



**AGREEMENT**  
**BETWEEN**  
**COUNTY OF SAN MATEO**  
**AND**  
**MAXIMUS, INC.**

**For the period of**  
**February 1, 2003 through January 31, 2007**

Contact Person: Marnita Garcia-Fulle  
Management Analyst  
(650) 802-7962

## Agreement with MAXIMUS, INC.

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and MAXIMUS, INC., hereinafter called "Contractor" for the purpose of providing revenue maximization services.

### WITNESSETH:

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

WHEREAS, County desires to increase its revenue by contracting with Contractor; and

WHEREAS, Contractor has a Master Services Agreement for Revenue Maximization Services with the State of California that was awarded May 18, 1998

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

The following exhibits are attached hereto and incorporated by reference therein.

1. **Exhibits**

Exhibit A	Description of Services
Exhibit B	Payment Schedule
Exhibit C	Program Monitoring
Exhibit D	Equal Benefits Compliance Declaration

2. **Services to be Performed**

In consideration of the payments hereinafter set forth in Exhibit B, attached hereto and incorporated by reference herein, Contractor, under the general direction of the Director of Human Services Agency, or her authorized representative, with respect to the product or result of Contractor's services, shall perform services as described in Exhibit A, attached hereto and incorporated by reference herein.

3. **Payments**

A. **Maximum Amount.** In full consideration of Contractor's performance of the services described in Exhibit A, the amount that the County shall be obligated to pay for services rendered under this Agreement shall not exceed \$125,000 and the administrative cost due to the use of the State Master Services Agreement shall not exceed \$5,000 for the contract term. The total Agreement obligation shall not exceed \$130,000.

B. **Rate of Payment.** The rate and terms of payment shall be as specified in Exhibit B. Any rate increase is subject to the approval of the Director of Human Services or her authorized representative, and shall not be binding on County unless so approved in writing. In no event may the rates established in Exhibit B be increased to the extent that the maximum County obligation shall not exceed the total specified in paragraph 4A above. Each payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Director of Human Services or her representative.

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

D. **Availability of Funds.** Payment for all services provided pursuant to this contract are contingent upon the availability of County, State, and Federal funds. In the event the State or Federal government does not appropriate the necessary funds as part of either or both of their budgets, the County shall not be liable for any payment whatsoever; including, but not limited to, payments that are based on County funds. The County may terminate the agreement for unavailability of Federal, State or County funds.

4. **Relationship of Parties**

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

5. **Hold Harmless**

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for,

## *Contractor Services*

on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomever belonging; or (C) any other loss or cost, including but not limited to, the concurrent active or passive negligence of County, its officers, agents, employees, or servants resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

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

### 6. **Insurance**

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

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

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

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

*Contractor Services*

Such insurance shall include:

- (a) Comprehensive General Liability \$ 1,000,000
- (b) Motor Vehicle Liability Insurance \$ 1,000,000
- (c) Professional Liability \$ 1,000,000

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

7. **Non-Discrimination**

Contractor shall comply with the non-discrimination requirements described below:

A. **Section 504 of the Rehabilitation Act of 1973.**

(1) Pursuant to Section 504 (Public Law 93-112), the Contractor agrees that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this contract.

(2) Compliance of Section 504 of the Rehabilitation Act of 1973, as amended, requires that all benefits, aids and services are made available to disabled persons on an equivalent basis with those received by non-disabled persons. Contractor shall agree to be in compliance with Section 504 requirements by 1) signing the Letter of Assurance, attached and incorporated herein as Exhibit C, or 2) by developing a plan for compliance to be submitted to the Section 504 Coordinator, Department of Health Services, as soon as possible but not later than by the end of the current Fiscal Year.

B. **Non-Discrimination - General.** No person shall, on the grounds of age (over 40), ancestry, creed, color, disability, marital status, medical conditions, national origin, political or religious affiliation, race, sex, sexual orientation or any non-job-related criteria be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Agreement.

C. **Non-Discrimination - Employment.** Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. Contractor's affirmative action policies shall be made available to County upon request.

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

8. **Violation of the Non-Discrimination provisions**

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

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

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

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

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complaint, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

9. **Child Abuse Prevention and Reporting.**

Contractor agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency. Contractor agrees to fully comply with the Child Abuse and Neglect Reporting Act, Cal Pen Code ' 11164 et seq. Contractor will ensure that all known or suspected instances of child abuse or neglect are reported to a an agency (police department, sheriff's department, county probation department if designated by the county to receive mandated reports, or the county welfare department) described in Penal Code Section 11165.9. This responsibility shall include:

## *Contractor Services*

A. A requirement that all employees, consultants, or agents performing services under this contract who are required by the Penal Code to report child abuse or neglect, sign a statement that he or she knows of the reporting requirement and will comply with it.

B. Establishing procedures to ensure reporting even when employees, consultants, or agents who are not required to report child abuse under the Penal Code gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.

