

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 09/01)

AGREEMENT NUMBER  
**01-16023**

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

California Department of Health Services

CONTRACTOR'S NAME

San Mateo County Health Department

2. The term of this Agreement is: 7/01/01 through 06/30/03

3. The maximum amount of this Agreement is: \$460,000  
 Four hundred and sixty thousand dollars

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made part of this Agreement.

Exhibit A – Scope of Work	5 pages
Exhibit A, Attachment I – Work Plan (Year 1)	3 pages
Exhibit A, Attachment II – Work Plan (Year 2)	3 pages
Exhibit B – Budget Detail and Payment Provisions	5 pages
Exhibit B, Attachment I – Budget (Year 1)	2 pages
Exhibit B, Attachment II – Budget (Year 2)	2 pages
Exhibit C * – General Terms and Conditions	<u>GTC 201 dated 02/20/02</u>
Exhibit D(F) – Special Terms and Conditions (Attached hereto as part of this agreement)	26 pages
Exhibit E – Additional Provisions	2 pages
Exhibit F – Contractor's Release	1 pages
Exhibit G – Travel Reimbursement Information	2 pages

See Exhibit E, Provision 1 for additional incorporated exhibits.

Items shown above with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <http://www.dgs.ca.gov/contracts>.

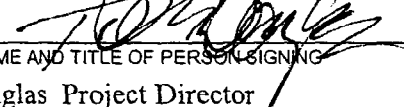
**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

San Mateo County Health Department

BY (Authorized Signature)

  
 Toby Douglas Project Director

DATE SIGNED (Do not type)

1/16/02

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

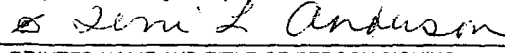
225 37th Avenue San Mateo CA 94403

**STATE OF CALIFORNIA**

AGENCY NAME

California Department of Health Services

BY (Authorized Signature)

  
 Edward Stahlberg, Chief, Program Support Branch

DATE SIGNED (Do not type)

2-20-02

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

1800 3rd. Street, Rm. 455, P.O. Box 942732, Sacramento, CA 94234-7320

California Department of General Services Use Only

Exempt per: W & I Code 14067

**Exhibit A**  
**Scope of Work**

1. The Contractor agrees to provide the Department of Health Services (Department) the services described below:
  - A. As provided in this Exhibit A and in Attachments I and II, the Contractor will develop, implement, and provide direct outreach and education services related to the Healthy Families and Medi-Cal (HF/MC) programs to eligible children and their parents. Goals and objectives include increasing HF/MC enrollment, increasing retention of coverage, encouraging appropriate utilization of services, and increasing public awareness about the availability of the Healthy Families and Medi-Cal programs. Attachments I and II to this Exhibit A provide a detailed description of the work that must be performed by the Contractor, and may reflect a scope of work and a level of funding that is different than that requested by the Contractor in its response to the Request for Applications.
  - B. Services to be provided by the Contractor, as specified in this agreement include, but are not limited to, the following:
    - (i) Providing assistance to eligible parents in the enrollment of themselves and their children into the HF/MC programs.
    - (ii) Increasing the retention of enrollment of eligible parents and children in the HF/MC programs.
    - (iii) Assisting HF/MC families to appropriately utilize HF/MC health care services, especially preventive services.
2. The services shall be performed at various community-based settings located in San Mateo County.
3. The services shall be provided during the normal Contractor working hours, Monday through Friday, excluding national holidays.
4. The project representatives during the term of this agreement will be:

<b><u>Department of Health Services</u></b> Richard Brantingham, Chief Medi-Cal Eligibility Branch 714 "P" St., Room 1440 Sacramento, CA 95814 Phone: (916) 654-6821 FAX: (916) 654-0653	<b><u>Contractor:</u></b> Toby Douglas Program Director 225 37 <sup>th</sup> Ave.. San Mateo, CA 94403 (650) 573-2095 FAX 573-2788
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Direct all inquiries to:

**Department of Health Services**

Education and Outreach Section  
Attention: Monet Parham-Lee  
714 "P" St., Room 1650  
Sacramento, CA 95814  
Telephone: (916) 657-3087  
Fax: (916) 657-3224

**Contractor:**

Toby Douglas  
225 37<sup>th</sup> Ave..  
San Mateo, CA 94403  
(650) 573-2095  
FAX 573-2788

Either party may make changes to the information above by giving written notice to the other party. Such changes do not require an amendment to this agreement.

5. Allowable Informal Scope of Work Changes:
  - A. The Contractor or the State may propose informal changes or revisions to the activities, tasks, deliverables, and/or performance time frames specified in this Exhibit A and in Attachments I and II, provided such changes do not alter the overall goals and basic purpose of the agreement. Such informal changes or revisions may include the substitution of specified activities or tasks, the alteration or substitution of agreement deliverables and modifications to anticipated completion/target dates.
  - B. Informal changes or revisions to the activities, tasks, deliverables, and/or performance time frames permitted under paragraph A above do not require a formal amendment to this agreement, provided the contractor's annual budget does not increase or decrease as a result of the informal changes or revisions.
  - C. Unless otherwise expressly provided in this agreement, all Informal changes or revisions to the activities, tasks, deliverables, and/or performance time frames permitted under paragraph A above are subject to prior written approval by the State.
  - D. In implementing this provision, the State may provide a format for the Contractor's use to request Informal changes or revisions to the activities, tasks, deliverables, and/or performance time frames. If no format is provided by the State, the Contractor may use its own format.
6. Monitoring Performance of Services

The Contractor must complete all identified activities and tasks, and provide any deliverables, within the timeframes outlined in this Exhibit A and in Attachments I and II. The Department will monitor the Contractor's performance of its duties

under this agreement on an ongoing basis. If the Contractor does not, in the Department's determination, reasonably achieve the performance goals specified in this Exhibit A and Attachments I and II by the end of the first year following the effective date of this agreement or thereafter, the State may terminate this agreement in accordance with Paragraph 3 of Exhibit E. In determining whether the Contractor has achieved its performance goals, the State will compare the number of children actually enrolled in the Healthy Families and Medi-Cal programs with the target number in this Exhibit A and its Attachments.

7. The Contractor may not begin outreach to or enrollment of parents of eligible or enrolled children until the Contractor has received written notification from the State.

8. Prohibited Activities

A. In accordance with California Code of Regulations, Title 10, section 2699.6629(f), the Contractor is prohibited from assisting any applicant in choosing a health, dental, and vision plan as part of their outreach and enrollment activities. The Contractor may provide factual information comparing, contrasting, and explaining the differences between plans and/or provider networks when assisting an applicant. In no instance may an applicant assistant suggest which plan or provider and applicant should choose.

B. In accordance with California Code of Regulations, Title 22, sections 53880 and 53920, the Contractor is prohibited from engaging in any activity which could be construed as the marketing of Medi-Cal health plans, as that term is used in these sections, without the express, prior approval of the Department.

9. Media Approval

All media developed (including creative concepts, scripts, storyboards, videos, radio announcements, opinion editorials, press releases, and advertisements) must be submitted for prior review and approval to the State's Contract Administrator. To the extent applicable, with respect to media development, the Contractor must comply with Exhibit D(F), paragraph 10, entitled, "Intellectual Property Rights."

10. Progress Reports and Related Provisions

A. Quarterly Progress Reports must quantify and document progress-to-date on Scope of Work objectives and performance goals for the quarter being reported, and must be consistent with any invoices submitted by the Contractor. Each Quarterly Progress Report shall cover a calendar quarter, beginning with the first working day of the first month following the execution of the contract. Each Quarterly Progress Report must include

documentation showing the number of people assisted and enrolled, materials developed, and activities conducted. The Department will specify the content and format of the documentation to be included.

Quarterly Progress Reports must document the identity and number of any Certified Application Assistants or Enrollment Entities to which the Contractor has referred families for application assistance. Quarterly Progress Reports must document the reason(s) for the referrals.

Quarterly Progress Reports must be submitted to the State's Contract Administrator identified in Paragraph 4, above.

Each Contractor must submit:

- (i) An original and one copy of each Quarterly Progress Report.
  - (ii) A Final Report that summarizes all accomplishments during the entire Contract period.
- B. The State may also require that the Contractor submit monthly progress reports if the Contractor is not reasonably achieving its performance goals specified in this Exhibit A its Attachments. If a monthly progress report is required, the State will provide the contractor with a 10-business day notice and specify the time period the progress report must cover.
- C. All reports must be submitted in the manner and format specified by the State and in accordance with the schedule set forth at subparagraph D, below.
- D. Schedule of Report Due Dates
- (i) Progress Reports are due quarterly. All Quarterly Progress Reports must accompany the payment request for the third month of the quarter being reported and must be postmarked no later than the 21<sup>st</sup> calendar day of the month following the third month of the quarter being reported.
  - (ii) The Final Report must cover the entire period of this agreement and must be submitted with the accompanying final payment request to the State's Contract Administrator postmarked no later than October 31, 2003.
  - (iii) Any required monthly report must be submitted within the time specified in the notice provided to the Contractor.
- E. If Contractor fails to timely and completely submit any required progress report, the State may withhold up to one hundred percent (100%) from

future monthly or quarterly payments, or terminate this agreement, or both.

11. Program and Policy Letters

Contractor must comply with all numbered state program and policy letters that may be issued by the State and received by the Contractor during the term of this agreement and which are applicable to Contractor's performance under this agreement

**Exhibit A, Attachment I—Work Plan  
Year 1  
Fiscal Year: 2001- 2002**

**Healthy Families/Medi-Cal Community Based Organization Outreach Component**

Goal: To ensure that all eligible children, youth and their parents in California have healthcare coverage through the Healthy Families and Medi-Cal program.

**1. Objectives:**

**Objective #1: Enrollment**

By June 2002, San Mateo will assist enroll 2,100 children, youth and their parents to enroll into Healthy Families/Medi-Cal.

**Objective #2: Utilization**

By June 2002, San Mateo will assist 1,500 Healthy Families/Medi-Cal children, youth and their parents in the utilization of services, especially preventive services.

**Objective #3: Retention**

By June 2002, San Mateo will assist 800 children, youth and their parents in re-enrollment into Healthy Families/Medi-Cal

<b>Objective #1: Enrollment - Provide Application Assistance to HF/MC eligible individuals</b>				
<b>Major Objective</b>	<b>Major Functions, Tasks and Activities</b>	<b>Timeline Month/Year</b>	<b>Responsible Party (Contractor/Name of Subcontractor)</b>	<b>Performance Measure and/or Deliverables</b>
1. Develop enrollment infrastructure to ensure sustainability of Healthy Families/Medi-Cal Community Based Outreach Efforts	a. Recruit, hire and train three Community Health Advocates (CHAs) b. Select two Partner Agencies one in the North County and one in the South County c. Establish Community /Project Advisory Committee consisting of CBOs in order to oversee grant activities and learn best practices for outreach, enrollment and retention d. Select an Evaluator	a. July 01– Sept. 01 b. July01 – Oct 01 C July 01 – June 02 d. July 01 – Oct 01	a. Health Services b. Health Services and Hospital and Clinics c. Health Services, California Health Initiative, Child Care Coordinating Council, South County Community Health Center, School Link Services, other San Mateo CBOs and Consumers d. Health Services	<ul style="list-style-type: none"> <li>• 3 culturally and linguistically competent CHAs have been hired</li> <li>• 2 linguistically and culturally competent partner agencies received HF/MC contracts</li> <li>• A community advisory committee is created with 8 or more participating agencies who attended more than 90 percent of meetings; list of members, meeting agenda, minutes on file.</li> </ul>

