

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND  
ALLEN/LOEB ASSOCIATES**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by and between the COUNTY OF SAN MATEO, hereinafter called "County," and  
ALLEN/LOEB ASSOCIATES, hereinafter called "Contractor";

W I T N E S S E T H:

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

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of performing professional services of alcohol and drug services in accordance with state and federal laws, regulations, and funding mandates.

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

**1. Exhibits and Attachments**

The following exhibits and attachments are included hereto and incorporated by reference herein:

- Exhibit A—Services
- Exhibit B—Payments and rates
- Attachment 1--- Section 504 Compliance
- Attachment 7--- Equal Benefit Compliance

**2. Services to be performed by Contractor**

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

**3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation

under this Agreement exceed TWO HUNDRED FORTY FOUR THOUSAND EIGHT HUNDRED DOLLARS (\$244,800) over the term of the agreement.

**4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from September 30, 2004 through September 29, 2005.

This Agreement may be terminated by Contractor, the Human Services Director or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

**5. Availability of Funds**

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the county learns of said unavailability of outside funding.

**6. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

**7. Hold Harmless**

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own

negligence or willful misconduct.

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

**8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

**9. Insurance**

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 Risk Management, and Contractor shall use diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the Department/Division 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 Department/Division 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 certifies, as required by Section 1861 of the California Labor Code, that it is 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 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 contractors 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.

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

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

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.

**10. Compliance with laws; payment of Permits/Licenses**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment "I," which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

In the event of a conflict between the terms of this agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

**11. Non-Discrimination**

- A. *Section 504 applies only to Contractor who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped 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 Agreement.

- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of 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 section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract 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 complainant, 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.

- E. *Compliance with Equal Benefits Ordinance.* 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.
- F. Where applicable, the Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

**12. Retention of Records, Right to Monitor and Audit**

- (a) CONTRACTOR shall maintain all required records for three (3) years after the COUNTY makes final payment and all other pending matters are closed, and shall be subject

to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the COUNTY.

(c) CONTRACTOR agrees to provide to COUNTY, to any Federal or State department having monitoring or review authority, to COUNTY's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine 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.

**13. Merger Clause**

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

**14. 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.

**15. Notices**

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

**In the case of County, to:**

County of San Mateo  
Human Service Agency  
Alcohol and Other Drug Services  
400 Harbor Boulevard, Building C  
Belmont, CA 94002

**In the case of Contractor, to:**

Allen/Loeb Associates  
411 Maitland Road  
Pacifica, CA 94044  
(415) 648-2715

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

COUNTY OF SAN MATEO

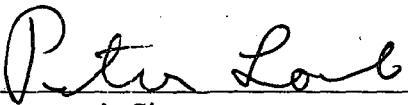
By: \_\_\_\_\_  
President, Board of Supervisors, San Mateo County

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

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

ALLEN/LOEB ASSOCIATES

  
\_\_\_\_\_  
Contractor's Signature

Date: 11 / 18 / 04

**EXHIBIT A**  
**Center for Substance Abuse Treatment (CSAT) Funded**  
**Alcohol and Drug Treatment Evaluation Services and Payments**  
**ALLEN/LOEB ASSOCIATES**  
**October 1, 2004 through September 29, 2009**

Contractor will provide the following services in accordance with the guidelines and requirements of the Catalog of Federal Domestic Assistance Number TI-01-006; the Grant Award No. 1 H79 TI16683-01, Title: San Mateo County Substance Abuse Services in Homeless Shelters, dated September 30, 2004, (hereafter referred to as the CSAT grant), which is the sole funding source for these services; and the PHS Grants Policy Statement, and all requirements in the Guidance for Applicants (GFA) document. Contractor will provide the following alcohol and drug treatment evaluation services at a mutually agreed upon location in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement. Contractor will work in collaboration with Alcohol and Drug Services, Horizon Services, Inc., the Office of Housing, and two homeless shelters (Safe Harbor and Maple Street).

**I. EVALUATION SERVICES:**

Contractor will provide evaluation and related services required by the sixty month CSAT grant. The Alcohol and Drug Services Evaluation Plan submitted to, and accepted by CSAT is deemed to be the "Evaluation Plan", unless modified in writing by Alcohol and Drug Services. This CSAT grant provides funding for evaluation to assess the results of the addictions treatment for the homeless project, and recommend course adjustments when necessary. Contractor's services will include, but not be limited to the following:

**A. Quarterly Evaluation Reports:**

Evaluation reports will be prepared quarterly pursuant to the deadlines specified on page 3 of the Grant Letter, and will be incorporated into the required Center for Substance Abuse Treatment (CSAT) evaluation reports. Quarterly evaluation reports will be due one month after Contractor receives the required data. Evaluation reports will include process and outcome evaluation, and interpretation of the quantitative data as contemplated by the Evaluation Plan. Evaluation reports will be submitted to CSAT after review by the County Alcohol and Drug Services Administrator or her designee. Contractor will provide the following:

1. Data collection by visiting service sites, attending project meetings, and collecting written and electronic data from the County's and the CSAT online reports. Consent and confidentiality requirements will be strictly observed.
2. Contractor will provide support and oversight to project staff in the collection of numeric process data and scores on the instruments used. The Contractor will regularly assemble the numeric data and analyze it, using software designed for professional statistical analysis (i.e., SPSS programs). Where useful, numeric process data will be tabulated and displayed using Excel. Qualitative data will be collected by observations,



interviews, and focus groups, and reported in the form of a narrative. Evaluation report will be due quarterly or as requested by the County. Contractor will attend CSAT grantee meetings as necessary.

B. Process Evaluation:

1. Contractor will track the implementation of the project components and document the project activities and services delivered. Through use of client records entered into the project database, this process will also give an exact count of the number of persons served by the different components of the project and their demographics, enabling the County and CSAT to identify and solve implementation problems and track the quantity of services provided. Resulting qualitative data will be incorporated into the process reports.
2. Contractor will document, through narrative report, the development and implementation of the new evidence-based non-residential treatment services funded by the grant. The reports will describe barriers encountered in the project implementation and delivery of services and steps taken to overcome the barriers.
3. Contractor will produce quarterly process report reports pursuant to the deadlines specified on page 3 of the Grant Letter on:
  - a) Project demographics, substance abuse history, and other characteristics of interest; and
  - b) Service amount and patterns, including referral patterns.
4. Contractor will provide data which will also support investigation into correlations of outcomes by service type and amount, and other characteristics. For example, Contractor may investigate how outcome is related to characteristics of any particular group of participants. If outcomes are found to be less positive for some populations, the project may need improvement in cultural competence. Should such results be found, further investigation, including comparing results while controlling for substance abuse history and other potential confounding variables, will be undertaken and the results reported to the Project Director (Alcohol and Drug Administrator) and CSAT.

C. Qualitative Evaluation:

1. Contractor will interview project and provider staff regularly as required by AOD, attend staff meetings, visit project sites at the shelters and treatment providers programs as specified by AOD, conduct biannual focus groups with clients at the shelters, and review meeting minutes and other project documents. Preliminary evaluation reports will be presented to project clients in summary form and their feedback will be requested

through focus group meetings. Clients will be invited to comment on all aspects of the project including project services, and their experience with data collection, instruments, and interviews. Clients' perspectives on interpretation of the findings and other qualitative data they offer will be recorded and presented as part of evaluation reporting. Interim evaluation findings will be communicated in writing to the project staff to improve the quality of services. Client focus groups will provide data on the clients' perception of the project, including its cultural competence, and ensure that their perceptions are included in the project as it evolves.

2. The qualitative evaluation will enable the evaluator to document, through narrative report, the development and implementation of the integrated homeless and substance abuse treatment system. The qualitative evaluation reports shall be prepared pursuant to the deadlines specified on Page 3 of the Grant Letter describe barriers encountered in project implementation and delivery of services and how they were overcome.

D. Outcome Evaluation:

The outcome evaluation will assess treatment effectiveness and treatment efficiency through the Addiction Severity Index (ASI), client retention data, and the Government Performance Results Act (GPRA) tool. Through analysis of project client data, San Mateo County's Drug and Alcohol Information System for You (DAISY) data, and California Alcohol and Drug Data System (CADDSS) data, the project will measure the efficacy of substance abuse treatment services for homeless clients. The evaluation will follow up clients at six (6) months and one (1) year after intake to obtain longer term outcome data. Follow-up data will be collected by the treatment provider.

E. Meetings and Coordination:

Contractor will attend project oversight team meetings and periodically visit treatment sites related to the grant. Contractor will send, at a contractor's expense, one evaluation staff member to attend the national CSAT grantees meeting in Washington D.C. as specified in the grant. Contractor will meet with Alcohol and Drug Services staff as needed and requested.

F. Hours of Staff Availability:

Contractor will provide two thousand four hundred (2,400) hours of staff availability dedicated to these evaluation services including personal contact, preparation time, and record keeping time.

Contractor will submit quarterly expenditure and revenue reports including the number of staff available hours provided for each quarter of the agreement.