C. Contractor agrees that its employees, subcontractors, assignees, volunteers, and any other persons who provide services under this contract and who will have supervisory or disciplinary power over a minor or any person under his or her care (Penal 11105.3) will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom Contractor's employees, subcontractors, assignees or volunteers have contact. All fingerprinting services will be at County's sole discretion and Contractor's sole expense.

### 10. Assignments and Subcontracts

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

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

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

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

### 11. Records

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

*Contractor Services*

B. Contractor shall maintain and preserve all records relating to this Agreement in its possession of any third party performing work related to this Agreement for a period of three (3) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

12. **Compliance with Applicable Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County and Municipal laws, ordinances, regulations, including but not limited to appropriate licensure, certification regulations confidentiality requirements and applicable quality assurance regulations.

13. **Monitoring**

All services performed and payments made pursuant to this agreement shall be monitored according to the protocols set forth in Exhibit C, attached hereto and incorporated by reference herein.

14. **Alteration of Agreement**

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

15. **Interpretation and Enforcement**

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

- 1) In the case of County, to:  
Marnita Garcia-Fulle  
County of San Mateo  
400 Harbor Blvd, Building B  
Belmont, CA 94002  
(650) 595-7962
- 2) In the case of Contractor, to:  
Bob Fallon, President, Human Services  
MAXIMUS, INC.  
800 South Street  
Suite 400  
Waltham, Massachusetts 02453



*Contractor Services*

B: Controlling Law

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

16. Term of the Agreement

Subject to compliance with the terms and conditions of this Agreement for provisions of revenue maximization services the term of this Agreement shall be from February 1, 2003 through January 31, 2007. This Agreement may be terminated by Contractor, Director of Human Services or her designee at any time upon thirty (30) days' written notice to the other party.

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

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
*Rose Jacobs Gibson, President*  
*Board of Supervisors, County of San Mateo*

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Clerk of Said Board

Date: \_\_\_\_\_

\_\_\_\_\_  
MAXIMUS, INC.

*CYNIA DAVENPORT GENERAL MANAGER*  
\_\_\_\_\_  
Name, Title - Print

*[Handwritten Signature]*  
\_\_\_\_\_  
Signature

Date: FEB 3 2003

**DESCRIPTION OF SERVICES  
MAXIMUS, INC  
February 1, 2003 through January 31, 2007**

**Contractor's responsibilities:**

1. Complete a review of 100% of the Human Service Agency's Non Federally eligible out-of-home placement cases, including County only cases, to see if cases can be converted to Title IV-E Eligibility.
2. For those out-of-home placement cases that can be converted to Title IV-E Eligibility, calculate the amount of new revenue due the County on a case specific basis going back 18 months and forward for the life of the case or the eligible fee period whichever is less. The result of this calculation shall be provided to the County in a clear and precise description of the financial impact, a description of the method used to determine the amount of new revenue due the County due to the Contractor's involvement, and a description of the Contractor's fee and the basis upon which it was established.
3. Calculate the value to the County of a higher IV-E eligibility rate on the County Quarterly Expense claim as a result of the cases converted. The result of this calculation shall be provided to the County in a clear and precise description of the financial impact, a description of the method used to determine the amount of new revenue due the County due to the Contractor's involvement, and a description of the Contractor's fee and the basis upon which it was established.
4. At its own expense, furnish all labor including technical, administrative, professional and other personnel, and all supplies, equipment, analysis and calculations, except for verification of invoices and except for those specified in this Agreement.

**County's responsibilities:**

1. The County will provide sufficient space in a department location that is close to County out-of-home placement eligibility and revenue personnel. The Contractor will have access to a phone, fax and copier. The phone, fax and copier may be used for the purposes of this Agreement.

**PAYMENT SCHEDULE  
MAXIMUS, INC  
February 1, 2003 through January 31, 2007**

1. The County shall pay the Contractor a percentage of the net increase of the revenues received by the County for this initiative. The net increase in revenue will be exclusive of any state retained revenue gain that is not retained by the County. The time period for the percentage fee will begin with the filing of the initial claim for additional revenue for this initiative. The period for payment of the fee will continue for 48 months from the date of filing of the initial claim in accord with the following schedule:
  - Retroactive Payments: 10%
  - Year One: 10%
  - Year Two: 9%
  - Year Three: 6%
  - Year Four: 4%
2. Payment will be computed separately and will be based on revenues realized by the County as a result of this initiative and for up to 48 months from the termination of this Agreement.
3. Contractor may identify revenues to which County may be entitled for periods prior to the execution date of this Agreement. Such retroactive claims shall be included in the net increased revenues defined above.
4. Contractor shall submit invoices quarterly, as applicable, and shall document the work performed and the net increase in revenue claimed and received by the County. In any event, the total payment for services of the Contractor shall not exceed \$125,000.
5. Contractor will collect the administrative cost due to the use of the State Master Services Agreement from the County and pay these funds to the state. The administrative cost shall not exceed \$5000 for the term of this Agreement.
6. In the event that the State or Federal Government asserts that a claim, submitted on behalf of the County by the Contractor or submitted by the County pursuant to the recommendations of the Contractor, is not in compliance with federal regulations, the Contractor will assist the County with all information and methodology used to develop the claim. If the claim is disallowed and the federal or state funds are returned the Contractor shall promptly reimburse the County, within sixty days, all fees paid that are attributable to the disallowance. The Contractor shall, if requested, provide the County with technical assistance necessary to contest the disallowance.
7. In the event that there is a cessation or reduction of federal funds that result in the cessation or reduction below the baseline of federal funds being generated as part of this initiative, the County will have no obligation to pay further fees for this initiative.