<b>Objective #1: Enrollment - Provide Application Assistance to HF/MC eligible individuals</b>				
<b>Major Objective</b>	<b>Major Functions, Tasks and Activities</b>	<b>Timeline Month/Year</b>	<b>Responsible Party (Contractor/Name of Subcontractor)</b>	<b>Performance Measure and/or Deliverables</b>
2. Conduct Healthy Families and Medi-Cal outreach to raise awareness of health issues and the need for health coverage	a. Use 4 community based organizations and Health Services to distribute flyers and make presentations regarding health coverage needs	a. July 01 – Jun 02	a. Health Services, California Health Initiative, Child Care Coordinating Council, South County Community Health Center, School Link Services, and other San Mateo CBOs	<ul style="list-style-type: none"> <li>• Distributed HF/MC flyers to at least 5,000 families in San Mateo</li> <li>• Assisted at least 2,100 children, youth and their parents with enrollment into HF/MC</li> <li>• List of CBOs</li> <li>• Event Advertising Materials</li> <li>• Event Schedules</li> <li>• List of Coordinating SM Health-Related Organizations</li> </ul>
	b. Conduct three mass health enrollment events in which at least 300 families attend each event	b. Oct 01 – Jun 02	c. Health Services, California Health Initiative, Child Care Coordinating Council, South County Community Health Center, School Link Services, and other San Mateo CBOs	
	c. Coordinate with other San Mateo County health-related organizations outreach, enrollment and retention activities through health fairs, clinic sites, and schools	c. Oct 01 – Jun 02	d. Health Services, County's Community Access Program (CAP), Cabrillo School District, Public Health, and Human Services Agency	
	d. Provide one-on-one application and information assistance to families of at least 2,100 children, youth and their parents to encourage families to enroll in Healthy Families/Medi-Cal or other options	d. Oct 01 – Jun 02	e. Health Services, California Health Initiative, Child Care Coordinating Council, South County Community Health Center, School Link Services, and other San Mateo CBOs	
<b>Objective #2: Utilization - Assist Families Enrolled in HF/MC to Utilize Appropriate Services, Especially Preventative Services</b>				
<b>Major Objective</b>	<b>Major Functions, Tasks and Activities</b>	<b>Timeline Month/Year</b>	<b>Responsible Party (Contractor/Name of Subcontractor)</b>	<b>Performance Measure and/or Deliverables</b>
3. Ensure that 1,500 children, youth and their parents understand service utilization and make appropriate appointments	a. Follow-up by phone with families of at least 1,500 children, youth and parents within 60 days of enrollment to determine whether they have utilized the program	a. Oct 01 – Jun 02	a. Community Health Advocates (certified assistors), California Health Initiative, Child Care Coordinating Council, South County Community Health Center, and School Link Services	<ul style="list-style-type: none"> <li>• At least 1,500 children, youth and their parents will be contacted</li> <li>• At least 1,500 children, youth and their parents will have an appointment with a health care provider</li> <li>• Call Log</li> <li>• Contact/Assistance log</li> </ul>



Objective #2: Utilization – Assist Families Enrolled in HF/MC to Utilize Appropriate Services, Especially Preventative Services				
Major Objective	Major Functions, Tasks and Activities	Timeline Month/Year	Responsible Party (Contractor/Name of Subcontractor)	Performance Measure and/or Deliverables
3. Ensure that 1,500 children, youth and their parents understand service utilization and make appropriate appointments (continued)	b. Provide assistance about health care provider and coverage benefits by phone or in person to families of at least 1,500 children, youth and parents to ensure children and family members receive needed health, mental health, and other services	b. Oct 01 – Jun 02	b. Community Health Advocates (certified assistors), California Health Initiative, Child Care Coordinating Council, South County Community Health Center, and School Link Services	
	c. Provide families of at least 1,500 children, youth and parents with in-person assistance with navigating the health care provider system needed to make appointments for their children's annual exams	c. Oct 01 – Jun 02	c. Community Health Advocates (certified assistors), California Health Initiative, Child Care Coordinating Council, South County Community Health Center, and School Link Services	
Objective #3: Retention - Provide Healthy Families Annual Eligibility Review (AER) and Medi-Cal Re-Determination Assistance				
Major Objective	Major Functions, Tasks and Activities	Timeline Month/Year	Responsible Party (Contractor/Name of Subcontractor)	Performance Measure and/or Deliverables
4. Develop and implement a tracking process ensure that all Medi-Cal and Healthy Families enrollees retain their benefits	a. Develop system that flags children/families three months prior to re-enrollment date	a. Feb 02	a. Community Health Advocates (certified assistors), California Health Initiative, Child Care Coordinating Council, South County Community Health Center, and School Link Services	<ul style="list-style-type: none"> <li>• 800 children, youth and their parents will be contacted and informed about the need to re-enroll</li> <li>• 800 children, youth and their parents will be assisted in enrolling in HF/MC</li> <li>• Call Log</li> <li>• Contact/Assistance log</li> </ul>
	b. Three months prior to re-enrollment, contact families of 800 children, youth and parents by phone to notify them it is time to re-enroll and ensure that Healthy Families monthly premiums are being paid.	b. Mar 02 – Jun 02	b. Community Health Advocates (certified assistors)	
	c. Two months prior to re-enrollment provide in person or over the phone assistance to families of 800 children, youth and parents to complete forms and any other steps needed to re-enroll in the program	c. Mar 02 – Jun 02	c. Community Health Advocates (certified assistors)	

**Exhibit A, Attachment II—Work Plan  
Year 2  
Fiscal Year: 2002- 2003**

**Healthy Families/Medi-Cal Community Based Organization Outreach Component**

Goal: To ensure that all eligible children, youth and their parents in California have healthcare coverage through the Healthy Families and Medi-Cal program.

**1. Objectives:**

**Objective #1: Enrollment**

By June 2003, San Mateo will assist 2,800 children, youth and their parents to enroll into Healthy Families/Medi-Cal.

**Objective #2: Utilization**

By June 2003, San Mateo will assist 2,100 Healthy Families/Medi-Cal children, youth and their parents in the utilization of services, especially preventive services.

**Objective #3: Retention**

By June 2003, San Mateo will assist 2,100 children, youth and their parents in re-enrollment into Healthy Families/Medi-Cal

<b>Objective #1: Enrollment: Provide Application Assistance to HF/MC eligible individuals</b>				
<b>Major Objective</b>	<b>Major Functions, Tasks and Activities</b>	<b>Timeline Month/Year</b>	<b>Responsible Party (Contractor/Name of Subcontractor)</b>	<b>Performance Measure and/or Deliverables</b>
1. Continue to improve the project's enrollment infrastructure to ensure long-term sustainability of Healthy Families/Medi-Cal Community Based Outreach Efforts	a. Review first year evaluation and modify strategies as indicated by findings	a. July 02– Sept. 02	a. Health Services, California Health Initiative, Child Care Coordinating Council, two selected CBOs through the RFP process, other San Mateo CBOs and Consumers	<ul style="list-style-type: none"> <li>• San Mateo will have developed the outreach and enrollment infrastructure to sustain the project indefinitely</li> <li>• San Mateo will have created a permanent advisory committee working on increasing HF/MC enrollment and retention</li> <li>• list of members, meeting agenda, minutes on file</li> </ul>
	b. Hold Advisory Committee Meetings on a monthly basis consisting of CBOs in order to oversee grant activities and learn best practices for outreach, enrollment and retention	b. July 02 – June 03	c. Health Services, California Health Initiative, Child Care Coordinating Council, two selected CBOs through the RFP process, other San Mateo CBOs and Consumers	

Objective #1: Enrollment - Provide Application Assistance to HF/MC eligible individuals				
Major Objective	Major Functions, Tasks and Activities	Timeline Month/Year	Responsible Party (Contractor/Name of Subcontractor)	Performance Measure and/or Deliverables
2. Conduct Healthy Families and Medi-Cal outreach to raise awareness of health issues and the need for health coverage	a. Use community based organizations and Health Services to distribute flyers and make presentations regarding health coverage needs	a. July 02 – Jun 03	a. Health Services, California Health Initiative, Child Care Coordinating Council, South County Community Health Center, School Link Services, and other San Mateo CBOs	<ul style="list-style-type: none"> <li>• Distributed HF/MC flyers to over 7,000 families in San Mateo</li> <li>• Assisted at least 2,800 children, youth and their parents with enrollment into HF/MC</li> <li>• List of CBOs</li> <li>• Event Advertising Materials</li> <li>• Event Schedules</li> <li>• List of Coordinating SM Health-Related Organizations</li> </ul>
	b. Conduct at least 4 mass health enrollment events in which at least 300 families attend each event	b. Jul 02 – Jun 03	b. Health Services, California Health Initiative, Child Care Coordinating Council, South County Community Health Center, School Link Services, and other San Mateo CBOs	
	c. Conduct outreach and enrollment activities in targeted neighborhoods by holding enrollment hours at faith based organizations and other local CBOs	c. Jul 02 – Jun 03	c. Health Services, California Health Initiative, Child Care Coordinating Council, South County Community Health Center, School Link Services, and other San Mateo CBOs	
	d. Coordinate with other San Mateo County health-related organizations outreach, enrollment and retention activities through health fairs, clinic sites, and schools	d. Jul 02 – Jun 03	d. Health Services, California Health Initiative, Child Care Coordinating Council, South County Community Health Center, School Link Services, and other San Mateo CBOs	
	e. Provide one-on-one application and information assistance to families of at least 2,800 children, youth and parents encourage families to enroll in Healthy Families/Medi-Cal or other options	e. Jul 02 – Jun 03	e. Health Services, California Health Initiative, Child Care Coordinating Council, South County Community Health Center, School Link Services, and other San Mateo CBOs	

<b>Objective #2: Utilization - Assist Families Enrolled in HF/MC to Utilize Appropriate Services, Especially Preventative Services</b>				
<b>Major Objective</b>	<b>Major Functions, Tasks and Activities</b>	<b>Timeline Month/Year</b>	<b>Responsible Party (Contractor/Name of Subcontractor)</b>	<b>Performance Measure and/or Deliverables</b>
3. Ensure that 800 families of enrolled children understand service utilization and make appropriate appointments	a. Follow-up by phone with families of at least 2,100 children, youth and parents within 60 days of enrollment to determine whether they have utilized the program	a. Jul 02 – Jun 03	a. Community Health Advocates (certified assistors), California Health Initiative, Child Care Coordinating Council, South County Community Health Center, and School Link Services	<ul style="list-style-type: none"> <li>• 2,100 children, youth and their parents will be contacted</li> <li>• 2,100 children, youth and their parents will have an appointment with a health care provider</li> </ul>
	b. Provide assistance about health care provider and coverage benefits by phone or in person to families of at least 2,100 children, youth and parents to ensure children and family members receive needed health, mental health, and other services	b. Jul 02 – Jun 03	b. Community Health Advocates (certified assistors), California Health Initiative, Child Care Coordinating Council, South County Community Health Center, and School Link Services	
	c. Provide families of at least 2,100 children, youth and parents with in-person assistance with navigating the health care provider system needed to make appointments for their children's annual exams	c. Jul 02 – Jun 03	c. Community Health Advocates (certified assistors), California Health Initiative, Child Care Coordinating Council, South County Community Health Center, and School Link Services	
<b>Objective #3: Retention - Provide Healthy Families Annual Eligibility Review (AER) and Medi-Cal Re-Determination Assistance</b>				
<b>Major Objective</b>	<b>Major Functions, Tasks and Activities</b>	<b>Timeline Month/Year</b>	<b>Responsible Party (Contractor/Name of Subcontractor)</b>	<b>Performance Measure and/or Deliverables</b>
4. Use tracking process to ensure that all Medi-Cal and Healthy Families enrollees retain their benefits	a. Three months prior to re-enrollment, contact families of at least 2,100 children, youth and parents by phone and notify them it is time to re-enroll and ensure that Healthy Families monthly premiums are being paid	a. July 02– June 02	a. Community Health Advocates (certified assistors)	<ul style="list-style-type: none"> <li>• 2,100 children, youth and their families enrolled will be contacted and informed about the need to re-enroll</li> <li>• 2,100 children, youth and their parents will be assisted in enrolling in HF/MC</li> <li>• Call Log</li> <li>• Contact/Assistance log</li> </ul>
	b. Two months prior to re-enrollment provide in person or over the phone assistance to families of at least 2,100 children, youth and parents with completing the forms and any other steps needed to re-enroll in the program	b. July 02– June 02	b. Community Health Advocates (certified assistors)	

**Exhibit B**  
**Budget Detail and Payment Provisions**

1. Invoicing and Payment

A. For services satisfactorily rendered, and upon receipt and approval of the Contractor's invoices submitted in compliance with Paragraph 1.C, below, the State agrees to pay the Contractor for actual expenditures incurred, not to exceed the amounts specified in Paragraph 4, below.

