attachment II, PII Privacy and Security Standards, amend

Attachment V, Collection Cost Table; and exercise an additional one-year contract renewal option from July 1, 2026 to June 30, 2027; and,

WHEREAS, the parties desire to ratify the Agreement, all in accordance with terms and conditions (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities for the IHSS-PA and CONTRACTOR; and,

WHEREAS, Section 43 “Modification of Terms” of the Original Professional Services Agreement allows for modification by written amendment signed by both parties; and,

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

1. **Recitals.** The recitals set forth above are true and correct and incorporated herein by this reference.
2. **Ratification.** All actions taken by both COUNTY and CONTRACTOR prior to the date hereof were in compliance with, and pursuant to the terms and conditions of the Agreement and are hereby confirmed and ratified.
3. **Amend** to add Section 23, “EXCESS/UMBRELLA LIABILITY INSURANCE” and renumber subsequent sections accordingly:

EXCESS/UMBRELLA LIABILITY INSURANCE

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

4. **Amend** Section 40, “CIVIL RIGHTS COMPLIANCE”, B. Client Complaints address:

Civil Rights Complaints should be referred to:

Civil Rights Coordinator
Office of Civil Rights Compliance (OCRC)
Riverside County Department of Public Social Services
4060 County Circle Dr.
Riverside, CA 92503
DPSSCivilRights@rivco.org

5. **Amend** Schedule A, Payment Provisions, Section A.1, “MAXIMUM AMOUNTS – ANNUAL AND AGGREGATE TOTALS,” to read:

The total annual payments to CONTRACTOR shall not exceed:

Period	Original	Amend No. 1	Amend. No. 2	Amend. No. 3	Amend. No. 4	Amend. No. 5	Amend. No. 6
July 1, 2022 – June 30, 2023	\$20,000	\$40,000	\$0	\$40,000	\$0	\$0	\$0
July 1, 2023 – June 30, 2024	\$20,000	\$40,000	\$60,000	\$70,600	\$0	\$0	\$0
July 1, 2024 – June 30, 2025	\$20,000	\$40,000	\$60,000	\$60,000	\$80,000	\$90,000	\$0
July 1, 2025 – June 30, 2026	\$20,000	\$40,000	\$60,000	\$60,000	\$80,000	\$95,000	\$110,000
July 1, 2026 – June 30, 2027	\$0	\$0	\$0	\$0	\$0	\$0	\$110,000
Total	\$80,000	\$160,000	\$180,000	\$230,600	\$160,000	\$185,000	\$220,000

6. **Amend** Schedule A, Payment Provisions, Section A.3, “METHOD, TIME, AND CONDITIONS OF PAYMENT,” to read:

- a. CONTRACTOR will be paid the actual amount of each approved monthly invoice. COUNTY may delay payment if the required supporting documentation is not provided, or other requirements are not met.
- b. All payment claims shall be submitted on a monthly basis no later than thirty (30) days after the end of each month in which the services were provided. Each payment claiming period shall consist of a calendar month. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.
- c. As applicable for payment requests, CONTRACTOR shall submit completed DPSS Forms 2076A, 2076B (Attachment IV) along with the required supporting documents. Supporting documents include, but not limited to client’s name, test

- number, collection location, date of service, and a copy of the County referral for services.
- d. CONTRACTOR invoice estimates for May and June are due no later than the first Friday in June. Actual CONTRACTOR invoices for May and June are due no later than July 30.
 - e. If CONTRACTOR expends a combined annual total of \$1,000,000 in federal funds, CONTRACTOR shall ensure that an independent fiscal audit is done annually. In the event that an audit is conducted, CONTRACTOR shall immediately provide a copy of the audit to COUNTY.
7. **Amend** Attachment II "PII Privacy and Security Standards" to be deleted and replaced with the attached Attachment II "PII Privacy and Security Standards".
 8. **Amend** Attachment V "Collection Cost Table" to be deleted and replaced with the attached Attachment V "Collection Cost Table".
 9. **Signed in Counterparts:** This Amendment may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.
 10. **Electronic Signatures.** 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 signature(s) included herein are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.
 11. **Miscellaneous.** All other terms and conditions of the Original Agreement not modified herein shall remain unchanged and in full force and effect.
 12. **Effective Date.** This Amendment shall become effective July 1, 2025.

