

**COUNTY OF YUBA**  
**Human Resources and Organizational Services**

**REQUEST FOR PROPOSAL**  
***Ergonomic Services***



**PROPOSAL CLOSING DATE:**  
**Friday, March 4, 2016, by 5:00 p.m.**

<b>Bid Calendar</b>	
<b>Event</b>	<b>Date</b>
Request Issued	Friday, January 29, 2016
Written Questions Due	Friday, February 12, 2016, <u>by</u> 5:00 p.m. PST
Final Addenda Issued	Friday, February 26, 2016
Responses Due	Friday, March 4, 2016, <u>by</u> 5:00 p.m. PST
Evaluation Period	March 14 – March 18, 2016
Vender Interviews	Week of April 4, 2016
Board Award Date	Late April 2016
Contract Start Date	May 1, 2016

The County of Yuba office of Human Resources and Organizational Services (HROS) is looking for a qualified, punctual, and professional provider of ergonomic services for an agreed upon procedures engagement. It is the County's intention to award this work to two vendors.

**I. SCOPE OF WORK-** Refer to Technical Services Specifications, beginning on page 7.

The purpose of this engagement is to:

1. Provide individual ergonomic evaluations and training, follow up evaluations, and group training.
  - a. Evaluations and trainings may be conducted at the following locations:
    - Airport Facilities, 1364 Sky Harbor Drive, Olivehurst, CA 95961
    - Animal Care Services 5245 Feather River Boulevard, Olivehurst, CA 95961
    - Child Support Services, 5730 Packard Avenue, Marysville, CA 95901
    - Courthouse, 215 5<sup>th</sup> Street, Marysville, CA 95901
    - Government Center, 915 8<sup>th</sup> Street, Marysville, CA 95901
    - Health and Human Services, 5730 Packard Avenue, Marysville, CA 95901
    - Juvenile Hall/Camp Singer, 1023 14<sup>th</sup> Street, Marysville, CA 95901
    - Juvenile Hall/Camp Singer, 938 14<sup>th</sup> Street, Marysville, CA 95901
    - Library, 303 2<sup>nd</sup> Street, Marysville, CA 95901
    - Public Works Facility, 1420 Sky Harbor Drive, Olivehurst, CA 95961
    - Public Works Facility, Loma Rica, CA
    - Sheriff Facility, 720 Yuba Street, Marysville, CA 95901
2. Provide reports and other material(s) to Yuba County HROS on a timely basis.
3. Ensure adequate staffing to perform the services required by Yuba County HROS.
4. Submit to performance evaluations.
5. Provide surveys to County employees to assist Yuba County HROS in evaluation of client satisfaction and outcomes.

**II. PROPOSAL DOCUMENT INSTRUCTIONS**

Proposals should include the following in a tabbed and bound document:

1. A *Title Page*, including the name, address, and phone number of the bidder's contact person and the name and address of the vendor;
2. *Table of Contents*;
3. A *Cover Letter / Executive Summary* should include;
  - a. A brief statement as to the proposers understanding of the work to be performed, the commitment to perform the work, and a statement as to why the vendor believes it to be the best qualified to perform the engagement.
  - b. License and/or Certification Information, if applicable.
  - c. A *Signature* of the person authorized to commit the vendor.
4. *Body of the Proposal* to include;
 

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the Consultant/Contractor seeking to provide the support services in conformity with the requirements of this request for proposal. As such, the substance of proposals will carry more weight than their format or manner of presentation. The qualifications proposal should demonstrate the qualifications of the vendor and of the particular technician(s) to be assigned to this engagement. It should also specify an approach that will meet the requirements of the request for proposal. The proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal.

  - a. A *Statement of Qualifications* should include:
    - i. The Company/personal profile outlining its history, experience, size, and affiliations.
    - ii. An outline of a minimum of three current customers/clients with similar projects in scope and size, including their contact information.
    - iii. A description of the individual or team you propose for this account. Identify the lead person. Provide a resume or consultant profile of the consultant(s) that will be assigned to our account.
    - iv. A detailed description of experience performing ergonomic evaluations for usual and unusual worksites (e.g., vehicles, worksites used by multiple individuals, etc.), and specific types of personnel (e.g., law enforcement, public works, social services, etc.).
  - b. *Proposals* should include and answer the following questions:
    - i. How the consultant will approach the individual evaluation(s).
      - 1 The County is interested in providing ergonomic services in an efficient and cost effective manner. Please provide examples of creative ideas (e.g., one or two days on a monthly, bimonthly, or quarterly schedule to provide services by department or location; solutions using existing equipment).
    - ii. How the consultant will approach individual and group training and how often the training will occur. Include information on group training topics.
    - iii. Timeframes.
    - iv. Client and Consultant Responsibilities.
    - v. Defined Deliverables.