B. Invoices must include the agreement Number and must be submitted in triplicate not more frequently than monthly, in arrears, to the State's Contract Administrator:

Runyon Saltzman & Einhorn  
One Capitol Mall, Suite 400  
Sacramento, CA 95814  
Attn: HF/MC Contract Administrator

C. Contractor must submit an original and two copies of all invoices by the 21<sup>st</sup> calendar day of the month following completion of specific work products as identified in the annual Work Plan. Progress reports submitted in accordance with Paragraph 10 of Exhibit A to this agreement must justify the amount of the invoice(s). Payment requests must be submitted to the State's designated Contract Administrator, as identified in Paragraph 4 of Exhibit A to this agreement, and must include all of the following information:

- (1) Contractor name and address (on letterhead stationary)
- (2) Contract Number
- (3) Billing Period
- (4) Amount Claimed, by budget category and total claimed
- (5) Original signature of an authorized representative and date signed (original signature, not copy)
- (6) Receipt(s), if applicable

D. Upon the termination of this agreement pursuant to Paragraph 3 of Exhibit E, the Contractor must submit to the Contract Administrator its termination claim, which, in addition to all of the information listed in Paragraph 1.C above, must comply with any additional requirements imposed under Paragraph 3 of Exhibit E.

E. The State may withhold up to one hundred percent (100%) from each monthly payment(s), pursuant to the provisions of Paragraph 10 of Exhibit A. Upon receipt and approval by the State of the progress reports

required under Paragraph 10 of Exhibit A, Contractor may submit a request for payment of previously withheld payment(s). The provisions of this paragraph supercede Exhibit D(F), paragraph 22, "Payment Withholds".

2. Budget Contingency Clause

- A. If funding for any fiscal year is reduced by the Budget Act for purposes of this program, the State shall have the option to either terminate this agreement with no liability occurring to the State, or to offer the Contractor an amendment that reflects the reduced amount.
- B. If funding for this program for any fiscal year is deleted in the Budget Act, this agreement shall be of no further force and effect. In this event, the State will have no liability to pay any funds whatsoever to Contractor or to render any other performance under this agreement, and Contractor will not be obligated to perform any of the duties otherwise required by this agreement.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

4. Amounts Payable

- A. The amounts payable under this agreement shall not exceed:
  - \$ 230,000 for the budget period of 07/01/2001 through 06/30/2002, as described in Attachment I.
  - \$ 230,000 for the budget period of 07/01/2002 through 06/30/2003, as described in Attachment II.
- B. Reimbursement shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are performed and/or goods are received.
- C. Budget and Accounting Requirements
  - (i) The Contractor's Budget, included within Attachments I and II to this Exhibit B, identifies the personnel/salaries, fringe benefits, operating expenses, equipment expenses, travel, subcontractor expenses, other expenses and indirect costs of the projects based upon the maximum amount specified in this agreement.

- (ii) The Contractor must allocate at least 5 percent of each annual budget towards participation in an individual contractor and state-level independent evaluation.
- (iii) Contractor must utilize standard payroll practices including state and federal tax withholding requirements. Contractor must have appropriate procedures designating who in the contracting agency may sign payroll time cards, requisitions and invoices.
- (iv) Contractor must maintain books, payroll records, documents, and ledgers following generally accepted accounting principles that properly reflect all direct and indirect expenses related to this agreement.

5. Timely Submission of Final Invoice

- A. A final undisputed invoice must be submitted for payment no more than ninety (90) calendar days following the expiration or termination date of this agreement, unless a later or alternate deadline is agreed to in writing by the program contract manager specified in Paragraph 4 of Exhibit A. Such invoice must be clearly marked "Final Invoice," indicating that all payment obligations of the State under this agreement have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written State approval of an alternate final invoice submission deadline. Written State approval must be sought from the program contract manager prior to the expiration or termination date of this agreement.
- C. The Contractor must submit, with the final invoice, a "Contractor's Release" (Exhibit F) acknowledging submission of the final invoice to the State and certifying the approximate percentage amount, if any, of recycled products used in performance of this agreement.

6. Allowable line item shifts

- A. Cumulative line item shifts of up to \$10,000 each may be made among the line items specified in Attachments I and II to this Exhibit B, provided that the total annual budget for this agreement not changed.
- B. Line item shifts meeting this criteria do not require a formal amendment to this agreement, but are subject to prior written approval by the State.
- C. Contractor must adhere to State requirements regarding the process to follow in requesting approval to make line item shifts.

- D. Line item shifts may be proposed/requested by either the State or the Contractor.

7. Budget Change or Revisions

If any of the activities, tasks, or deliverables (as identified in Exhibit A or its Attachments) need to be modified because of a line item shift as described in Paragraph 6, above, Contractor must submit to the State for approval the following items, as appropriate:

- A. Revised Exhibit B, Attachment I, entitled, "Budget Year 1, 2001-2002," with written justification.
- B. A revised Exhibit B, Attachment II, entitled "Budget Year 2, 2002-2003," with written justification.
- C. A revised Exhibit A, including Attachments I and II.

Revisions to this Exhibit B, Attachments I or II, and to Exhibit A, Attachments I and II, are not binding until approved in writing by the State and formalized in an amendment to this agreement.

8. Prohibited Expenses

The Contractor shall not use funds from this contract for reimbursement of the cost related to any of the following goods, services, or activities:

- A. Bonuses/commissions – excludes commissions associated with media purchases
- B. Lobbying
- C. Motor Vehicles
- D. Fund raising
- E. Purchases of real property
- F. Interest
- G. Leases or purchase options
- H. Religious doctrine/benefits – For purposes of this contract, religious doctrine/benefits means program services or educational curricula that promote religious doctrine, or payments to, or in aid of, a church, religious sect, creed, or sectarian purpose
- I. Food not intended for the targeted outreach population

9. Duplicate Billing Prohibition

Contractor is prohibited from billing for or receiving any \$50 Application Assistance Fee, any \$25 Annual Eligibility Review fee, any \$25 Parent Enrollment Fee, or any fee for referring persons to other Enrollment Entities. This prohibition shall remain in effect throughout the entire term of this



agreement. If the Contractor violates this prohibition, the State may immediately terminate this agreement, and the Contractor must repay the State the amount of all payments received under this agreement and any amounts received as assistance fees. This prohibition is applicable for the entire term of this contract, and is applicable to all subcontractors. The annual independent financial audit required under Exhibit D(F), paragraph 16, shall include a program review of the contractor's referral of any parents to enrollment entities or certified application assistance for compliance with the federal prohibition against receiving such fees during the term of the contract.

10. Coordination of Provisions - Compensation

The provisions of this Exhibit B and Attachments I and II supercede paragraph 13 of Exhibit C to this agreement, entitled "General Terms and Conditions." (Exhibit C to this agreement can be viewed at [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts).)

Contractor Name: San Mateo County  
Health Services Agency

Contract Number: 01-16023

**Exhibit B, Attachment I  
Year 1  
Budget Period: 07/01/2001 through 6/30/2002**

**Personnel Expenses:**

<u>Position Title and Number of Each</u>	<u>Staff's Name</u>	<u>Salary Range</u>	<u>FTE %</u>	<u>Annual Cost</u>
1. Community Health Advocate (3)	To be established	\$14.56 - \$18.20/hour	3.0	\$106,080

**Personnel Expenses \$106,080**

**Fringe Benefits (33% of Personnel Expenses) Total Fringe Benefits \$35,006**

**Total Personnel Expenses \$141,086**

+

**Operating Expenses**

<u>Expense Description</u>	<u>Cost</u>
General Expenses telephone, fax, supplies at \$125 per month:	\$1,500
Reproduction/ Copying/ Printing	\$3,000
Incentives (magnets, balloons, mugs, etc.)	\$3,000
<b><u>Total Operating Expenses:</u></b>	<b><u>\$7,500</u></b>

**Equipment Expenses:**

<u>Equipment Description</u>	<u># of Units</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Equipment Rental	0		\$0
Purchased Equipment	0		\$0
<b><u>Total Equipment Expenses</u></b>			<b><u>\$0</u></b>

**Travel Expenses:**

Local Trips:	\$6,914 (1,858.5 miles/month at .31/mile)
Non-Local Trips:	\$0
<b><u>Total Travel Expenses:</u></b>	<b><u>\$6,914</u></b>

**Subcontract Expenses (List/identify budget information for each Subcontractor)**

Name of Contractor:	Child Care Coordinating Counsel
Personnel Expenses:	\$22,000
Travel Expenses:	
Subcontracts:	
General Expenses:	\$3,000
Indirect Costs:	
Total Cost:	\$25,000

**Subcontract Expenses (List/identify budget information for each Subcontractor)**

Name of Contractor:	Cabrillo Unified School District School Linked Services
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**Contractor Name:** San Mateo County Health Services Agency  
**Contract Number:** 01-16023

**Subcontract Expenses (List/identify budget information for each Subcontractor)**

Name of Contractor: Cabrillo Unified School District School Linked Services  
Personnel Expenses: \$12,000  
Travel Expenses:  
Subcontracts:  
General Expenses:  
Indirect Costs:  
Total Cost: \$12,000

**Subcontract Expenses (List/identify budget information for each Subcontractor)**

Name of Contractor: South County Community Health Center  
Personnel Expenses: \$12,000  
Travel Expenses:  
Subcontracts:  
General Expenses:  
Indirect Costs:  
Total Cost: \$12,000

**Subcontract Expenses (List/identify budget information for each Subcontractor)**

Name of Contractor: California Health Initiative  
Personnel Expenses: \$12,000  
Travel Expenses:  
Subcontracts:  
General Expenses:  
Indirect Costs:  
Total Cost: \$12,000

**Total Subcontracts Dollar Amount: \$61,000**

**Other Expenses:**

Item Description  
Auditing Cost \$2,000  
Evaluation \$11,500

**Total for Other Expenses: \$13,500**

Indirect Costs \$0 **Total Indirect Costs: \$0**

**PROPOSED GRAND TOTAL COST FOR CONTRACT: \$230,000**

Contractor Name: San Mateo County  
 Health Services Agency  
 Contract Number: 01-16023

**Exhibit B, Attachment II  
 Year 2  
 Budget Period: 07/01/2002 through 6/30/2003**

**Personnel Expenses:**

<u>Position Title and Number of Each</u>	<u>Staff's Name</u>	<u>Salary Range</u>	<u>FTE %</u>	<u>Annual Cost</u>
1. Community Health Advocate (3)	To be established	\$14.56 - \$18.20/hour	3.0	\$113,568
				<u>Personnel Expenses</u> \$113,568
				<u>Fringe Benefits (33% of Personnel Expenses)</u> <u>Total Fringe Benefits</u> \$37,477
				<u>Total Personnel Expenses</u> \$151,045

**Operating Expenses**

<u>Expense Description</u>	<u>Cost</u>
General Expenses telephone, fax, supplies:	\$0
Reproduction/ Copying/ Printing	\$2,000
Incentives (magnets, balloons, mugs, etc.)	\$5,455
	<u>Total Operating Expenses:</u> \$7,455

**Equipment Expenses:**

<u>Equipment Description</u>	<u># of Units</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Equipment Rental	0		\$0
Purchased Equipment	0		\$0
			<u>Total Equipment Expenses</u> \$0

**Travel Expenses:**

Local Trips:	\$8,000 (2,15.5 miles/month at .31/mile)	
Non-Local Trips:	\$0	
		<u>Total Travel Expenses:</u> \$8,000

**Subcontract Expenses (List/identify budget information for each Subcontractor)**

Name of Contractor:	Child Care Coordinating Counsel	
Personnel Expenses:	\$18,000	
Travel Expenses:		
Subcontracts:		
General Expenses:	\$2,000	
Indirect Costs:		
Total Cost:		\$20,000

**Contractor Name:** San Mateo County  
Health Services Agency  
**Contract Number:** 01-16023

**Subcontract Expenses (List/identify budget information for each Subcontractor)**

Name of Contractor: Cabrillo Unified School District School Linked Services  
Personnel Expenses: \$10,000  
Travel Expenses:  
Subcontracts:  
General Expenses:  
Indirect Costs:  
Total Cost: \$10,000

**Subcontract Expenses (List/identify budget information for each Subcontractor)**

Name of Contractor: South County Community Health Center  
Personnel Expenses: \$10,000  
Travel Expenses:  
Subcontracts:  
General Expenses:  
Indirect Costs:  
Total Cost: \$10,000

**Subcontract Expenses (List/identify budget information for each Subcontractor)**

Name of Contractor: California Health Initiative  
Personnel Expenses: \$10,000  
Travel Expenses:  
Subcontracts:  
General Expenses:  
Indirect Costs:  
Total Cost: \$10,000

**Total Subcontracts Dollar Amount: \$50,000**

**Other Expenses:**

Item Description  
Auditing Costs \$2,000  
Evaluation \$11,500

**Total for Other Expenses: \$13,500**

Indirect Costs

\$0

**Total Indirect Costs:**

**\$0**

**PROPOSED GRAND TOTAL COST FOR CONTRACT:**

**\$230,000**

### Special Terms and Conditions

(For federally funded service contracts and grant awards)

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition. The terms "contract", "Contractor" and "Subcontractor" shall also mean "grant", "Grantee" and "Subgrantee" respectively.

