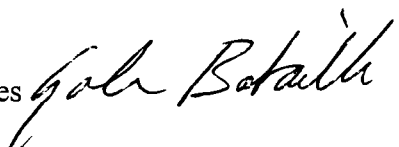


COUNTY OF SAN MATEO
Departmental Correspondence

DATE: **SEP 15 2001**
HEARING DATE: **SEP 25 2001**

TO: Honorable Board of Supervisors
FROM: Gale Bataille, Director, Mental Health Services 
SUBJECT: Agreement with Prins, Williams and Associates, LLC

RECOMMENDATION

Adopt a resolution authorizing the President of the Board to execute an agreement with Prins, Williams and Associates, LLC to provide research and evaluation services.

Background

For several years, the Mental Health Services Division has been developing and implementing evaluation and outcome measurements to assess client functioning, satisfaction and quality of life. The child and youth client outcomes program began in 1995 under the federal children's system of care grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). In July 1997, these outcome measures became state-mandated for all counties. Mental Health began implementing a state-mandated adult outcome measurement system in July 1999.

San Mateo County received a Mentally Ill Offender Crime Reduction (MIOCR) grant in November 1999 to fund the Options Project, a collaborative program of the Sheriff's Office, Probation Department and Mental Health Division. The program is funded by the California Board of Corrections. The purpose of the project is to investigate mental health treatment services that may help to reduce the rates of criminal recidivism and incarceration of mentally ill offenders. A requirement of the grant is to conduct a research program comparing outcomes for participants and for a similar group of persons constituting a control group.

The Prenatal to Three Initiative has included an evaluation component since 1997. The evaluation effort is funded by a grant from the David and Lucile Packard Foundation

Discussion

To meet the expanding needs of the research and evaluation program in Mental Health, a Request for Applications (RFA) for Research and Evaluation services was issued in December 1999,

including both youth and adult outcomes and evaluation, youth wraparound pilot project evaluation, Mentally Ill Offender Crime Reduction (MIOCR) grant research, and data analysis for a variety of mental health programs. Health Services staff members familiar with research screened applications and interviews were held in March 2000 with top applicants.

As a result of this competitive process, the division selected Prins, Williams and Associates, to perform the following research and evaluation functions for FY 2000-01 with an option to renew for two additional years: 1) adult outcomes and evaluation; 2) the MIOCR research project 3) database development and maintenance; and 4) data analysis. The principals of Prins, Williams and Associates (David Williams, Ph. D., and Annabel Prins, Ph. D.) were the most qualified based on their experience and training. One of the principals, Dr. Williams, has been performing research and evaluation activities for Mental Health since 1996. Prins, Williams and Associates provide similar research and evaluation services to other counties. This agreement is now renewed for 2001-2002 with a change in FTE from 1.5 to 0.90, and a subsequent decrease in hours per week from 42 hours per week to 36 hours per week.

Dr. Williams has also provided forms and database development and consultation services for the Prenatal to Three Initiative since 1997. This agreement provides for limited continued consultation services.

Term and Fiscal Impact

The term of the agreement is July 1, 2001 to June 30, 2002. The agreement has been reviewed and approved by Risk Management and County Counsel.

The contract total for FY2000-01 was \$124,824. The total amount of the FY2001-02 agreement with Prins, Williams and Associates is \$111,121, which reflects the 0.6 decrease in FTEs. Of this amount \$107,121 is for Mental Health services and \$4,000 is for the Prenatal to Three Initiative. For the Mental portion of the contract, \$107,121 is included in the approved 2001-02 Mental Health Services budget, of which \$43,000 is funded by AB 1485 (MIOCR grant) and \$16,686 by the SAMHSA block grant. Of the remaining \$47,435 82% or \$38,897 is funded through sales tax and \$8,538 is the net County cost. For the Prenatal to Three portion of the contract, \$4,000 is included in the proposed 2001-02 Prenatal to Three budget and is fully funded by foundation grants and state allocation through Medi-Cal Administrative Activities, with no net county cost.