**PROGRAM MONITORING  
MAXIMUS, INC.  
February 1, 2003 through January 31, 2007**

1. The County will direct contract administration functions including receiving, reviewing and approving invoices, inspecting work products, helping the Contractor obtain timely information and decisions, and providing technical guidance as required.
2. The Contractor will present a monthly status report to the County that specifies the progress in completing the work plan for this initiative and the revenue generated.

EXHIBIT D

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Maximus INC.  
Contact Person: Marilyn Brown  
Address: 313 Pioneer  
Bedfish CA 93205  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

II Employees

Does the Contractor have any employees?  Yes  No

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

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

III Equal Benefits Compliance (Check one)

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

IV Declaration

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

Executed this 5th day of Feb 2002<sup>3</sup> at Reston VA  
(City) (State)

David R. Francis  
Signature

David R. Francis  
Name (Please Print)

General Counsel & Secretary  
Title

**SAN MATEO COUNTY  
MEMORANDUM**

**DATE:** 2/10/03

**TO:** Priscilla Harris Morse      FAX: 363-4864      PONY: EPS 163

**FROM:** Deborah Jaeger  
FAX: (650) 596-3478      PONY: HSA210

**SUBJECT:** Contract Insurance Approval

The following is to be completed by the department before submission to Risk Management:

CONTRACTOR NAME: Maximus

DOES THE CONTRACTOR TRAVEL AS A PART OF THE CONTRACT SERVICES?:  
No

NUMBER OF EMPLOYEES WORKING FOR CONTRACTOR: More than 1

DUTIES TO BE PERFORMED BY CONTRACTOR FOR COUNTY: Revenue Maximization Services

The following will be completed by Risk Management:

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability	<u>\$ 2 M</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Liability	<u>\$ 1 M</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Liability	<u>\$ 1 M</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<u>\$ 1 M</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS/COMMENTS: This is a new Agreement in the amount of \$130,000.

  
\_\_\_\_\_  
Risk Management Signature

2-10-03  
Date

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE REVISED: 02/07/03

**PRODUCER**  
 MARSH USA INC.  
 1255 23rd STREET, NW  
 SUITE 400  
 WASHINGTON, DC 20037  
 Attn: PATTY MUNIZ 202 263 7600

500625-OPROF-ONLY-

**INSURED**  
 MAXIMUS, INC., AND ALL SUBSIDIARIES  
 11419 SUNSET HILLS ROAD  
 RESTON, VA 20190

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**COMPANIES AFFORDING COVERAGE**

COMPANY  
**A** FEDERAL INSURANCE CO

COMPANY  
**B** ROYAL INDEMNITY CO

COMPANY  
**C** EXECUTIVE RISK SPECIALTY INS CO

COMPANY  
**D**

**COVERAGES** This certificate supersedes and replaces any previously issued certificate 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<b>GENERAL LIABILITY</b>	3537-42-97	04/01/02	04/01/03	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 1,000,000
					MED EXP (Any one person) \$ 10,000
A	<b>AUTOMOBILE LIABILITY</b>	74978992(AOS)	04/01/02	04/01/03	COMBINED SINGLE LIMIT \$ 1,000,000
	<input type="checkbox"/> ANY AUTO	74978993 (TX)	04/01/02	04/01/03	BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS	74978994 (VA)	04/01/02	04/01/03	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input checked="" type="checkbox"/> HIRED AUTOS				
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				
	<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	RTO-465-555	04/01/02	04/01/03	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	<input type="checkbox"/> THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EACH ACCIDENT \$ 1,000,000
					DISEASE - POLICY LIMIT \$ 1,000,000
					DISEASE - EACH EMPLOYEE \$ 1,000,000
C	<b>PROFESSIONAL LIAB</b>	6165-7146	05/01/02	05/01/03	1,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**  
 SAN MATEO COUNTY HUMAN SERVICES AGENCY IS INCLUDED AS AN ADDITIONAL INSURED UNDER THE GENERAL LIABILITY AS REQUIRED BY CONTRACT WITH THE NAMED INSURED. REGARDING OPERATIONS PERFORMED ON THEIR BEHALF BY THE NAMED INSURED.

**CERTIFICATE HOLDER** CLE-000961487-01

SAN MATEO COUNTY HUMAN SERVICES AGENCY  
 ATTN: DEBORAH JAEGER - CONTRACT SPECIALIST  
 262 HARBOR BLVD., BLDG. A  
 BELMONT, CA 94002

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURANCE COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE: MARSH USA INC.  
 Scott A. Dean