#### Index of Special Terms and Conditions

1. Federal Equal Employment Opportunity Requirements	18. Novation Requirements
2. Travel and Per Diem Reimbursement	19. Debarment and Suspension Certification
3. Procurement Rules	20. Smoke-Free Workplace Certification
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6. Income Restrictions	23. Performance Evaluation
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10. Intellectual Property Rights	27. University of California Mutual Indemnification
11. Air or Water Pollution Requirements	28. Use of Small, Minority Owned and Women's Businesses
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## 1. Federal Equal Opportunity Requirements

(Applicable to all federally funded agreements.)

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Contractor will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or DHS, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Contractor's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Contractor will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The Contractor will furnish all information and reports required by Federal Executive Order No. 11246 as amended, and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders:
- f. In the event of the Contractor's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this agreement may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Contractor will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or DHS may direct as a means of enforcing such

provisions including sanctions for noncompliance provided, however, that in the event the Contractor becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by DHS, the Contractor may request in writing to DHS, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

## 2. Travel and Per Diem Reimbursement

(Applicable if travel and/or per diem expenses are reimbursed with contract funds.)

Reimbursement for travel and per diem expenses from DHS under this agreement shall, unless otherwise specified in this agreement, be at the rates currently in effect, as established by the California Department of Personnel Administration (DPA), for nonrepresented state employees. If the DPA rates change during the term of the agreement, the new rates shall apply upon their effective date and no amendment to this agreement shall be necessary. Exceptions to DPA rates may be approved by DHS upon the submission of a statement by the Contractor indicating that such rates are not available to the Contractor. No travel outside the State of California shall be reimbursed without prior written authorization from DHS.

## 3. Procurement Rules

(Applicable to all agreements in which equipment, miscellaneous property, commodities and/or supplies are furnished by DHS or expenses for said items are reimbursed with state or federal funds.)

### a. Equipment definitions

Wherever the term equipment and/or miscellaneous property is used, the following definitions shall apply:

- (1) **Major equipment:** A tangible or intangible item having a base unit cost of \$5,000 or more with a life expectancy of one (1) year or more and is either furnished by DHS or the cost is reimbursed through this agreement. Software and videos are examples of intangible items that meet this definition.
- (2) **Minor equipment:** A tangible item having a base unit cost of less than \$5,000 with a life expectancy of one (1) year or more that is listed on the DHS Asset Management Unit's Minor Equipment List and is either furnished by DHS or the cost is reimbursed through this agreement. Contractors may obtain a copy of the Minor Equipment List by making a request through the DHS program contract manager.
- (3) **Miscellaneous property:** A specific tangible item with a life expectancy of one (1) year or more that is either furnished by DHS or the cost is reimbursed through this agreement. Examples include, but are not limited to: furniture (excluding modular furniture), cabinets, typewriters, desktop calculators, portable dictators, non-digital cameras, etc.

b. **Government and public entities** (including state colleges/universities and auxiliary organizations), whether acting as a contractor and/or subcontractor, may secure all commodities, supplies, equipment and services related to such purchases that are required in performance of this agreement. Said procurements are subject to Paragraphs d through h of Provision 3. Paragraph c of Provision 3 shall also apply, if equipment purchases are delegated to subcontractors that are nonprofit organizations or commercial businesses.

c. **Nonprofit organizations and commercial businesses**, whether acting as a contractor and/or subcontractor, may secure commodities, supplies, equipment and services related to such purchases for performance under this agreement.

- (1) Equipment purchases shall not exceed \$50,000 annually.

To secure equipment above the annual maximum limit of \$50,000, the Contractor shall make arrangements through the appropriate DHS program contract manager, to have all remaining



equipment purchased through DHS' Purchasing Unit. The cost of equipment purchased by or through DHS shall be deducted from the funds available in this agreement. Contractor shall submit to the DHS program contract manager a list of equipment specifications for those items that the State must procure. The State may pay the vendor directly for such arranged equipment purchases and title to the equipment will remain with DHS. The equipment will be delivered to the Contractor's address, as stated on the face of the agreement, unless the Contractor notifies the DHS program contract manager, in writing, of an alternate delivery address.

- (2) All equipment purchases are subject to Paragraphs d through h of Provision 3. Paragraph b of Provision 3 shall also apply, if equipment purchases are delegated to subcontractors that are either a government or public entity.
- (3) Nonprofit organizations and commercial businesses, shall use a procurement system that meets the following standards:
  - (a) Maintain a code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in awarding procurement contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a procurement contract in which, to his or her knowledge, he or she has a financial interest.
  - (b) Procurements shall be conducted in a manner that provides, to the maximum extent practical, open, and free competition.
  - (c) Procurements shall be conducted in a manner that provides for all of the following:
    - [1] Avoid purchasing unnecessary or duplicate items.
    - [2] Equipment solicitations shall be based upon a clear and accurate description of the technical requirements of the goods to be procured.
    - [3] Take positive steps to utilize small and veteran owned businesses.
- d. Unless waived or otherwise stipulated in writing by DHS, prior written authorization from the appropriate DHS program contract manager will be required before the Contractor will be reimbursed for any purchase of \$5,000 or more for commodities, supplies, equipment, and services related to such purchases. The Contractor must provide in its request for authorization all particulars necessary, as specified by DHS, for evaluating the necessity or desirability of incurring such costs. The term "purchase" excludes the purchase of services from a subcontractor and public utility services at rates established for uniform applicability to the general public.
- e. In special circumstances, determined by DHS (e.g., when DHS has a need to monitor certain purchases, etc.), DHS may require prior written authorization and/or the submission of paid vendor receipts for any purchase, regardless of dollar amount. DHS reserves the right to either deny claims for reimbursement or to request repayment for any Contractor and/or subcontractor purchase that DHS determines to be unnecessary in carrying out performance under this agreement.
- f. The Contractor and/or subcontractor must maintain a copy or narrative description of the procurement system, guidelines, rules, or regulations that will be used to make purchases under this agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor and/or subcontractor at any time.
- g. For all purchases, the Contractor and/or subcontractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit. Justifications supporting the absence of bidding (i.e., sole source purchases) shall also be maintained on file by the Contractor and/or subcontractor for inspection or audit.

- h. DHS may, with cause (e.g., with reasonable suspicion of unnecessary purchases or use of inappropriate purchase practices, etc.), withhold, cancel, modify, or retract the delegated purchase authority granted under Paragraphs b and/or c of Provision 3 by giving the Contractor no less than 30 calendar days written notice.

#### 4. Equipment Ownership / Inventory / Disposition

(Applicable to agreements in which equipment and/or miscellaneous property is furnished by DHS and/or when said items are purchased or reimbursed with state or federal funds.)

- a. Wherever the term equipment and/or miscellaneous property is used in Provision 4, the definitions in Provision 3, Paragraph a shall apply.

All equipment and/or miscellaneous property that are purchased/reimbursed with agreement funds or furnished by DHS under the terms of this agreement and not fully consumed in performance of this agreement shall be considered state equipment and the property of DHS.

- (1) DHS requires the reporting, tagging and annual inventorying of all equipment and/or miscellaneous property that is furnished by DHS or purchased/reimbursed with funds provided through this agreement.

Upon receipt of equipment and/or miscellaneous property, the Contractor shall report the receipt to the DHS program contract manager. To report the receipt of said items and to receive property tags, Contractor shall use a form or format designated by DHS' Asset Management Unit. If the appropriate form (i.e., Contractor Equipment Purchased with DHS Funds) does not accompany this agreement, Contractor shall request a copy from the DHS program contract manager.

- (2) If the Contractor enters into an agreement with a term of more than twelve months, the Contractor shall submit an annual inventory of state equipment and/or miscellaneous property to the DHS program contract manager using a form or format designated by DHS' Asset Management Unit. If an inventory report form (i.e., Inventory/Disposition of DHS-Funded Equipment) does not accompany this agreement, Contractor shall request a copy from the DHS program contract manager. Contractor shall:

- (a) Include in the inventory report, equipment and/or miscellaneous property in the Contractor's possession and/or in the possession of a subcontractor (including independent consultants).

- (b) Submit the inventory report to DHS according to the instructions appearing on the inventory form or issued by the DHS program contract manager.

- (c) Contact the DHS program contract manager to learn how to remove, trade-in, sell, transfer or survey off, from the inventory report, expired equipment and/or miscellaneous property that is no longer wanted, usable or has passed its life expectancy. Instructions will be supplied by DHS' Asset Management Unit.

- b. Title to state equipment and/or miscellaneous property shall not be affected by its incorporation or attachment to any property not owned by the State.

- c. Unless otherwise stipulated, DHS shall be under no obligation to pay the cost of restoration, or rehabilitation of the Contractor's and/or Subcontractor's facility which may be affected by the removal of any state equipment and/or miscellaneous property.

- d. The Contractor and/or Subcontractor shall maintain and administer a sound business program for ensuring the proper use, maintenance, repair, protection, insurance and preservation of state equipment and/or miscellaneous property.

- (1) In administering this provision, DHS may require the Contractor and/or Subcontractor to repair or replace, to DHS' satisfaction, any damaged, lost or stolen state equipment and/or

miscellaneous property. Contractor and/or Subcontractor shall immediately file a theft report with the appropriate police agency or the California Highway Patrol and Contractor shall promptly submit one copy of the theft report to the DHS program contract manager.

- e. Unless otherwise stipulated by the program funding this agreement, equipment and/or miscellaneous property purchased/reimbursed with agreement funds or furnished by DHS under the terms of this agreement, shall only be used for performance of this agreement or another DHS agreement.
- f. Within sixty (60) calendar days prior to the termination or end of this agreement, the Contractor shall provide a final inventory report of equipment and/or miscellaneous property to the DHS program contract manager and shall, at that time, query DHS as to the requirements, including the manner and method, of returning state equipment and/or miscellaneous property to DHS. Final disposition of equipment and/or miscellaneous property shall be at DHS expense and according to DHS instructions. Equipment and/or miscellaneous property disposition instructions shall be issued by DHS immediately after receipt of the final inventory report. At the termination or conclusion of this agreement, DHS may at its discretion, authorize the continued use of state equipment and/or miscellaneous property for performance of work under a different DHS agreement.
- g. **Motor Vehicles**

(Applicable only if motor vehicles are purchased/reimbursed with agreement funds or furnished by DHS under this agreement.)

- (1) If motor vehicles are purchased/reimbursed with agreement funds or furnished by DHS under the terms of this agreement, within thirty (30) calendar days prior to the termination or end of this agreement, the Contractor and/or Subcontractor shall return such vehicles to DHS and shall deliver all necessary documents of title or registration to enable the proper transfer of a marketable title to DHS.
- (2) If motor vehicles are purchased/reimbursed with agreement funds or furnished by DHS under the terms of this agreement, the State of California shall be the legal owner of said motor vehicles and the Contractor shall be the registered owner. The Contractor and/or a subcontractor may only use said vehicles for performance and under the terms of this agreement.
- (3) The Contractor and/or Subcontractor agree that all operators of motor vehicles, purchased/reimbursed with agreement funds or furnished by DHS under the terms of this agreement, shall hold a valid State of California driver's license. In the event that ten or more passengers are to be transported in any one vehicle, the operator shall also hold a State of California Class B driver's license.
- (4) If any motor vehicle is purchased/reimbursed with agreement funds or furnished by DHS under the terms of this agreement, the Contractor and/or Subcontractor, as applicable, shall provide, maintain, and certify that, at a minimum, the following type and amount of automobile liability insurance is in effect during the term of this agreement or any period of contract extension during which any vehicle remains in the Contractor's and/or Subcontractor's possession:

#### **Automobile Liability Insurance**

- (a) The Contractor, by signing this agreement, hereby certifies that it possesses or will obtain automobile liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage combined. Said insurance must be obtained and made effective upon the delivery date of any motor vehicle, purchased/reimbursed with agreement funds or furnished by DHS under the terms of this agreement, to the Contractor and/or Subcontractor.