Signature Page to Follow

Authorized Signature for CONTRACTOR <i>Suzanne Barbosa</i>	Authorized Signature for County <i>Karen S. Spiegel</i>
Printed Name of Person Signing: Suzanne Barbosa	Printed Name of Person Signing: Karen Spiegel
Title: CEO	Title: Board Chair
Date Signed: 05/13/2026	Date Signed: 06/02/2026



ATTEST:
Clerk of the Board

By: *Whitney Mayo, Deputy*

Approval as to Form
Minh C. Tran
County Counsel

Eric Stopher
By: _____
Eric Stopher
Deputy County Counsel

Date: 05/14/2026

Attachment II
PII Privacy and Security Standards

I. PHYSICAL SECURITY

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

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

II. TECHNICAL SECURITY CONTROLS

- A. Workstation/Laptop Encryption. All workstations and laptops, which use, store and/or process PII, must be encrypted using a FIPS 140-2 certified algorithm 128 bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk. It is encouraged, when available and when feasible, that the encryption be 256 bit.
- B. Server Security. Servers containing unencrypted PII must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review. It is recommended to follow the guidelines documented in the latest revision of the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53, Security and Privacy Controls for Federal Information Systems and Organizations.
- C. Minimum Necessary. Only the minimum necessary amount of PII required to perform required business functions may be accessed, copied, downloaded, or exported.
- D. Mobile Device and Removable Media. All electronic files, which contain PII data, must be encrypted when stored on any mobile device or removable media (i.e. USB drives, CD/DVD, smartphones, tablets, backup tapes etc.). Encryption must be a FIPS 140-2 certified algorithm 128 bit or higher, such as AES. It is encouraged, when available and when feasible, that the encryption be 256 bit.
- E. Antivirus Software. All workstations, laptops and other systems, which process and/or store PII, must install and actively use an antivirus software solution. Antivirus software should have automatic updates for definitions scheduled at least daily.
- F. Patch Management.
 - 1. All workstations, laptops and other systems, which process and/or store PII, must have critical security patches applied, with system reboot if necessary.
 - 2. There must be a documented patch management process that determines installation timeframe based on risk assessment and vendor recommendations.
 - 3. At a maximum, all applicable patches deemed as critical must be installed within thirty (30) days of vendor release. It is recommended that critical patches which are high risk be installed within seven (7) days.
 - 4. Applications and systems that cannot be patched within this time frame, due to significant operational reasons, must have compensatory controls implemented to minimize risk.
- G. User IDs and Password Controls.
 - 1. All users must be issued a unique user name for accessing PII.
 - 2. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee within twenty- four (24) hours. Note: Twenty-four (24) hours is defined as one (1) working day.
 - 3. Passwords are not to be shared.
 - 4. Passwords must be at least eight (8) characters.
 - 5. Passwords must be a non-dictionary word.

6. Passwords must not be stored in readable format on the computer or server.
 7. Passwords must be changed every ninety (90) days or less. It is recommended that passwords be required to be changed every sixty (60) days or less.
 8. Passwords must be changed if revealed or compromised.
 9. Passwords must be composed of characters from at least three (3) of the following four (4) groups from the standard keyboard:
 - a. Upper case letters (A-Z)
 - b. Lower case letters (a-z)
 - c. Arabic numerals (0-9)
 - d. Special characters (!,@,#, etc.)
- H. Data Destruction. When no longer needed, all PII must be cleared, purged, or destroyed consistent with NIST SP 800-88, Guidelines for Media Sanitization, such that the PII cannot be retrieved.
- I. System Timeout. The systems providing access to PII must provide an automatic timeout, requiring re-authentication of the user session after no more than twenty (20) minutes of inactivity.
- J. Warning Banners. The systems providing access to PII must display a warning banner stating, at a minimum:
1. Data is confidential;
 2. Systems are logged;
 3. System use is for business purposes only, by authorized users; and
 4. Users shall log off the system immediately if they do not agree with these requirements.
- K. System Logging.
1. The systems which provide access to PII must maintain an automated audit trail that can identify the user or system process which initiates a request for PII or alters PII.
 2. The audit trail shall:
 - a. Be date and time stamped;
 - b. Log both successful and failed accesses;
 - c. Be read-access only; and
 - d. Be restricted to authorized users.
 3. If PII is stored in a database, database logging functionality shall be enabled.
 4. Audit trail data shall be archived for at least three (3) years from the occurrence.
- L. Access Controls. The system providing access to PII shall use role-based access controls for all user authentications, enforcing the principle of least privilege.
- M. Transmission Encryption.
1. All data transmissions of PII outside of a secure internal network must be encrypted using a Federal Information Processing Standard (FIPS) 140-2 certified algorithm that is 128 bit or higher, such as Advanced Encryption Standard (AES) or Transport Layer Security (TLS). It is encouraged, when available and when feasible, that 256 bit encryption be used.