- vi. Description of any conflicts of interest the firm may have in providing services for this account.
  - vii. Has the firm been involved in any litigation or regulatory proceedings with respect to ergonomic services? If so, explain why. Has the firm tendered to its E&O insurer any claim for negligence or improper conduct with respect to ergonomic services? If so, explain why.
  - viii. If the firm is not able to provide all of the services listed in section I, or as listed on the Technical Service Specification of this RFP, please explain.
5. *References*;
    - a. Please provide references from three clients with whom you have done similar work. Please explain the scope or work performed and any particular success or challenges you faced. Contact information (email, phone number, mailing address) for each contact must be provided.
  6. *Exhibits* must be included for proposals to be considered a responsive proposal;
    - a. Exhibit 1 must be included and complete.
  7. *Proof of all Insurance coverage*;
    - a. Proof of exemption, if exempt from carrying Workers' Compensation coverage.
  8. *Copies of applicable licenses and/or certifications*;
  9. *Complete Technical Service Specifications*, see pages 7-9. This section should include the provider's fee proposal;
  10. *Example(s) of ergonomic evaluation reports*.

Proposals **should not** include marketing materials.

### III. ADDITIONAL REQUIREMENTS

1. **Work Product.** County shall be sole owner of all writings, source, graphics and other work product produced during the course of performance of the contract once awarded.
2. **Subcontractors and Key Personnel.** No portion of work shall be subcontracted to a third party vendor, and no change in key personnel shall be made, without prior written consent from County. Failure to comply with this term may result in cancellation of contract and elimination of any obligation from County. It is the County's desire to have an ongoing support relationship with the provider to include an assigned consultant(s). Consistency of service is a critical need.
3. **Background Checks.** The County requires background checks of any personnel with unrestricted access to county physical sites, or requiring logon access to County network or computer systems. Vendor should be prepared to have employees background checked at their own expense, upon request by County. This would typically include fingerprinting and subsequent checks of Department of Justice and Federal Bureau of Investigation records. The cost of this type of back ground check differs depending on where the check is initiated, but is typically less than \$100 per person.
4. Consultant must demonstrate that they have the technical expertise, facilities, capabilities and financial resources necessary to perform the work in a satisfactory manner.

5. Part of the selection process may include a credit check and financial evaluation of the business/independent contractor.
6. Selection will be made by a County Evaluation Team. The Evaluation Team may deem it necessary to schedule presentations and/or interview applicants and key personnel. The County retains the right to interview applicants as part of the selection process. Members of the Evaluation Team are not to be contacted by the Consultant/Contractor.
7. All work shall be performed to the acceptance of the County or its authorized representative.
8. Consultant shall furnish to the County, *upon award of contract*, certificate of insurance naming the County as an additional insured party in amounts requested by County and maintain such insurance during term of contract.

### **III. EVALUATION CRITERIA**

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any Consultant or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. The County may select any portion of the work outlined in the scope of work at its own discretion. The County makes no representation that any contract will be awarded to any respondent to this solicitation. The County also reserves the right to reject any and all proposals at its sole discretion.

The contract, if awarded, will be awarded to a Consultant whose proposal is considered the best value to the County. Best value will be determined based on price, responsiveness, capability and responsibility. The following factors will be taken into account to determine price, responsiveness, capability and responsibility:

1. Demonstrated ability of the firm to provide the services required.
2. Consultant's understanding of the needs and objectives of the County.
3. The qualifications of the vendor and our perception of the ability of the vendor to meet the terms of the RFP which may include:
  - a. Reference, credit and other pertinent checks;
  - b. Qualifications of the professional personnel who would be assigned to the project measured by experience and education.
4. Financial terms of proposal.
5. Fiscal soundness of firm.
6. Completeness and professionalism of submission.
7. County may require presentations/interviews as part of selection process of all vendors or of a shortlist of vendors.
8. Submissions which are deemed incomplete may be eliminated as not being responsive.
9. Upon selection, county may negotiate final terms of contract with selected partners so that contract and scope and pricing of said scope are clear to all parties involved and within budget.
10. Responsiveness means a Contractor/Consultant who has submitted a proposal that conforms to the solicitation documents in all material aspects.
11. A responsible Consultant shall mean a Consultant who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and

reliability that will assure good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.