- (b) The Contractor and/or Subcontractor shall, as soon as practical, furnish a copy of the certificate of insurance to the DHS program contract manager.
- (c) The Contractor and/or Subcontractor agree that bodily injury and property damage liability insurance, as required herein, shall remain in effect at all times during the term of this agreement or until such time as the motor vehicle is returned to DHS.
- (d) The Contractor and/or Subcontractor agree to provide, at least thirty (30) days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued coverage, as indicated herein, for not less than the remainder of the term of this agreement, the term of any extension or continuation thereof, or for a period of not less than one (1) year.
- (e) The Contractor and/or Subcontractor, if not a self-insured government and/or public entity, must provide evidence, that any required certificates of insurance contain the following provisions:
  - [1] The insurer will not cancel the insured's coverage without giving thirty (30) calendar days prior written notice to the State (California Department of Health Services).
  - [2] The State of California, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for the State under this agreement and any extension or continuation of this agreement.
  - [3] The insurance carrier shall notify the State of California Department of Health Services, in writing, of the Contractor's failure to pay premiums; its cancellation of such policies; or any other substantial change, including, but not limited to, the status, coverage, or scope of the required insurance. Such notices shall contain a reference to the agreement number for which the insurance was obtained.
- (f) The Contractor and/or Subcontractor is hereby advised that copies of certificates of insurance may be subject to review and approval by the Department of General Services (DGS), Office of Risk and Insurance Management. The Contractor shall be notified by DHS, in writing, if this provision is applicable to this agreement. If DGS approval of the certificate of insurance is required, the Contractor agrees that no work or services shall be performed prior to obtaining said approval.
- (g) In the event the Contractor and/or Subcontractor fails to keep insurance coverage, as required herein, in effect at all times during vehicle possession, DHS may, in addition to any other remedies it may have, terminate this agreement upon the occurrence of such event.

## 5. Subcontract Requirements

(Applicable to agreements under which services are to be performed by subcontractors including independent consultants.)

- a. Prior written authorization will be required before the Contractor enters into or is reimbursed for any subcontract for services costing \$5,000 or more. Except as indicated in Paragraph a(3) herein, when securing subcontracts for services exceeding \$5,000, the Contractor shall obtain at least three bids or justify a sole source award.
  - (1) The Contractor must provide in its request for authorization, all particulars necessary for evaluating the necessity or desirability of incurring such cost.
  - (2) The State may identify the information needed to fulfill this requirement.

- (3) Subcontracts performed by the following entities or for the service types listed below are exempt from the bidding and sole source justification requirements:
    - (a) A local governmental entity or the federal government,
    - (b) A State college or university from any State,
    - (c) A Joint Powers Authority,
    - (d) An auxiliary organization of a California State University or a California community college,
    - (e) A foundation organized to support the Board of Governors of the California Community Colleges,
    - (f) An auxiliary organization of the Student Aid Commission established under Education Code § 69522,
    - (g) Entities of any type that will provide subvention aid or direct services to the public,
    - (h) Entities and/or service types identified as exempt from advertising in State Administrative Manual Section 1233, subsection 3. View this publication at the following Internet address: <http://www.sam.dgs.ca.gov>.
  - (4) Unless otherwise mandated by the funding agency (i.e., federal government), DHS may only pay the Contractor's overhead charges or indirect costs on the first \$25,000 of each subcontract.
- b. DHS reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Contractor to terminate subcontracts entered into in support of this agreement.
    - (1) Upon receipt of a written notice from DHS requiring the substitution and/or termination of a subcontract, the Contractor shall take steps to ensure the completion of any work in progress and select a replacement, if applicable, within 30 calendar days, unless a longer period is agreed to by DHS.
  - c. Actual subcontracts (i.e., written agreement between the Contractor and a subcontractor) of \$5,000 or more are subject to the prior review and written approval of DHS. DHS may, at its discretion, elect to waive this right. All such waivers shall be confirmed in writing by DHS.
  - d. Contractor shall maintain a copy of each subcontract entered into in support of this agreement and shall, upon request by DHS, make said copies available for approval, inspection, or audit.
  - e. Sole responsibility rests with the Contractor to ensure that subcontractors, used in performance of this agreement, are paid in a timely manner. The timeliness of said payments may be affected by the timeliness of payments issued by DHS to the Contractor.
  - f. The Contractor is responsible for all performance requirements under this agreement even though performance may be carried out through a subcontract.
  - g. The Contractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this agreement.
  - h. The Contractor agrees to include the following clause, relevant to record retention, in all subcontracts for services:

"(Subcontractor Name) agrees to maintain and preserve, until three years after termination of (Agreement Number) and final payment from DHS, to permit DHS or any duly authorized representative, to have access to, examine or audit any pertinent books, documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records."
  - i. Unless otherwise stipulated in writing by DHS, the Contractor shall be the subcontractor's sole point of contact for all matters related to performance and payment under this agreement.

- j. Contractor shall, as applicable, advise all subcontractors of their obligations pursuant to the following numbered provisions of this Exhibit: 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 17, 19, 20, 24, and 32.

## 6. Income Restrictions

Unless otherwise stipulated in this agreement, the Contractor agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Contractor under this agreement shall be paid by the Contractor to DHS, to the extent that they are properly allocable to costs for which the Contractor has been reimbursed by DHS under this agreement.

## 7. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Contractor and/or Subcontractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Contractor's and/or subcontractor's facility or office or such part thereof as may be engaged in the performance of this agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Contractor agrees that DHS, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this agreement. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this agreement. (GC 8546.7, CCR Title 2, Section 1896).
- d. The Contractor and/or Subcontractor shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this agreement, or by subparagraphs (1) or (2) below.
- (1) If this agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
- (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- e. The Contractor and/or Subcontractor shall comply with the above requirements and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Public Contract Code § 10115.10, if applicable.
- f. The Contractor and/or Subcontractor may, at its discretion, following receipt of final payment under this agreement, reduce its accounts, books and records related to this agreement to microfilm, computer disk, CD ROM, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Contractor and/or Subcontractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers, etc.

## 8. Site Inspection

The State, through any authorized representatives, has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder including subcontract supported activities and the premises in which it is being performed. If any inspection or evaluation is made of the premises of the Contractor or Subcontractor, the Contractor shall provide and shall require Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the authorized representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

## 9. Federal Contract Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the agreement were executed after that determination was made.
- b. This agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this agreement. In addition, this agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this agreement shall be amended to reflect any reduction in funds.
- d. DHS has the option to void or cancel the agreement with 30-days advance written notice or to amend the agreement to reflect any reduction in funds.

## 10. Intellectual Property Rights

### a. Ownership

- (1) Except where DHS has agreed in a signed writing to accept a license, DHS shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all Intellectual Property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by Contractor or DHS and which result directly or indirectly from this agreement.
- (2) For the purposes of this agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will and all other legal rights protecting intangible proprietary information as may exist now and/or here after come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.
  - (a) For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing

those final products. Works does not include articles submitted to peer review or reference journals or independent research projects.

- (3) In the performance of this agreement, Contractor will exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this agreement. In addition, under this agreement, Contractor may access and utilize certain of DHS' Intellectual Property in existence prior to the effective date of this agreement. Except as otherwise set forth herein, Contractor shall not use any of DHS' Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of DHS. **Except as otherwise set forth herein, neither the Contractor nor DHS shall give any ownership interest in or rights to its Intellectual Property to the other Party.** If during the term of this agreement, Contractor accesses any third-party Intellectual Property that is licensed to DHS, Contractor agrees to abide by all license and confidentiality restrictions applicable to DHS in the third-party's license agreement.
- (4) Contractor agrees to cooperate with DHS in establishing or maintaining DHS' exclusive rights in the Intellectual Property, and in assuring DHS' sole rights against third parties with respect to the Intellectual Property. If the Contractor enters into any agreements or subcontracts with other parties in order to perform this agreement, Contractor shall require the terms of the agreement(s) to include all Intellectual Property provisions. Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to DHS all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, Contractor or DHS and which result directly or indirectly from this agreement or any subcontract.
- (5) Contractor further agrees to assist and cooperate with DHS in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce DHS' Intellectual Property rights and interests.

**b. Retained Rights / License Rights**

- (1) Except for Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHS and which result directly or indirectly from this agreement, Contractor shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this agreement. Contractor hereby grants to DHS, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose Contractor's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this agreement, unless Contractor assigns all rights, title and interest in the Intellectual Property as set forth herein.
- (2) Nothing in this provision shall restrict, limit, or otherwise prevent Contractor from using any ideas, concepts, know-how, methodology or techniques related to its performance under this agreement, provided that Contractor's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of DHS or third party, or result in a breach or default of any provisions of this Exhibit or result in a breach of any provisions of law relating to confidentiality.

**c. Copyright**

- (1) Contractor agrees that for purposes of copyright law, all works [as defined in Section a, subparagraph (2)(a) of this provision] of authorship made by or on behalf of Contractor in connection with Contractor's performance of this agreement shall be deemed "works made for hire". Contractor further agrees that the work of each person utilized by Contractor in connection with the performance of this agreement will be a "work made for hire," whether that person is an employee of Contractor or that person has entered into an agreement with Contractor to perform the work. Contractor shall enter into a written agreement with any such



person that: (i) all work performed for Contractor shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to DHS to any work product made, conceived, derived from, or reduced to practice by Contractor or DHS and which result directly or indirectly from this agreement.

- (2) All materials, including, but not limited to, visual works or text, reproduced or distributed pursuant to this agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHS and which result directly or indirectly from this agreement, shall include DHS' notice of copyright, which shall read in 3mm or larger typeface: "© 2001, State of California, Department of Health Services. This material may not be reproduced or disseminated without prior written permission from the Department of Health Services." This notice should be placed prominently on the materials and set apart from other matter on the page where it appears. Audio productions shall contain a similar audio notice of copyright.

**d. Patent Rights**

With respect to inventions made by Contractor in the performance of this agreement, which did not result from research and development specifically included in the agreement's scope of work, Contractor hereby grants to DHS a license as described under Section b of this provision for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the agreement's scope of work, then Contractor agrees to assign to DHS, without additional compensation, all its right, title and interest in and to such inventions and to assist DHS in securing United States and foreign patents with respect thereto.

**e. Third-Party Intellectual Property**

Except as provided herein, Contractor agrees that its performance of this agreement shall not be dependent upon or include any Intellectual Property of Contractor or third party without first: (i) obtaining DHS' prior written approval; and (ii) granting to or obtaining for DHS, without additional compensation, a license, as described in Section b of this provision, for any of Contractor's or third-party's Intellectual Property in existence prior to the effective date of this agreement. If such a license upon the these terms is unattainable, and DHS determines that the Intellectual Property should be included in or is required for Contractor's performance of this agreement, Contractor shall obtain a license under terms acceptable to DHS.

**f. Warranties**

- (1) Contractor represents and warrants that:

- (a) It is free to enter into and fully perform this agreement.
- (b) It has secured and will secure all rights and licenses necessary for its performance of this agreement.
- (c) Neither Contractor's performance of this agreement, nor the exercise by either Party of the rights granted in this agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHS and which result directly or indirectly from this agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There is currently no actual or threatened claim by any such third party based on an alleged violation of any such right by Contractor.
- (d) Neither Contractor's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.

- (e) It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites, locations, property or props that may be used or shown.
  - (f) It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to DHS in this agreement.
  - (g) It has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
  - (h) It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Contractor's performance of this agreement.
- (2) DHS MAKES NO WARRANTY THAT THE INTELLECTUAL PROPERTY RESULTING FROM THIS AGREEMENT DOES NOT INFRINGE UPON ANY PATENT, TRADEMARK, COPYRIGHT OR THE LIKE, NOW EXISTING OR SUBSEQUENTLY ISSUED.

**g. Intellectual Property Indemnity**

- (1) Contractor shall indemnify, defend and hold harmless DHS and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, ("Indemnitees") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim, action, or proceeding, commenced or threatened) to which any of the Indemnitees may be subject, whether or not Contractor is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Contractor pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of DHS' use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHS and which result directly or indirectly from this agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that issued after the effective date of this agreement. DHS reserves the right to participate in and/or control, at Contractor's expense, any such infringement action brought against DHS.
- (2) Should any Intellectual Property licensed by the Contractor to DHS under this agreement become the subject of an Intellectual Property infringement claim, Contractor will exercise its authority reasonably and in good faith to preserve DHS' right to use the licensed Intellectual Property in accordance with this agreement at no expense to DHS. DHS shall have the right to monitor and appear through its own counsel (at Contractor's expense) in any such claim or action. In the defense or settlement of the claim, Contractor may obtain the right for DHS to continue using the licensed Intellectual Property; or, replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, DHS shall be entitled to a refund of all monies paid under this agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
- (3) Contractor agrees that damages alone would be inadequate to compensate DHS for breach of any term of this Intellectual Property Exhibit by Contractor. Contractor acknowledges DHS would suffer irreparable harm in the event of such breach and agrees DHS shall be entitled to

obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

#### **h. Federal Funding**

In any agreement funded in whole or in part by the federal government, DHS may acquire and maintain the Intellectual Property rights, title, and ownership, which results directly or indirectly from the agreement; except as provided in 37 Code of Federal Regulations part 401.14; however, the federal government shall have a non-exclusive, nontransferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

#### **i. Survival**

The provisions set forth herein shall survive any termination or expiration of this agreement or any project schedule.