2. Encryption can be end to end at the network level, or the data files containing PII can be encrypted.
 3. This requirement pertains to any type of PII in motion such as website access, file transfer, and email.
- N. Intrusion Prevention. All systems involved in accessing, storing, transporting, and protecting PII, which are accessible through the Internet, must be protected by an intrusion detection and prevention solution.

III. AUDIT CONTROLS

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

IV. BUSINESS CONTINUITY / DISASTER RECOVERY CONTROLS

- A. Emergency Mode Operation Plan. The Contractor must establish a documented plan to enable continuation of critical business processes and protection of the security of PII kept in an electronic format in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than twenty-four (24) hours.
- B. Data Centers. Data centers with servers, data storage devices, and critical network infrastructure involved in the use, storage and/or processing of PII, must include environmental protection such as cooling, power, and fire prevention, detection, and suppression.
- C. Data Backup and Recovery Plan.
1. The Contractor shall have established documented procedures to backup PII to maintain retrievable exact copies of PII.
 2. The documented backup procedures shall contain a schedule which includes incremental and full backups.
 3. The procedures shall include storing backups offsite.
 4. The procedures shall ensure an inventory of backup media.
 5. The Contractor shall have established documented procedures to recover PII data.
 6. The documented recovery procedures shall include an estimate of the amount of time needed to restore the PII data.

V. PAPER DOCUMENT CONTROLS

- A. Supervision of Data. The PII in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information may be observed by an individual not authorized to access the information.
- B. Data in Vehicles. The Contractor shall have policies that include, based on applicable risk factors, a description of the circumstances under which staff can transport PII, as well as the physical security requirements during transport. A Contractor that chooses to permit its staff to leave records unattended in vehicles must include provisions in its policies to ensure the PII is stored in a non-visible area such as a trunk, that the vehicle is locked, and under no circumstances permit PII be left unattended in a vehicle overnight or for other extended periods of time.
- C. Public Modes of Transportation. The PII in paper form shall not be left unattended at any time in airplanes, buses, trains, etc., including baggage areas. This should be included in training due to the nature of the risk.
- D. Escorting Visitors. Visitors to areas where PII is contained shall be escorted, and PII shall be kept out of sight while visitors are in the area.
- E. Confidential Destruction. PII must be disposed of through confidential means, such as cross cut shredding or pulverizing.
- F. Removal of Data. The PII must not be removed from the premises except for identified routine business purposes or with express written permission of the County.
- G. Faxing.
 - 1. Faxes containing PII shall not be left unattended and fax machines shall be in secure areas.
 - 2. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them and notify the sender.
 - 3. Fax numbers shall be verified with the intended recipient before sending the fax.
- H. Mailing.
 - 1. Mailings containing PII shall be sealed and secured from damage or inappropriate viewing of PII to the extent possible.
 - 2. Mailings that include five hundred (500) or more individually identifiable records containing PII in a single package shall be sent using a tracked mailing method that includes verification of delivery and receipt, unless the Contractor obtains prior written permission from the County to use another method.