RECOMMENDED



HEALTH SERVICES DEPARTMENT

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH
PRINS, WILLIAMS AND ASSOCIATES, LLC

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of
California, that

WHEREAS, there has been presented to this Board of Supervisors for its consideration
and acceptance an Agreement, reference to which is hereby made for further particulars, whereby
Prins, Williams and Associates, LLC shall provide research and evaluation services for the
Mental Health Services Division and database consultation for the Prenatal to Three Initiative;
and

WHEREAS, this Board has been presented with a form of the Agreement and has
examined and approved it as to both form and content and desires to enter into the
Agreement:

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the
President of this Board of Supervisors be, and is hereby, authorized and directed to execute said
Agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest
the President's signature thereto.

AGREEMENT WITH PRINS, WILLIAMS AND ASSOCIATES, LLC
FOR PROVISION OF RESEARCH AND EVALUATION SERVICES

THIS AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Prins, Williams and Associates, LLC, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of performing the professional services hereinafter described for the Health Services Agency, Mental Health Services Division; and

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Services to be Performed by Contractor

In consideration of the payments hereinafter set forth, Contractor, under the general direction of the Director of Health Services, or her designee, with respect to the product or result of Contractor's services, shall provide research and evaluation services as described in Schedule A, attached hereto and incorporated by reference herein. Such services shall be provided in a professional and diligent manner.

2. Payments

A. Maximum Amount. In full consideration of Contractor's performance of the services described in Schedule A, the amount that County shall be obligated to pay for services rendered under this Agreement shall not exceed ONE HUNDRED ELEVEN THOUSAND ONE HUNDRED TWENTY-ONE DOLLARS (\$111,121) for the contract term.

B. Rate of Payment. The rate and terms of payment shall be as specified in Schedule B, attached hereto and incorporated herein. Any rate increase is subject to the approval of the Director of Health Services or her designee, and shall not be binding on County unless so approved in writing. In no event may the rates established in Schedule B be increased to the extent that the maximum County obligation shall exceed the total specified in paragraph 2A above. Each payment shall be conditioned on the performance of the services described in Schedule A to the full satisfaction of the Director of Health Services or her designee.

C. Time Limit for Submitting Invoices. Contractor shall submit an invoice for services to County for payment in accordance with the provisions of Schedule B. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one hundred eighty (180) days after the date Contractor renders the services, or more than ninety (90) days after this Agreement terminates, whichever is earlier.

3. Relationship of Parties

It is expressly understood that this is an agreement between two (2) independent contractors and that no agency, employee, partnership, joint venture or other relationship is established by this Agreement. The intent by both County and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her tax status and the tax consequences of an independent contractor. Further, as an independent contractor, Contractor expressly acknowledges and accepts that he/she has no rights, benefits, privileges and/or claims in any form whatsoever under, from, through and/or pursuant to the San Mateo County Civil Service Rules.

4. Hold Harmless

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, or (C) any failure to withhold and/or pay to the government income and/or employment taxes from earnings

under this Agreement, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

5. Insurance

Contractor shall not commence work under this Agreement until all insurance required under this section has been obtained and such insurance has been approved by the Director of Health Services. Contractor shall furnish the Health Services Agency with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Health Services Agency of any pending change in the limits of liability or of any cancellation or modification of the policy.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

A. Workers' Compensation and Employer Liability Insurance. Contractor shall have in effect during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, County makes the following certification, required by Section 1861 of the California Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

B. Liability Insurance. Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below.

Such insurance shall include:

- 1) Comprehensive General Liability \$0
- 2) Motor Vehicle Liability Insurance \$0
- 3) Professional Liability \$0

If this Agreement remains in effect more than one (1) year from the date of its original execution, County may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar County agreements by giving sixty (60) days' notice to Contractor.