### **11. Air or Water Pollution Requirements**

Any federally funded agreement and/or subcontract in excess of \$100,000 must comply with the following provisions unless said agreement is exempt under 40 CFR 15.5.

- a. Government contractors agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

### **12. Prior Approval of Training Seminars, Workshops or Conferences**

Contractor shall obtain prior DHS approval of the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference conducted pursuant to this contract and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this agreement in any media. This provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor or Subcontractor to conduct routine business matters.

### **13. Confidentiality of Information**

- a. The Contractor and its employees, agents, or subcontractors shall protect from unauthorized disclosure names and other identifying information concerning persons either receiving services pursuant to this agreement or persons whose names or identifying information become available or are disclosed to the Contractor, its employees, agents, or subcontractors as a result of services performed under this agreement, except for statistical information not identifying any such person.
- b. The Contractor and its employees, agents, or subcontractors shall not use such identifying information for any purpose other than carrying out the Contractor's obligations under this agreement.
- c. The Contractor and its employees, agents, or subcontractors shall promptly transmit to the DHS program contract manager all requests for disclosure of such identifying information not emanating from the client or person.

- d. The Contractor shall not disclose, except as otherwise specifically permitted by this agreement or authorized by the client, any such identifying information to anyone other than DHS without prior written authorization from the DHS program contract manager.
- e. For purposes of this provision, identity shall include, but not be limited to name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.

#### 14. Documents, Publications and Written Reports

(Applicable to agreements over \$5,000 under which publications, written reports and documents are developed or produced. Government Code Section 7550.)

Any document, publication or written report (excluding progress reports, financial reports and normal contract communications) prepared as a requirement of this agreement shall contain, in a separate section preceding the main body of the document, the number and dollar amounts of all contracts and subcontracts relating to the preparation of such document or report, if the total cost for work by nonemployees of the State exceeds \$5,000.

#### 15. Dispute Resolution Process

- a. A Contractor grievance exists whenever the Contractor believes there is a dispute arising from DHS' action in the administration of an agreement. If the Contractor believes there is a dispute or grievance between the Contractor and DHS, both parties shall follow the procedure outlined below.
  - (1) The Contractor should first discuss the problem informally with the DHS program contract manager. If the problem cannot be resolved at this stage, the Contractor shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought. The Branch Chief shall make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor. The Branch Chief shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Branch Chief's decision, the Contractor may appeal to the second level.
  - (2) The Contractor must prepare a letter indicating the reasons for disagreement with Branch Chief's decision. The Contractor shall include with the letter a copy of the Contractor's original statement of dispute with any supporting documents and a copy of the Branch Chief's response. This letter shall be sent to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division funding this agreement or his/her designee shall meet with the Contractor to review the issues raised. A written decision signed by the Deputy Director of the division funding this agreement or his/her designee shall be returned to the Contractor within twenty (20) working days of receipt of the Contractor's letter.
- b. If the Contractor wishes to appeal the decision of the Deputy Director of the division funding this agreement or his/her designee, the Contractor shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Subchapter 2.5, commencing with Section 251, California Code of Regulations.)
- c. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- d. Unless otherwise stipulated by DHS, dispute, grievance and/or appeal correspondence shall be directed to the DHS program contract manager.

## 16. Financial and Compliance Audit Requirements

- a. The definitions used in this provision are contained in Section 38040 of the Health and Safety Code, which by this reference is made a part hereof.
- b. Direct service contract means a contract for services contained in local assistance or subvention programs or both (see Health and Safety [H&S] Code section 38020). Direct service contracts shall not include contracts, grants, or subventions to other governmental agencies or units of government nor contracts with regional centers or area agencies on aging (H&S Code section 38030).
- c. The Contractor, as indicated below, agrees to obtain one of the following audits:
  - (1) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives \$25,000 or more from any State agency under a direct service contract; the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit. Said audit shall be conducted according to Generally Accepted Auditing Standards. This audit does not fulfill the audit requirements of Paragraph c(3) below. or
  - (2) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives less than \$25,000 per year from any State agency under a direct service contract, the Contractor agrees to obtain a biennial single, organization wide financial and compliance audit, unless there is evidence of fraud or other violation of state law in connection with this agreement. This audit does not fulfill the audit requirements of Paragraph c(3) below. or
  - (3) If the Contractor is a State or Local Government entity or Nonprofit organization (as defined by the Federal Office of Management and Budget [OMB] Circular A-133) and expends \$300,000 or more in Federal awards, the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit according to the requirements specified in OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations". An audit conducted pursuant to this provision will fulfill the audit requirements outlined in Paragraphs c(1) and c(2) above. The requirements of this provision apply if:
    - (a) The Contractor is a recipient expending Federal awards received directly from Federal awarding agencies, or
    - (b) The Contractor is a subrecipient expending Federal awards received from a pass-through entity such as the State, County or community based organization.
- d. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year. Two copies of the audit report shall be delivered to the DHS program funding this agreement. The audit report must identify the Contractor's legal name and the number assigned to this agreement. The report shall be due within 30 days after the completion of the audit. Upon receipt of said audit report, the DHS program contract manager shall forward the audit report to DHS' Audit and Investigations Unit.
- e. The cost of the audits described herein may be included in the funding for this agreement up to the proportionate amount this agreement represents of the Contractor's total revenue. The DHS program funding this agreement must provide advance written approval of the specific amount allowed for said audit expenses.
- f. The State or its authorized designee, including the Bureau of State Audits, is responsible for conducting agreement performance audits which are not financial and compliance audits. Performance audits are defined by Generally Accepted Government Auditing Standards.
- g. Nothing in this agreement limits the State's responsibility or authority to enforce State law or regulations, procedures, or reporting requirements arising thereto.

- h. Nothing in this provision limits the authority of the State to make audits of this agreement, provided however, that if independent audits arranged for by the Contractor meet Generally Accepted Governmental Auditing Standards, the State shall rely on those audits and any additional audit work and shall build upon the work already done.
- i. The State may, at its option, direct its own auditors to perform either of the audits described above. The Contractor will be given advance written notification, if the State chooses to exercise its option to perform said audits.
- j. The Contractor shall include a clause in any agreement the Contractor enters into with the audit firm doing the single organization wide audit to provide access by the State or Federal Government to the working papers of the independent auditor who prepares the single organization wide audit for the Contractor.
- k. Federal or state auditors shall have "expanded scope auditing" authority to conduct specific program audits during the same period in which a single organization wide audit is being performed, but the audit report has not been issued. The federal or state auditors shall review and have access to the current audit work being conducted and will not apply any testing or review procedures which have not been satisfied by previous audit work that has been completed.

The term "expanded scope auditing" is applied and defined in the U.S. General Accounting Office (GAO) issued Standards for *Audit of Government Organizations, Programs, Activities and Functions*, better known as the "yellow book".

#### 17. Human Subjects Use Requirements

(Applicable only to federally funded agreements/grants in which performance, directly or through a subcontract/subaward, includes any tests or examination of materials derived from the human body.)

By signing this agreement, Contractor agrees that if any performance under this agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

#### 18. Novation Requirements

If the Contractor proposes any novation agreement, DHS shall act upon the proposal within 60 days after receipt of the written proposal. DHS may review and consider the proposal, consult and negotiate with the Contractor, and accept or reject all or part of the proposal. Acceptance or rejection of the proposal may be made orally within the 60-day period and confirmed in writing within five days of said decision. Upon written acceptance of the proposal, DHS will initiate an amendment to this agreement to formally implement the approved proposal.

#### 19. Debarment and Suspension Certification

(Applicable to all agreements funded in part or whole with federal funds.)

- a. By signing this agreement, the Contractor/Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this agreement, the Contractor certifies to the best of its knowledge and belief, that it and its principals:
  - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;

- (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
  - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
  - (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
  - (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation to the DHS program funding this contract.
  - d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
  - e. If the Contractor knowingly violates this certification, in addition to other remedies available to the Federal Government, the DHS may terminate this agreement for cause or default.

## 20. Smoke-Free Workplace Certification

(Applicable to federally funded agreements/grants and subcontracts/subawards, that provide health, day care, early childhood development services, education or library services to children under 18 directly or through local governments.)

- a. Public Law 103-227, also known as the Pro-children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.
- b. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible party.
- c. By signing this agreement, Contractor or Grantee certifies that it will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The prohibitions herein are effective December 26, 1994.

- d. Contractor or Grantee further agrees that it will insert this certification into any subawards (subcontracts or subgrants) entered into that provide for children's services as described in the Act.

## 21. Covenant Against Contingent Fees

(Applicable only to federally funded agreements.)

The Contractor warrants that no person or selling agency has been employed or retained to solicit/secure this agreement upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Contractor for the purpose of securing business. For breach or violation of this warranty, DHS shall have the right to annul this agreement without liability or in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

## 22. Payment Withholds

(Applicable only if a final report is required by this agreement. Not applicable to government entities.)

Unless waived or otherwise stipulated in this contract, DHS may, at its discretion, withhold 10 percent (10%) of the face amount of the agreement, 50 percent (50%) of the final invoice, or \$3,000 whichever is greater, until DHS receives a final report that meets the terms, conditions and/or scope of work requirements of this agreement.

## 23. Performance Evaluation

(Not applicable to grant agreements.)

DHS may, at its discretion, evaluate the performance of the Contractor at the conclusion of this agreement. If performance is evaluated, the evaluation shall not be a public record and shall remain on file with DHS. Negative performance evaluations may be considered by DHS prior to making future contract awards.

## 24. Officials Not to Benefit

No members of or delegate of Congress or the State Legislature shall be admitted to any share or part of this agreement, or to any benefit that may arise therefrom. This provision shall not be construed to extend to this agreement if made with a corporation for its general benefits.

## 25. Year 2000 Compliance

(Applicable to agreements in which Information Technology (IT) services are provided to DHS or if IT equipment is procured.)

The Contractor warrants and represents that the goods or services sold, leased, or licensed to the State of California, its agencies, or its political subdivisions, pursuant to this agreement are "Year 2000 Compliant." For the purposes of this agreement, a good or services is Year 2000 compliant if it will continue to fully function before, at, and after the Year 2000 without interruption and, if applicable, with full ability to accurately and unambiguously process, display, compare, calculate, manipulate, and otherwise utilize date information. This warranty and representation supersedes all warranty disclaimers and limitations and all limitations on liability provided by or through the Contractor.

## 26. Prohibited Use of State Funds for Software

(Applicable to agreements in which computer software is used in performance of the work.)

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.



**27. University of California Mutual Indemnification**

(Applicable only to agreements entered with the Regents of the University of California or a University of California campus under its jurisdiction.)

- a. The State and the Regents of the University of California shall mutually defend, indemnify and hold each other and their respective agencies, officers, employees, and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this contract but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of either the State or the Regents of the University of California.
- b. It should be expressly understood that the obligations hereunder shall be conditioned upon this contract being one that falls within the purview of Section 895 of the Government Code.

**28. Use of Small, Minority Owned and Women's Businesses**

(Applicable to that portion of an agreement that is federally funded and entered into with institutions of higher education, hospitals, nonprofit organizations or commercial businesses.)

Positive efforts shall be made to use small businesses, minority-owned firms and women's business enterprises, whenever possible (i.e., procurement of goods and/or services). Contractors shall take all of the following steps to further this goal.

- (1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- (2) Make information on forthcoming purchasing and contracting opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- (3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- (4) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
- (5) Use the services and assistance, as appropriate, of such organizations as the Federal Small Business Administration and the U.S. Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

**29. Alien Ineligibility Certification**

(Applicable to sole proprietors entering federally funded agreements.)

By signing this agreement, the Contractor certifies that he/she is not an alien that is ineligible for state and local benefits, as defined in Subtitle B of the Personal Responsibility and Work Opportunity Act. (8 U.S.C. 1601, et seq.)

### 30. Union Organizing

(Applicable only to grant agreements.)