VI. NOTIFICATION AND INVESTIGATION OF BREACHES AND SECURITY INCIDENTS

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

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

Breaches should be referred to:

DESC/Employee Development Unit
Riverside County Department of Public Social Services
10281 Kidd Street
Riverside, CA 92503
privacyincident@rivco.org

Collection Costs by Collection Site

Collection Costs for sites not named below:

Standard Cost	\$20.00
Custom Cost	As approved by DPSS

DPSS In-County Specific Collection Costs

Account Number	Collection Site	Location	Price
1147264	Rancho Paseo Medical Group	Banning	\$35.00
1147260	Palo Verde Hospital	Blythe	\$46.00
1147233	Central Occ. Med (COMP) Corona prior to 8/6/2024	Corona	\$25.00
1147233	Central Occ. Med (COMP) Corona 8/6/2024-5/31/2025	Corona	\$30.00
1147233	Central Occ. Med (COMP) Corona on or after 6/1/2025	Corona	\$35.00
1147384	Keeping Konnected Corona prior to 6/15/2025	Corona	\$20.00
1147384	Keeping Konnected Corona on or after 6/15/2025	Corona	\$25.00
1147357	DNA Service unlimited	Hemet	\$28.00
1147225	Alliance Urgent Care	Hemet	\$30.00
1147240	HCV Medical Corp	Indio	\$25.00
1147231	Total Care (Lake Elsinore)	Lake Elsinore	\$20.00
1147347	Inland Urgent Care (Lake Elsinore)	Lake Elsinore	\$25.00
1147345	Inland Urgent Care (Menifee)	Menifee	\$25.00
1147234	Central Occ Med. Moreno Valley prior to 8/6/2024	Moreno Valley	\$25.00
1147234	Central Occ Med. Moreno Valley 8/6/2024-5/31/2025	Moreno Valley	\$30.00
1147234	Central Occ Med. Moreno Valley on or after 6/1/2025	Moreno Valley	\$35.00
1147227	Total Care Family (Murrieta)	Murrieta	\$20.00
1147238	Forensic Drug Testing Services	Palm Desert	\$45.00
1147354	Perris Urgent Care	Perris	\$20.00
1147232	Central Occ Med. Riverside prior to 8/6/2024	Riverside	\$25.00
1147232	Central Occ Med. Riverside 8/6/2024-5/31/2025	Riverside	\$30.00
1147232	Central Occ Med. Riverside on or after 6/1/2025	Riverside	\$35.00
1147386	Fastest Labs Riverside	Riverside	\$30.00
1147241	Ironstone Medical Clinic	Riverside	\$20.00

1147346	Inland Urgent Care (Temecula)	Temecula	\$25.00
1147371	Talcada	Temecula	\$25.00
1147247	Yucaipa Urgent Care on 5/1/2026	Yucaipa	\$30.00

DPSS Out of County Specific Collection Costs

Account Number	Collection Site	Location	Price
1147320	Southland Family (Mission Viejo)	Mission Viejo	\$20.00
1147250	Concentra Irvine prior to 3/31/2025	Irvine	\$55.00
1147250	Concentra Irvine on or after 3/31/2025	Irvine	\$59.00
1147273	Concentra Santa Ana prior to 3/31/2025	Santa Ana	\$55.00
1147273	Concentra Santa Ana on or after 2/1/2026	Santa Ana	\$61.00
1147385	Concentra San Diego 2/1/2026	San Diego	\$61.00
1147267	Metropolitan Ind Medical	San Bernardino	\$20.00
1147243	COMP San Bernardino prior to 8/6/2024	San Bernardino	\$25.00
1147243	COMP San Bernardino 8/6/2024-5/31/2025	San Bernardino	\$30.00
1147243	COMP San Bernardino on or after 6/1/2025	San Bernardino	\$35.00
1147333	COMP Ontario prior to 8/6/2024	Ontario	\$25.00
1147333	COMP Ontario 8/6/2024-5/31/2025	Ontario	\$30.00
1147333	COMP Ontario on or after 6/1/2025	Ontario	\$35.00
1147271	Mike's Walk In Clinic	Hesperia	\$35.00
1147270	Avalon Urgent Care prior to 6/13/2025	Yucca Valley	\$30.00
1147270	Avalon Urgent Care on or after 6/13/2025	Yucca Valley	\$70.00
16810011	NCADD Pomona	Pomona	\$20.00
16810001	NCADD Covina	Los Angeles	\$20.00
16810009	Shields Place of Family	Los Angeles	\$20.00
16810007	West Health Medical Group	Inglewood	\$20.00
16810008	Tarzana Treatment Center	Long Beach	\$20.00
16810012	NACDD Santa Clarita	Santa Clarita	\$20.00
16810047	Mela Counseling Service Inc.	Los Angeles	\$20.00
1147255	The Ness Counseling Center prior to 9/11/2024	Los Angeles	\$20.00
1147255	The Ness Counseling Center on or after 9/11/2024	Los Angeles	\$50.00
1147256	Turning Point Alcohol & Drug	Los Angeles	\$20.00
1147262	California Diversion Programs	Canoga Park	\$20.00
1147263	New Directions Alc & Drug Services	Lancaster	\$20.00
1147275	Two-Lifestyles Inc.	Palmdale	\$20.00
1147284	Altadena Recovery Center	Altadena	\$20.00
1147297	Driver Safety School Family Harmony	Culver City	\$20.00
1147298	Driver Safety School Family Harmony	Van Nuys	\$20.00