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to County, its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only. Said certificate(s) of insurance is (are) attached hereto and incorporated by reference herein as Attachment II (and III).

6. Non-Discrimination

Contractor shall comply with the non-discrimination requirements described in Schedule C, which is attached hereto, and incorporated herein.

Contractor shall comply with County admission and treatment policies which shall provide that patients are accepted for care without discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap, or political affiliation.

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject Contractor to penalties, to be determined by the County Manager, including, but not limited to:

- i. termination of this Agreement;
- ii. disqualification of Contractor from bidding on or being awarded a County contract for a period of up to three (3) years;
- iii. liquidated damages of TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500) per violation;
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to:

- i. examine Contractor's employment records with respect to compliance with this paragraph;
- ii. set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other contractor between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within thirty (30) days of such filing, provided that within such thirty (30) days such entity has not notified Contractor that such charges

are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of its response to the complaint when filed.

With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

7. Assignments and Subcontracts

A. Without the written consent of the Director of Health Services or her designee, this Agreement is not assignable in whole or in part. Any assignment by Contractor without the written consent of the Director of Health Services or her designee is a breach of this Agreement and shall automatically terminate this Agreement.

B. Contractor shall not employ subcontractors or consultants to carry out the responsibilities undertaken pursuant to this contract without the written consent of the Director of Health Services or her designee.

C. All assignees, subcontractors, or consultants approved by the Director of Health Services or her designee shall be subject to the same terms and conditions applicable to Contractor under this Agreement, and Contractor shall be liable for the assignee's, subcontractor's or consultant's acts and/or omissions.

D. All agreements between Contractor and subcontractor and/or assignee for services pursuant to this Agreement shall be in writing and shall be provided to County.

8. Amendment of Agreement

This Agreement is complete and contains all the terms and conditions agreed upon by the parties. No amendment shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement shall be binding on the parties hereto.

9. Intellectual Property

A. In the event of termination of this agreement all finished and unfinished documents, data, studies, maps, photographs, reports, and materials (hereinafter referred to as materials) prepared by Contractor under this Agreement shall become the property of County and

shall be promptly delivered to County. Upon termination, contractor may make and retain a copy of such materials.

B. Specifically excluded from the aforesaid materials are any and all computer programming code and/or TELEform® form definition files created by Contractor outside of this agreement and for which Contractor has not been monetarily compensated by County. These in whole or in part shall remain the property of Contractor.

10. Records

A. Contractor agrees to provide to County, to any federal or state department having monitoring or reviewing authority, to County's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant federal, state, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

B. Contractor shall maintain and preserve all financial records relating to this Agreement for a period of four (4) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

11. Compliance with Applicable Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable federal, state, county, and municipal laws, including, but not limited to, the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment I, which prohibits discrimination on the basis of handicap in programs and activities receiving any federal or county financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

12. Notices

A. Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed:

1) In the case of County, to:

San Mateo County
Mental Health Services Division
225 37th Avenue
San Mateo, CA 94403

or to such person or address as County may, from time to time furnish to Contractor.

2) In the case of Contractor, to:

Prins, Williams and Associates, LLC
1746 Jonathan Avenue
San Jose, CA 95125

B. Controlling Law. The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California.

13. Venue

In the event that suit shall be brought by either party to this contract, the parties agree that venue shall be exclusively in the united States District Court, Northern District of California, San Francisco, California.

14. Term of the Agreement

Subject to compliance with the terms and conditions of this Agreement, the term of this Agreement shall be from July 1, 2001 through June 30, 2002. This Agreement may be terminated by Contractor, Director of Health Services or her designee at any time upon sixty (60) days' written notice to the other party.

Parties recognize that Contractor has performed services from July 1, 2001 through date of execution of this Agreement in anticipation of execution of this Agreement. Parties agree that services are subject to all terms and conditions contained herein.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

PRINS, WILLIAMS AND ASSOCATES, LLC

By: _____
Michael D. Nevin, President
Board of Supervisors, San Mateo County

By: Don J. Millin
MEMBER/MANAGER LLC

Date: _____

Date: 9/6/01

ATTEST:

By: _____
Clerk of Said Board

Date: _____

Attachment I

(Required only from Contractors who provide services directly to the Public on County's behalf.)