12. An evaluation of technical skills, project management skills, and the skills of the resources to be assigned to the County.

Thus the result will not be determined based solely on price. Although price is a factor, the County will consider awarding the contract(s) to the Consultant that meets the best interest of the County as interpreted by the County

The County reserves the right to modify the scope of required services based on pricing of proposals, available budget, complexities in scope, changes in Government Code and priority of requested services. The final determination will be incorporated in the final agreement for services (contract).

#### IV. TERMS AND CONDITIONS

Proposals are subject to the following terms and conditions:

1. **Contract Term.** The term of the agreement resulting from this solicitation will be for no more than the period of twelve (12) months.
2. **Project Schedule.** Upon receipt of proposals, and suitable review, County expects to select a Consultant. Once selected, Consultant and County will complete contract and agree upon start date and work schedule. County desires for the project to begin in **May 2016**.
3. **Contract Form.** The final contract(s) will incorporate the appropriate terms and conditions from this solicitation. A sample contract and confidentiality provisions are attached for your reference as an Attachment A.
4. **References.** Proposals must include three references including contact information from projects similar to ours which we may contact as references.
5. **Questions.** All questions should be submitted to the contact listed below (Section IV, item 10) and should be submitted in writing prior to **Friday, February 12, 2016, by 5:00 p.m. PST**.
6. **Amendments and Addenda.** For the most up to date information, visit: <http://www.co.yuba.ca.us/departments/admin%20services/purchasing%20solicitaions.aspx>
7. **Submittal Instructions.** Proposals (tabbed and bound) must be submitted in a sealed envelope, clearly marked "**ERGONOMIC SERVICES**" to:

Yuba County Department of Administrative Services  
Attn: Purchasing and Contracts  
915 Eighth Street, Suite 119  
Marysville, California 95901

No responsibility will attach to a County employee for the premature opening of a proposal not properly addressed and identified. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by a County Evaluation Team.

8. **Proposal Due Date.** In order to be considered, proposals must be received at the above address no later than **Friday, March 4, 2016, by 5:00 p.m. PST**. A proposal may be withdrawn by written request received from the County prior to the time set for the closing date.

9. **Proposal Validity.** Proposals must be valid for a period of not less than ninety days (90) after the solicitation closing date.
  10. **Contact Information.** Andrea Armstrong, Contracts and Purchasing Administrator for Administrative Services, is the designated contact person for questions related to this Request for Proposal. All questions must be received in writing via email, fax, or USPS mail service. Responses will be returned in writing and only the answers in writing will constitute an amendment as the correct, accurate and binding response from the County. All questions and responses will be posted and shared with all participants, applicants and Consultants. Andrea's contact information is: email [aarmstrong@co.yuba.ca.us](mailto:aarmstrong@co.yuba.ca.us) , fax 530-749-7884. Andrea's contact phone number is 530-749-7882.
- Evaluation Period.** Proposals will be privately reviewed and evaluated by a County Evaluation Team. The evaluation period will begin the ***week of March 14, 2016.***
9. **Vender Interviews.** Selection will be made by a County Evaluation Team. The County retains the right to interview applicants as part of the selection process. Members of the Evaluation Team are not to be contacted by the Consultant/Contractor. Bidder's that successfully pass the evaluation will be invited to interview. Interviews will be scheduled for the ***week of April 4, 2016.***

## V. FEE PROPOSAL

1. Provide a fee schedule for individual worksite evaluations and training, follow up evaluations, and group training. No charges will be allowed for travel or report writing. **Please use the table provided in the Technical Services Specifications section VI of this RFP.**
2. Specify any services that your firm seeks to provide Yuba County HROS that are not included in section IA of this RFP. Specify your fees for those services.

## VI. TECHNICAL SERVICE SPECIFICATIONS

1. Please complete the following fee table with your proposed rate for services provided. Please provide rates by service and by bundle (i.e., provide the rate for 1 evaluation, as well as, a discounted bundle rate for 5 evaluations done in the same day.)
  - In the column titled "Individual Name and Title", please provide the name and title of the individual(s) expected to provide the services for each Service Area. If more than one individual from your firm is expected to provide the service, please provide the name and title of each individual.
  - In the column titled "% of Services Provided", please provide the percentage of the services, for each Service Area, that an individual is expected to provide.
  - In the column entitled "Service Rate", please provide a dollar figure for each Service Area.
  - In the column entitled "Bundle Rate", please provide and explain a discounted dollar figure for performing multiple evaluations on the same day.
  - Do not modify the "Services Description" text. If you are not able to provide certain services, please explain in the body of the proposal (per instructions listed in Section II (4)(b)(vii) of this RFP).