1147370	Concentra Torrance prior to 12/21/2023	Torrance	\$20.00
1147370	Concentra Torrance 12/21/2023-3/31/2025	Torrance	\$55.00
1147370	Concentra Torrance on or after 2/1/2026	Torrance	\$61.00
1147380	South Central Family Health Center	Los Angeles	\$20.00
1147381	Keeping Konnected LA 90006 prior to 6/15/2025	Los Angeles	\$20.00
1147381	Keeping Konnected LA 90006 on or after 6/15/2025	Los Angeles	\$25.00
1147381	Keeping Konnected Lynwood prior to 6/15/2025	Lynwood	\$20.00
1147381	Keeping Konnected Lynwood on or after 6/15/2025	Lynwood	\$25.00
1147355	Community Memorial Health	Santa Paula	\$20.00
1681067	Bakersfield Drug Testing on 1/1/2026	Bakersfield	\$60.00
1147332	Fresno Drug Test	Fresno	\$20.00
1147365	DNA & Drug Screening	San Jose	\$20.00

DPSS Out of State Specific Collection Costs

Account Number	Collection Site	Location	Price
1147266	American Toxicology	Las Vegas, NV	\$50.00
1147321	Concentra (Las Vegas) prior to 3/31/2025	Las Vegas, NV	\$55.00
1147321	Concentra (Las Vegas) on or after 3/31/2025	Las Vegas, NV	\$59.00
1147356	Concentra (Nevada) prior to 3/31/2025	Henderson, NV	\$55.00
1147356	Concentra (Nevada) on or after 2/1/2026	Henderson, NV	\$61.00
1147315	Concentra (Tucson, AZ) prior to 3/31/2025	Tucson, AZ	\$55.00
1147315	Concentra (Tucson, AZ) on or after 2/1/2026	Tucson, AZ	\$61.00
1147342	AAL Fire & Safety	Carlsbad, NM	\$20.00
1147398	Texas Alcohol & Drug Testing Houston	Houston, TX	\$20.00
1147319	Texas Alcohol & Drug Testing Portland	Portland, TX	\$20.00
1147360	AccuScreen Drug Testing	DeSoto, TX	\$25.00
1147359	A&D Drug Testing	Bryan, TX	\$25.00
1147330	Wienhoff Drug Testing	Idaho Falls, ID	\$20.00
1147366	Summit Urgent Care (Newnan, GA)	Newnan, GA	\$20.00
1147367	Summit Urgent Care (East Point, GA)	East Point, GA	\$20.00
1147368	Summit Urgent Care (Fayetteville, GA)	Fayetteville	\$20.00
1147369	Summit Urgent Care (Marietta, GA)	Marietta	\$20.00
1147340	Summit Urgent Care (LaGrange, GA)	LaGrange	\$20.00
1147341	Summit Urgent Care (Carrollton, GA)	Carrollton	\$20.00

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