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of and for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. employs fewer than 15 persons.
- b. employs 15 or more persons and, pursuant to Section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a)), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

DAVID M. WILLIAMS MEMBER/MANAGER LLC 9/6/01
Name of 504 Person - Type or Print

Prins, Williams and Associates, LLC
Name of Contractor(s) - Type or Print

1746 Jonathan Avenue
Street Address or PO Box

| | | |
|-----------------|-----------|--------------|
| <u>San Jose</u> | <u>CA</u> | <u>95125</u> |
| City | State | Zip Code |

I certify that the above information is complete and correct to the best of my knowledge.

9/6/01
Date

David M. Williams MEMBER/MANAGER LLC
Signature and Title of Authorized Official

*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a handicapped person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

SCHEDULE A

PRINS, WILLIAMS AND ASSOCIATES, LLC: 2001-2002

SERVICES

In addition to the services required by license, Contractor shall provide the services described below in a manner consistent with the terms and provisions of this Agreement.

A. Mental Health Services

Contractor shall provide an average of .90 FTE of research and evaluation services for County's Mental Health Services Division. These services will focus on outcomes and evaluation for the adult system of care, the research required for the Mentally Ill Offender Crime Reduction (MIOCR) grant and data analysis for the division. Specific duties will include, but not be limited to:

Research and Data Analysis Activities

1. Consult in the development of evaluation/research designs for ongoing projects (e.g. Mentally Ill Offenders Crime Reduction (MIOCR), Adult Performance Outcomes) and future research projects.
2. Coordinate all research and evaluation for the MIOCR grant and adult outcomes.
3. Coordinate work of research assistant(s).
4. Consult in the development of data collection procedures for ongoing and future projects
5. Conduct appropriate statistical analyses of research/outcome and other data collected (e.g., analyses of service patterns, risk adjustment, prediction of service utilization, reliable change index)
6. Prepare reports and manuscripts for presentation or publication as appropriate
7. Review research protocols submitted to the Mental Health Human Subjects Review Committee
8. Liaison with other counties and the state in collaborative research efforts

Data Systems Development/Maintenance

1. Data management consultation/development
2. Access® consultation/development
3. TELEform® consultation/development

4. Visual BASIC® consultation/development
5. Development /maintenance of Management Information System database replication
6. Development /maintenance of Adult Outcomes database (labels, compliance, validity checks)
7. Development /maintenance of MIOCR database
8. Development of “canned” periodic reports
9. Development of ad hoc reports
10. Development of data reports meeting county, state or grantor reporting requirements (Department of Mental Health, Board of Corrections)
11. Coordinate efforts of Research Assistants in collecting, maintaining, and managing MIS, Adult Outcomes, MIOCR and other databases

Mental Health Evaluation Services

1. Review mental health measures and systems
2. Evaluate the psychometric properties of mental health instruments and indicators
3. Represent San Mateo County’s research efforts and interests at local, state and national levels
4. Provide training on the administration and use of selected measures
5. Assist in Mental Health grant research and proposal preparation as assigned

B. Prenatal to Three Initiative

Contractor shall work up to six (6) hours a month and provide the following:

1. ACCESS® database development and consultation
2. Teleform® forms processing development, programming and consultation
3. Training of staff in the use of Access® database and TELEform® forms developed under this agreement.

SCHEDULE B

PRINS, WILLIAMS AND ASSOCIATES, LLC: 2001-2002

PAYMENTS

In full consideration of the services provided by Contractor pursuant to this Agreement, County shall pay Contractor in the manner described below, except that any and all payments shall be subject to the conditions contained in this Agreement.