Grantee, by signing this agreement, hereby acknowledges the applicability of Government Code 16645 through 16649 to this agreement. Furthermore, Grantee, by signing this agreement, hereby certifies that:

- a. No state funds disbursed by this grant will be used to assist, promote or deter union organizing.
- b. Grantee shall account for state funds disbursed for a specific expenditure by this grant, to show those funds were allocated to that expenditure.
- c. Grantee shall, where state funds are not designated as described in 2 above, allocate, on a pro-rata basis, all disbursements that support the grant program.
- d. If Grantee makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no state funds were used for those expenditures, and that Grantee shall provide those records to the Attorney General upon request.

### 31. Contract Uniformity (Fringe Benefit Allowability)

(Applicable only to nonprofit organizations.)

Pursuant to the provisions of Article 7 (commencing with Section 100525) of Chapter 3 of Part 1 of Division 101 of the Health and Safety Code, DHS sets forth the following policies, procedures, and guidelines regarding the reimbursement of fringe benefits.

- a. As used herein fringe benefits shall mean an employment benefit given by one's employer to an employee in addition to one's regular or normal wages or salary.
- b. As used herein, fringe benefits do not include:
  - (1) Compensation for personal services paid currently or accrued by the Contractor for services of employees rendered during the term of this agreement, which is identified as regular or normal salaries and wages, annual leave, vacation, sick leave, holidays, jury duty and/or military leave/training.
  - (2) Director's and executive committee member's fees.
  - (3) Incentive awards and/or bonus incentive pay.
  - (4) Allowances for off-site pay.
  - (5) Location allowances.
  - (6) Hardship pay.
  - (7) Cost-of-living differentials
- c. Specific allowable fringe benefits include:
  - (1) Fringe benefits in the form of employer contributions for the employer's portion of payroll taxes (i.e., FICA, SUI, SDI), employee health plans (i.e., health, dental and vision), unemployment insurance, worker's compensation insurance, and the employer's share of pension/retirement plans, provided they are granted in accordance with established written organization policies and meet all legal and Internal Revenue Service requirements.
- d. To be an allowable fringe benefit, the cost must meet the following criteria:
  - (1) Be necessary and reasonable for the performance of the agreement.
  - (2) Be determined in accordance with generally accepted accounting principles.
  - (3) Be consistent with policies that apply uniformly to all activities of the Contractor.
- e. Contractor agrees that all fringe benefits shall be at actual cost.

## f. Earned/Accrued Compensation

- (1) Compensation for vacation, sick leave and holidays is limited to that amount earned/accrued within the agreement term. Unused vacation, sick leave and holidays earned from periods prior to the agreement term cannot be claimed as allowable costs. See Provision f (3)(a) for an example.
- (2) For multiple year contracts, vacation and sick leave compensation, which is earned/accrued but not paid, due to employee(s) not taking time off may be carried over and claimed within the overall term of the multiple years of the agreement. Holidays cannot be carried over from one contract year to the next. See Provision f (3)(b) for an example.
- (3) For single year agreements, vacation, sick leave and holiday compensation that is earned/accrued but not paid, due to employee(s) not taking time off within the term of the agreement, cannot be claimed as an allowable cost. See Provision f (3)(c) for an example.

## (a) Example No. 1:

If an employee, John Doe, earns/accrues three weeks of vacation and twelve days of sick leave each year, then that is the maximum amount that may be claimed during a contract period of one year. If John Doe has five weeks of vacation and eighteen days of sick leave at the beginning of the agreement, the Contractor during a one-year agreement term may only claim up to three weeks of vacation and twelve days of sick leave actually used by the employee. Amounts earned/accrued in periods prior to the beginning of the agreement are not an allowable cost.

## (b) Example No. 2:

If during a three-year (multiple year) agreement, John Doe does not use his three weeks of vacation in year one, or his three weeks in year two, but he does actually use nine weeks in year three; the Contractor would be allowed to claim all nine weeks paid for in year three. The total compensation over the three-year period cannot exceed 156 weeks (3 x 52 weeks).

## (c) Example No. 3:

If during a single year agreement, John Doe works fifty weeks and used one week of vacation and one week of sick leave and all fifty-two weeks have been billed to DHS, the remaining unused two weeks of vacation and seven days of sick leave may not be claimed as an allowable cost.

**32. Lobbying Restrictions and Disclosure Certification**

(Applicable to federally funded contracts in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

## a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a contract, subcontract, grant, or subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a contract or grant or any extension or amendment of that contract or grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.

- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
  - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
  - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
  - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a contract, subcontract, grant or subgrant exceeding \$100,000 at any tier under a contract or grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to DHS program contract manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

STATE OF CALIFORNIA  
DEPARTMENT OF HEALTH SERVICES

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SAN MATEO COUNTY  
Name of Contractor

Jerry Hill  
Printed Name of Person Signing for Contractor

\_\_\_\_\_  
Contract / Grant Number

\_\_\_\_\_  
Signature of Person Signing for Contractor

\_\_\_\_\_  
Date

President, Board of Supervisors  
Title

ATTEST: \_\_\_\_\_

After execution by or on behalf of Contractor, please return to: Clerk of Said Board

Department of Health Services  
(Name of the DHS program providing the funds)  
P.O. Box 942732  
714 P Street  
Sacramento, CA 94234-7320

**CERTIFICATION REGARDING LOBBYING**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

Approved by CMB  
0348-0046

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>Year _____ quarter _____</p> <p>date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p>Tier _____, if known:</p> <p>Congressional District, If known: _____</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, If known: _____</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CDFA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p>	
<p>10. a. Name and Address of Lobbying Entity (If individual, last name, first name, MI):</p>		<p>b. Name and Address of Lobbying Entity (If individual, last name, first name, MI):</p>
<p>(attach Continuation Sheet(s) SF-LLL-A, If necessary)</p>		
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer</p> <p><input type="checkbox"/> b. one-time fee</p> <p><input type="checkbox"/> c. commission</p> <p><input type="checkbox"/> d. contingent fee</p> <p><input type="checkbox"/> e. deferred</p> <p><input type="checkbox"/> f. other, specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash</p> <p><input type="checkbox"/> b. in-kind, specify: Nature _____</p> <p>Value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Dates(s) of Service, including Officer(s), Employee(s), or Member(s) Contracted for Payment indicated in item 11:</p> <p>(Attach Continuation Sheet(s) SF-LLL-A, If necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information requested through this form is authorized by Title 31, U.S.C., Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to Title 31, U.S.C., Section 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$19,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: _____</p> <p>Print Name: <u>Jerry Hill</u></p> <p>Title: <u>President, Board of Supervisors</u> <u>San Mateo County</u></p> <p>Telephone No.: _____ Date: _____</p>
<p><b>Federal Use Only</b></p>		<p>Authorized for Local Reproduction Standard Form-LLL</p>

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipients at the initiation or receipt of a federal action, or a material change to a previous filing, pursuant to Title 31, U.S.C., Section 1352. The filing of a form is required for each agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and a change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for the covered federal action.
4. Enter the full name, address, city, state, and ZIP code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; the first subawardee of the prime is the 1<sup>st</sup> tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards and grants.
5. If the organization filing the report in Item 4 checks "Subawardee," then enter the full name, address, city, state, and ZIP code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90401."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award or loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state, and ZIP code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
10. (b) Enter the full names of the Individual(s) performing services and include full address if different from 10.(a). Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials, identify the federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Management and Budget, Paperwork Reduction Project, (0348-0046), Washington, DC 20503.

**Exhibit E**  
**Additional Provisions**

1. Incorporated Exhibits Continued

The following additional exhibits are attached and made a part of this agreement by this reference:

- a. Exhibit H "Contractor Equipment Purchased with DHS Funds"  
1 page
- b. Exhibit I "Inventory/disposition of DHS Funded Equipment"  
1 page

2. Contract Amendments

Should either party, during the term of this agreement, desire a change or amendment to the terms of this agreement, such changes or amendments shall be proposed in writing to the other party, who will respond in writing as to whether the proposed changes/amendments are accepted or rejected. If accepted and after negotiations are concluded, the agreed upon changes shall be made through the State's official agreement amendment process. No amendment will be considered binding on either party until it is formally approved by the State.

3. Cancellation/Termination

A. Termination for Cause:

Termination for cause is governed by Paragraph 7 of Exhibit C, entitled, "General Terms and Conditions". (View this exhibit at [www.dqs.ca.gov/contracts](http://www.dqs.ca.gov/contracts).)

B. Termination at Will

- (i) This agreement may be terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of the termination. Contractor must comply with any instructions or requirements regarding final performance, payment, or invoicing received from the State.



- (ii) Upon receipt of a notice of termination from the State, Contractor must take immediate steps to stop performance and to cancel or reduce subsequent costs under this agreement.
- (iii) The State will pay Contractor for all allowable costs authorized under this agreement, including authorized non-cancelable obligations incurred prior to the effective date of termination, provided that such expenses do not exceed the stated maximum amounts payable.

4. Equipment Purchases

- A. The State will not make funds under this agreement available to reimburse the Contractor for equipment purchased or ordered prior to the effective date of this agreement.
- B. Notwithstanding Paragraph 4 of Exhibit D(F), the maximum amount available to the Contractor and any subcontractors for equipment purchases is \$15,000.

## Contractor's Release

### Instructions to Contractor:

With final invoice(s) submit one (1) original and two (2) copies. The original must bear the original signature of a person authorized to bind the Contractor. The additional copies may bear photocopied signatures.

### Submission of Final Invoice

Pursuant to contract number 01-16023 entered into between the State of California Department of Health hereby Services and the Contractor (identified below), the Contractor does acknowledge that final payment has been requested via invoice number(s) \_\_\_\_\_, in the amount(s) of \$ \_\_\_\_\_ and dated \_\_\_\_\_. If necessary, enter "See Attached" in the appropriate blocks and attach a list of invoice numbers, dollar amounts and invoice dates.

### Release of all Obligations

By signing this form, and upon receipt of the amount specified in the invoice number(s) referenced above, the Contractor does hereby release and discharge the State, its officers, agents and employees of and from any and all liabilities, obligations, claims, and demands whatsoever arising from the above referenced contract.

### Repayments Due to Audit Exceptions / Record Retention

By signing this form, Contractor acknowledges that expenses authorized for reimbursement does not guarantee final allowability of said expenses. Contractor agrees that the amount of any sustained audit exceptions resulting from any subsequent audit made after final payment, will be refunded to the State.

All expense and accounting records related to the above referenced contract must be maintained for audit purposes for no less than three years beyond the date of final payment, unless a longer term is stated in said contract.

### Recycled Product Use Certification

By signing this form, Contractor certifies under penalty of perjury that a percentage (0% to 100%) of the materials, goods, supplies or products offered or used in the performance of the above referenced contract meets or exceeds the minimum percentage of recycled material, as defined in Public Contract Code Sections 12161 and 12200.

### Reminder to Return State Equipment/Property (If Applicable)

(Applies only if equipment was provided by DHS or purchased with or reimbursed by contract funds)

Unless DHS has approved the continued use and possession of State equipment (as defined in the above referenced contract) for use in connection with another DHS agreement, Contractor agrees to promptly initiate arrangements to account for and return said equipment to DHS, at DHS's expense, if said equipment has not passed its useful life expectancy as defined in the above referenced contract.

### Patents / Other Issues

By signing this form, Contractor further agrees, in connection with patent matters and with any claims that are not specifically released as set forth above, that it will comply with all of the provisions contained in the above referenced contract, including, but not limited to, those provisions relating to notification to the State and related to the defense or prosecution of litigation.

Contractor's Legal Name (As on contract): San Mateo County Health Services

Signature of Contractor or Official Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title of Person Signing: Jerry Hill, President, Board of Supervisors  
San Mateo County

DHS Distribution: Accounting (Original) Program CMU contract file

**Travel Reimbursement Information  
Effective November 1, 1999**

1. The following rate policy is to be applied for reimbursing the travel expenses of persons under contract.
  - a. Reimbursement shall be at the rates established for nonrepresented/excluded state employees.
  - b. Short Term Travel is defined as a 24-hour period, and less than 31 consecutive days, and is at least 50 miles from the main office, headquarters or primary residence. Starting time is whenever a contract employee leaves his or her home or headquarters. "Headquarters" is defined as the place where the contracted personnel spends the largest portion of their working time and returns to upon the completion of special assignments.
  - c. Contractors on travel status for more than one 24-hour period and less than 31 consecutive days may claim a fractional part of a period of more than 24 hours. Consult the chart appearing on page 2 of this exhibit to determine the reimbursement allowance. All lodging must be receipted. If contractor does not present receipts, lodging will not be reimbursed.