**EXHIBIT B**  
**Center for Substance Abuse Treatment (CSAT) Funded**  
**Alcohol and Drug Treatment Evaluation Services and Payments**  
**ALLEN/LOEB ASSOCIATES**  
**Rates of Payment**  
**October 1, 2004 through September 29, 2009**

**RATES OF PAYMENT:**

In full consideration of the services provided by Contractor pursuant to this Agreement, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of the Human Services Agency or her designee:

- A. County shall pay Contractor no more than the maximum contract obligation of **TWO HUNDRED FORTY FOUR THOUSAND EIGHT HUNDRED DOLLARS (\$244,800)** over the term of the agreement.
1. Payments will be made, according to the rates stated below, within 30 days of the County's receipt of Contractor's invoices for services accompanied by informational reports including work scope progress and time spent, and approval of same by the Alcohol and Drug Services Administrator. All payments are contingent upon Contractor's timely completion of services and reports described in this Exhibit to the satisfaction of the Alcohol and Drug Administrator.

B. Rates of Payment:

County Fiscal Year	Yearly	Monthly	Time Frame
Year 1 (9 months)	\$36,720	\$4,080	9/30/04-6/30/05
Year 2 (12 months)	\$48,960	\$4,080	7/1/05-6/30/06
Year 3 (12 months)	\$48,960	\$4,080	7/1/06-6/30/07
Year 4 (12 months)	\$48,960	\$4,080	7/1/07-6/30/08
Year 5 (12 Months)	\$48,960	\$4,080	7/1/08-6/30/09
Year 6 (3 Months)	\$12,240	\$4,080	7/1/09-9/30/09
<b>TOTAL</b>	<b>\$244,800</b>		

- C. County shall have the right to withhold payment if County determines that the quantity, quality or timeliness of the work performed is unacceptable.

**ATTACHMENT 1**  
**Center for Substance Abuse Treatment (CSAT) Funded**  
**Alcohol and Drug Treatment Evaluation Services and Payments**  
**ALLEN/LOEB ASSOCIATES**  
**October 1, 2004 through September 29, 2009**

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

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

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

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

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

\_\_\_\_\_  
Name of 504 Person – Type or Print

Allen/Loeb Associates 117 Eugenia

Name of Contractor(s) Type or Print Street Address or P.O. Box

San Francisco CA 94110

City

State

Zip Code

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

11/18/04  
Date

Peter Loeb Partner  
Signature and Title of Authorized Official

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

**ATTACHMENT 7  
COUNTY OF SAN MATEO  
Equal Benefits Compliance Declaration Form**

**I. Vendor Identification**

Name of Contractor: Allen/Loeb Associates  
Contact Person: Peter Loeb  
Address: 117 Eugenia San Francisco, CA  
Phone Number: 415 648-2715  
Fax Number: 415 401-0144

**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 18<sup>th</sup> day of November, 2007 at Belmont, CA

Peter Loeb  
Signature

Peter Loeb  
Name (Please print)

Partner, Allen/Loeb Associates  
Title

### SAN MATEO COUNTY MEMORANDUM

**DATE:** August 20, 2004

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

**FROM:** *Carla Damante*      FAX: 596-3478      PONY: HSA 210

**SUBJECT:** Contract Insurance Approval

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

CONTRACTOR NAME: Allen/Loeb Associates

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

NUMBER OF EMPLOYEES WORKING FOR CONTRACTOR: None

DUTIES TO BE PERFORMED BY CONTRACTOR FOR COUNTY: Contractor will provide consultation services to HSA in connection with grant preparation and other related projects identified as appropriate by the Research and Planning Manager.

The following will be completed by Risk Management:

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

REMARKS/COMMENTS:

*Priscilla Morse*  
Risk Management Signature

8/23/04  
Date



**COUNTY OF SAN MATEO  
HUMAN SERVICES AGENCY**

**Contract Extension Request**

To: John Maltbie, County Manager  
From: Ali Shirkhani, Contract Specialist (Phone: x7675 - Fax: (650) 596-3478)  
Subject: Request to extend the contract with Horizon Services, Inc. and Allen/Loeb Associates for an additional two years.


According to Administrative Memorandum B-1, the County Manager must approve all contracts that are longer than three years, whatever the total amount.

The Human Services Agency (HSA), Alcohol and Other Drug Services (AOD) in collaboration with the San Mateo County Office of Housing, Horizon Services Shelter Network, Samaritan House and Allen/Loeb Associates, submitted an application to the Department of Health and Human Services (DHHS) for a five-year grant to provide a spectrum of substance abuse treatment services. On September 30, 2004 the HSA received notification of grant award in the amount of \$1,991,088 for the period September 29, 2004 to September 30, 2009. The DHHS has a strong preference for the pre-selecting of service providers with demonstrated ability to provide the proposed services to the target population and a strong history of collaboration with County departments involved in the projects it funds. These agencies have a demonstrated ability to provide services to the homeless population in San Mateo County through prior CSAT Agreements, and have committed to participate in the implementation of this project as they have done in the past.

It is in the County's best interest to continue to contract with those pre-selected service providers designated in the grant application based on the DHHS pre-select on preference, and in order to provide stability to the network of services provided to the clients;

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

  
\_\_\_\_\_  
Signing Authority

11-9-04  
\_\_\_\_\_  
Date