A. Mental Health Services

1. County shall pay Contractor EIGHT THOUSAND SIX HUNDRED SEVENTY-SIX DOLLARS AND SEVENTY-FIVE CENTS (\$8,676.75) per month for services rendered, for a maximum amount of ONE HUNDRED FOUR THOUSAND ONE HUNDRED TWENTY-ONE DOLLARS (\$104,121).
2. In addition to such payments for service, Contractor shall be reimbursed no more than THREE THOUSAND DOLLARS (\$3,000) for travel expenses to mandated meetings and conferences for the Mentally Ill Offender Crime Reduction (MIOCR) grant.
3. Total payment to Contractor shall not exceed ONE HUNDRED AND SEVEN THOUSAND ONE HUNDRED TWENTY-ONE DOLLARS (\$107,121) for the contract term.

B. Prenatal to Three Initiative, Org. #62810

County shall pay Contractor at a rate of THREE HUNDRED THIRTY-THREE DOLLARS THIRTY-THREE CENTS (\$333.33) per month for services rendered, not to exceed FOUR THOUSAND DOLLARS (\$4,000) for the term of the contract, July 1, 2001-02.

- C. In any event, the amount County shall be obligated to pay Contractor for all services rendered under this agreement shall not exceed ONE HUNDRED AND ELEVEN THOUSAND ONE HUNDRED TWENTY-ONE DOLLARS (\$111,121).
- D. Contractor shall submit an invoice including the number of hours worked for the previous month. Payment shall be made no later than the tenth (10th) calendar day following receipt of a statement of services provided to County by Contractor
- E. Each payment shall be conditioned on the performance of the services described in Schedule A above to the full satisfaction of the Director of Health Services or her representative. County shall have the right to withhold payment if county determines that the quantity or quality of the work performed is unacceptable.
- F. Contractor is expected to be responsible for all other expenses incurred during the performance of services rendered under this Agreement.

SCHEDULE C

Contract between County of San Mateo and Prins, Williams and Associates, LLC, hereinafter called "Contractor."

- a. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over forty (40)), disability, medical condition (including but not limited to AIDS, HIV positive diagnosis, or cancer), political affiliation or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this Agreement.
- b. Contractor shall insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this contract. Contractor's personnel policies shall be made available to County upon request.
- c. Contractor shall assure compliance with Section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of assurance (Attachment I) of compliance. Contractor shall be prepared to submit a self-evaluation and compliance plan to County upon request within one (1) year of the execution of this Agreement.

COUNTY OF SAN MATEO
HEALTH SERVICES ADMINISTRATION

MEMORANDUM

DATE: August 30, 2001

TO: Priscilla Morse, Risk Management/Insurance Division
FROM: Mary Vozikes, Mental Health Services/PONY #MLH 322

CONTRACTOR: Prins, Williams, and Associates, LLC

DO THEY TRAVEL: No

PERCENT OF TRAVEL TIME:

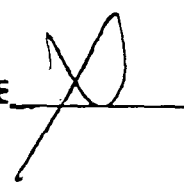
NUMBER OF EMPLOYEES: No

DUTIES (SPECIFIC): See attached

COVERAGE:

| | |
|----------------------------------|------------|
| Comprehensive General Liability: | \$0 _____ |
| Motor Vehicle Liability: | \$0 _____ |
| Professional Liability: | \$0 _____ |
| Worker's Compensation: | \$No _____ |

APPROVE _____

WAIVE  _____

MODIFY _____

REMARKS/COMMENTS:

Request Waiver, Contractor has no employees, just he and his wife.


SIGNATURE

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Prins, Williams & Associates, LLC
Contact Person: Dave Williams
Address: 1746 Jonathan Avenue
San Jose, CA 95125
Phone Number: Fax Number:

II Employees

Does the Contractor have any employees? Yes No
Does the Contractor provide benefits to spouses of employees? Yes No

If the answer to one or both of the above is no, please skip to Section IV.

III Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
No, the Contractor does not comply.
The Contractor is under a collective bargaining agreement which began on (date) and expires on (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 6th day of SEPTEMBER, 2001 at SAN MATEO, CA (City) (State)

Signature (handwritten)

DAVID M. WILLIAMS Name (Please Print)

MEMBER/MANAGER LLC Title

77-0515404 Contractor Tax Identification Number

**REPORT OF
INDEPENDENT CONTRACTOR(S)**
See detailed instructions on reverse side. Please type or print.



05420700



SERVICE-RECIPIENT (BUSINESS OR GOVERNMENT ENTITY):

| | | | | |
|--|----------------------|-------------------------|----------------------|----------------------|
| DATE | FEDERAL ID NO. | CA EMPLOYER ACCOUNT NO. | SOCIAL SECURITY NO. | NO. OF FORMS NEEDED |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| SERVICE-RECIPIENT NAME / BUSINESS NAME | | | CONTACT PERSON | |
| <input type="text"/> | | | <input type="text"/> | |
| ADDRESS | | | TELEPHONE NO. | |
| <input type="text"/> | | | <input type="text"/> | |
| CITY | | | STATE | ZIP |
| <input type="text"/> | | | <input type="text"/> | <input type="text"/> |

SERVICE-PROVIDER (INDEPENDENT CONTRACTOR):

| | | | | | | |
|------------------------|--|----------------------|---------------------|--------------------------|------------|-----------------------------------|
| FIRST NAME | | MI | LAST NAME | | UNIT / APT | |
| PRIMS, WILLIAMS | | | AND ASSOCIATES, LLC | | | |
| SOCIAL SECURITY NO. | | STREET NO. | | STREET NAME | | UNIT / APT |
| 770515404 | | 1746 | | JONATHAN AVE | | |
| CITY | | | | STATE | ZIP | |
| SAN JOSE | | | | CA | 95125 | |
| START DATE OF CONTRACT | | AMOUNT OF CONTRACT | | CONTRACT EXPIRATION DATE | | CHECK HERE IF CONTRACT IS ONGOING |
| 070101 | | <input type="text"/> | | 063002 | | <input type="checkbox"/> |

| | | | | | | |
|------------------------|--|----------------------|----------------------|--------------------------|----------------------|-----------------------------------|
| FIRST NAME | | MI | LAST NAME | | UNIT / APT | |
| <input type="text"/> | | | <input type="text"/> | | | |
| SOCIAL SECURITY NO. | | STREET NO. | | STREET NAME | | UNIT / APT |
| <input type="text"/> | | <input type="text"/> | | <input type="text"/> | | <input type="text"/> |
| CITY | | | | STATE | ZIP | |
| <input type="text"/> | | | | <input type="text"/> | <input type="text"/> | |
| START DATE OF CONTRACT | | AMOUNT OF CONTRACT | | CONTRACT EXPIRATION DATE | | CHECK HERE IF CONTRACT IS ONGOING |
| MMDDYY | | <input type="text"/> | | MMDDYY | | <input type="checkbox"/> |

| | | | | | | |
|------------------------|--|----------------------|----------------------|--------------------------|----------------------|-----------------------------------|
| FIRST NAME | | MI | LAST NAME | | UNIT / APT | |
| <input type="text"/> | | | <input type="text"/> | | | |
| SOCIAL SECURITY NO. | | STREET NO. | | STREET NAME | | UNIT / APT |
| <input type="text"/> | | <input type="text"/> | | <input type="text"/> | | <input type="text"/> |
| CITY | | | | STATE | ZIP | |
| <input type="text"/> | | | | <input type="text"/> | <input type="text"/> | |
| START DATE OF CONTRACT | | AMOUNT OF CONTRACT | | CONTRACT EXPIRATION DATE | | CHECK HERE IF CONTRACT IS ONGOING |
| MMDDYY | | <input type="text"/> | | MMDDYY | | <input type="checkbox"/> |