(1) Lodging (with receipts):

Travel Location / Area	Reimbursement Rate
Statewide Non-High Cost Area	\$ 84.00 plus tax
High Cost Areas including the following counties: Alameda, San Francisco, San Mateo, Santa Clara and Central and Western Los Angeles (L.A.). Central and Western L.A. is the territory bordered by Sunset Blvd. On the north, the Pacific Ocean on the West, Imperial Blvd./Freeway 105 on the South and Freeways 110, 10, and 101 on the East.  Central and Western L.A. includes downtown L.A., Englewood, L.A. International Airport, Playa del Rey, Venice, Santa Monica, Brentwood, West L.A., Westwood Village, Culver City, Beverly Hills, Century City, West Hollywood and Hollywood.	\$110.00 plus tax

Reimbursement for actual lodging expenses exceeding the above amounts may be allowed with the advance written approval of the Deputy Director of the Department of Health Service or his or her designee. Receipts are required.

- (2) Meal/Supplemental Expenses (with or without receipts): With receipts, the contractor will be reimbursed actual amounts spent up to the maximum.

Meal / Expense	Reimbursement Rate
Breakfast	\$ 6.00
Lunch	\$ 10.00
Dinner	\$ 18.00
Incidental	\$ 6.00

- d. Out-of-state travel may only be reimbursed if such travel has been stipulated in the contract and has been approved in advance by the program with which the contract is held. For out-of-state travel, contractors may be reimbursed actual lodging expenses, supported by a receipt, and may be reimbursed for meals and supplemental expenses for each 24-hour period computed at the rates listed in c. (2) above. For all out-of-state travel, contractors must have prior Departmental approval and a budgeted trip authority.
- e. In computing allowances for continuous periods of travel of less than 24 hours, consult the chart appearing on page 2 of this bulletin.

- f. No meal or lodging expenses will be reimbursed for any period of travel that occurs within normal working hours, unless expenses are incurred at least 50 miles from headquarters.
2. If any of the reimbursement rates stated herein are changed by the Department of Personnel Administration, no formal contract amendment will be required to incorporate the new rates. However, DHS shall inform the contractor, in writing, of the revised travel reimbursement rates.
  3. For transportation expenses, the contractor must retain receipts for parking; taxi, airline, bus, or rail tickets; car rental; or any other travel receipts pertaining to each trip for attachment to an invoice as substantiation for reimbursement. Reimbursement may be requested for commercial carrier fares; private car mileage; parking fees; bridge tolls; taxi, bus, or streetcar fares; and auto rental fees when substantiated by a receipt.
  4. **Note on use of autos:** If a contractor uses his or her car for transportation, the rate of pay will be 31 cents maximum per mile. If the contractor is a person with a disability who must operate a motor vehicle on official state business and who can operate only specially equipped or modified vehicles may claim a rate of 31 cents per mile without certification and up to 37 cents per mile with certification. If a contractor uses his or her car "in lieu of" air fair, the air coach fair will be the maximum paid by the State. The contractor must provide a cost comparison upon request by the state. Gasoline and routine automobile repair expenses are not reimbursable.
  5. The contractor is required to furnish details surrounding each period of travel. Travel detail may include, but not be limited to: purpose of travel, departure and return times, destination points, miles driven, mode of transportation, etc.
  6. Contractors are to consult with the program with which the contract is held to obtain specific invoicing procedures.

#### Travel Reimbursement Guide

Length of travel period	This condition exists...	Allowable Meal(s)
Less than 24 hours	Travel begins at 6:00 a.m. or earlier and continues until 9:00 a.m. or later.	Breakfast
Less than 24 hours	<ul style="list-style-type: none"> <li>• Travel period ends at least one hour after the regularly scheduled workday ends, or</li> <li>• Travel period begins prior to or at 5:00 p.m. and continues beyond 7:00 p.m.</li> </ul>	Dinner
24 hours	Travel period is a full 24-hour period determined by the time that the travel period begins and ends.	Breakfast, lunch, and dinner
Last fractional part of more than 24 hours	Travel period is more than 24 hours and traveler returns at or after 8:00 a.m.	Breakfast
	Travel period is more than 24 hours and traveler returns at or after 2:00 p.m.	Lunch
	Travel period is more than 24 hours and traveler returns at or after 7:00 p.m.	Dinner

## CONTRACT EQUIPMENT PURCHASED WITH DHS FUNDS

Current Contract Number: 01-16023

Previous Contract Number (if applicable): \_\_\_\_\_

Contractor's Name: San Mateo County Health Services

Complete Address: 225 37<sup>th</sup> Ave.  
San Mateo, CA 94403

Telephone Number: (650) 573-2213

Contractor's Contact Person: Heather Ledesma

Date Current Contract Expires: 06/30/03

DHS Program Name: Healthy Families/Medi-Cal for Children Outreach

DHS Program Contract Manager: Barbra Liberty

DHS Program Address: 714 P Street, Room 1650  
Sacramento, CA 95814

DHS Program Contract Manager's Telephone Number: (916) 657-9863

Date of this Report: \_\_\_\_\_

**(THIS IS NOT A BUDGET FORM)**

STATE/DHS PROPERTY TAG NUMBER (If motor vehicle, list license number.)	QUANTITY	DESCRIPTION <small>1. Include manufacturer's name, model number, type, size, and/or capacity. 2. If motor vehicle, list year, make, model number, type of vehicle (van, sedan, pick-up, etc.) 3. If van, include passenger capacity.</small>	UNIT COST PER ITEM (Before tax)	DHS PURCHASE ORDER NUMBER	DATE PURCHASED	SERIAL NUMBER (If motor vehicle, list VIN number.)
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
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			\$			

(Please read carefully.)

The information on this form will be used by the Department of Health Services (DHS) Asset Management Unit to track Contractor equipment and miscellaneous property which is purchased with DHS funds and is used to conduct state business under this contract. After the Standard Agreement has been approved and each time DHS equipment and/or miscellaneous property has been received, the DHS Program Contract Manager is responsible for obtaining the information from the Contractor and submitting this form to the DHS Asset Management Unit. The DHS Program Contract Manager is responsible for ensuring that the information is complete and accurate. (See "Special Terms and Conditions" and *Health Administrative Manual*, Section 2-1000 et seq.)

Upon receipt of this form from the DHS Program Contract Manager, the DHS Asset Management Unit will fill in the assigned state/DHS property tag number, if applicable, for each item. Asset Management will return the original form to the DHS Program Contract Manager, along with the appropriate property tags. The DHS Program Contract Manager will then forward the property tags to the Contractor. The Contractor should place property tags in plain sight and, to the extent possible, on the item's front, left-hand corner. The manufacturer's brand name and model number are not to be covered by the property tags.

1. If the item was shipped via the DHS warehouse and was issued a property tag by warehouse staff, fill in the tag number. If the item was shipped directly to the Contractor, leave the first column blank.
2. Provide the quantity, description, serial number, and base unit cost for each item of:
  - A. **Major Equipment:**
    - Tangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
    - Intangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video).These items are issued green numbered state/DHS property tags.
  - B. **Minor Equipment:** Tangible item having a base unit cost less than \$5,000, with a life expectancy of one (1) year or more, and listed on DHS Asset Management Unit's Minor Equipment List. (A Minor Equipment List can be obtained by calling the DHS Asset Management Unit at the telephone number in number 6 below.) These items are issued green numbered state/DHS property tags.
  - C. **Miscellaneous Property:** Specific tangible items with a life expectancy of one (1) year or more that are purchased with DHS funds (furniture, cabinets, typewriters, desktop calculators, portable dictators, nondigital cameras). These items are issued a green, unnumbered state/DHS property tag. NOTE: It is DHS policy not to tag modular furniture.
3. Provide the DHS Purchase Order (STD. 65) number if the items were purchased by DHS. For all items, provide the date of purchase.
4. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number.
5. If all items being reported do not fit on one form, make copies and write the number of pages being sent in the upper right-hand corner (e.g., "Page 1 of 3"). The DHS Program Contract Manager should retain one copy and send the original to: Department of Health Services, P.O. Box 942732, 1800 Third Street, Room 455, Sacramento, CA 94234-7320.
6. Property tags that have been lost or destroyed must be replaced and can be obtained by contacting the DHS Asset Management Unit at (916) 323-4524.

### INVENTORY/DISPOSITION OF DHS-FUNDED EQUIPMENT

Current Contract Number: 01-16023  
 Previous Contract Number (if applicable): \_\_\_\_\_  
 Contractor's Name: San Mateo County Health Services  
 Complete Address: 225 37<sup>th</sup> Ave.  
San Mateo, CA 94403  
 Contractor's Contact Person: Heather Ledesma  
 Contact's Telephone Number: (650) 573-2213

Date Current Contract Expires: 06/30/03  
 DHS Program Name: Healthy Families/Medi-Cal for Children Outreach  
 DHS Program Contract Manager: Barbra Liberty  
 DHS Program Address: 714 P Street, Room 1650  
Sacramento CA 95814  
 DHS Program Contract Manager's Telephone Number: (916) 657-0863  
 Date of this Report: \_\_\_\_\_

**(THIS IS NOT A BUDGET FORM)**

STATE/DHS PROPERTY TAG NUMBER <small>(If motor vehicle, list license number.)</small>	QUANTITY	DESCRIPTION <small>1. Include manufacturer's name, model number, type, size, and/or capacity. 2. If motor vehicle, list year, make, model number, type of vehicle (van, sedan, pick-up, etc.) 3. If van, include passenger capacity.</small>	UNIT COST PER ITEM <small>(Before tax)</small>	DHS ASSET MGMT. USE ONLY DHS Document Number	ORIGINAL PURCHASE DATE	SERIAL NUMBER <small>(If motor vehicle, list VIN number.)</small>
			\$			
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**(Please read carefully.)**

The information on this form will be used by the Department of Health Services (DHS) Asset Management Unit to: (a) conduct an annual inventory of DHS equipment and property in the possession of the Contractor and/or Subcontractors; and (b) dispose of these same items. Report all items, per number 1 below, purchased with DHS funds and used to conduct state business under this contract. (See "Special Terms and Conditions" and *Health Administrative Manual*, Section 2-1000 et seq.)

The Contractor is responsible for completing this form and submitting it to the DHS Program Contract Manager. The DHS Program Contract Manager is responsible for the accuracy and completeness of the information and for submitting it to the DHS Asset Management Unit.

**Inventory:** List all DHS equipment and miscellaneous property on this form and submit it within 30 days prior to the one-year anniversary of the contract's effective date. If applicable, the annual inventory should be based on previously submitted HAS 1203s, "Contractor Equipment Purchased with DHS Funds." DHS Asset Management Unit will contact the DHS Program Contract Manager if there are any discrepancies.

**Disposal:** (*Definition: Trade in, sell, junk, salvage, donate, or transfer; also, items lost, stolen, or destroyed (as by fire).*) The HAS 1204 should be completed, along with a "Property Survey Report" (STD. 152) or a "Property Transfer Report" (STD. 158), whenever items need to be disposed of: (a) during the term of this contract; and (b) 60 calendar days before the termination of this contract. After receipt of this form, the DHS Asset Management Unit will contact the DHS Program Contract Manager to arrange for the appropriate disposal/transfer of the items.

1. List the State/DHS property tag number, quantity, description, serial number, and base unit cost for each item of:
  - A. Major Equipment: **(These items were issued green numbered state/DHS property tags.)**
    - Tangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
    - Intangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video).
  - B. Minor Equipment: **(These items were issued green numbered state/DHS property tags.)**
    - Tangible item having a base unit cost less than \$5,000, with a life expectancy of one (1) year or more, and listed on DHS Asset Management Unit's Minor Equipment List. (A "Minor Equipment List" can be obtained by calling the DHS Asset Management Unit at the number listed below.)
  - C. Miscellaneous Property: **(These items were issued a green, unnumbered state/DHS property tag.)**
    - Specific tangible items with a life expectancy of one (1) year or more that are purchased with DHS funds (furniture, cabinets, typewriters, desktop calculators, pocket dictators, nondigital cameras; *modular furniture excluded.*)
2. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number.
3. If all items being reported do not fit on one page, make copies and write the number of pages being sent in the upper right-hand corner (e.g. "Page 1 of 3").
4. The DHS Program Contract Manager should retain one copy and send the original to: Department of Health Services, Asset Management Unit, P.O. Box 942732, 1800 Third Street, Room 455, Sacramento, CA 94234-7320.

For more information on completing this form, call the DHS Asset Management Unit at (916) 323-4524.