An example is provided for your reference on page 9.

**SERVICE SPECIFICATIONS TABLE 1**

Service Area	Service Description	Individual Name and Title	% of Services Provided	Service Rate	Discounted Bundle Rate and explanation
Individual worksite evaluations and training	These evaluations can be performed either as a preventative measure for existing or new hire employees, and/or pre or post-injury. Worksite assessment to evaluate physical stressors and work activity conditions that may pose a risk of injury to the musculoskeletal system; assess worksite risks related to repetitive motion injuries and cumulative trauma disorders, and establish administrative and/or engineering control measures to minimize to eliminate risk factors. Immediate worksite changes will be made, if possible. The employee will be provided with appropriate handouts and reminders. Training of individual employees will be considered equivalent to the individual worksite evaluation(s). An employee will be trained on the effectiveness of ergonomics including: proper posture, duration of activity, repetitive motion, awkward positioning, forceful exertions, mechanical or contact stresses, symptoms and consequences, importance of early intervention and education on general ergonomics awareness, etc.				
Follow Up Evaluations	Return visit(s) with employee(s) to perform tasks such as: When new ergonomic equipment is required; an appointment shall be set to verify the employee is using the new equipment correctly. This verification shall be completed within 1 week of the employee receiving the new equipment. Follow-up phone call or appointment to review preventative techniques already discussed, and/or reinforce and verify suggested changes have been performed. This shall be completed within 2-4 weeks following all ergonomic evaluations. Any repeat evaluation or individual training session to an employee within one (1) year will be considered a follow-up evaluation.				
On-site Group Training	A group of employees will be trained on injury prevention techniques for their specific job tasks (e.g., lifting, stretching, etc.)				

EXAMPLE RESPONSE TO SERVICE SPECIFICATIONS TABLE 1

Service Area	Service Description	Individual Name and Title	% of Services Provided	Rate	Discounted Bundle Rate and explanation
Example 1	Example of Service Area where services are provided by different individuals	Jane Doe, worksite consultant John Doe, Occupational Therapist	50% 50%	\$100/ea.	\$300 for up to 5 evaluations
Example 2	Example of Service Area where services are provided by one individual	John Doe, Occupational Therapist	100%	\$100/ea.	\$300 for up to 5 evaluations

**EXHIBIT 1 - BIDDERS STATEMENT**

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH YOUR PROPOSAL IN ORDER FOR YOUR PROPOSAL TO BE ACCEPTED.**

By submitting a bid, the bidder acknowledges that he/she has acquainted him/herself with the terms, confidentiality provisions, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the bidder to acquaint him/herself with available information will not relieve him/her from the responsibility for estimating properly the difficulty or cost of successfully performing the work. The County is not responsible for any conclusions or interpretations made by the bidder on the basis of the information made available by the County.

The following addendums have been acknowledged and are included in our proposal. RFPs that do not acknowledge addendums may be rejected.

Addendum#	Initials

\_\_\_\_\_  
COMPLETE LEGAL NAME OF COMPANY

\_\_\_\_\_  
BUSINESS ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
PRINTED NAME OF AUTHORIZED AGENT (TITLE)

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FEDERAL IDENTIFICATION NUMBER

\_\_\_\_\_  
DUNS NUMBER

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH YOUR PROPOSAL IN ORDER FOR YOUR PROPOSAL TO BE ACCEPTED.**

**ATTACHMENT A**

**SAMPLE AGREEMENT FOR  
PROFESSIONAL SERVICES**

THIS AGREEMENT for Ergonomic Services for the Human Resources and Organizational Services office ("Agreement") is made as of the Agreement Date set forth below by and between the County of Yuba, a political subdivision of the State of California ("the COUNTY"), and

TBD  
"CONSULTANT"

In consideration of the Services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the parties hereto agree as follows:

**OPERATIVE PROVISIONS**

**1. SERVICES.**

The CONSULTANT shall provide those services described in Attachment "A", Provision A-1. CONTRACTOR shall provide said services at the time, place and in the manner specified in Attachment "A", Provisions A-2 through A-3.

**2. TERM.**

Commencement Date: TBD

Termination Date: TBD

Notwithstanding the term set forth above, and unless this Agreement is terminated by either party prior to its termination date, the term of the Agreement may be automatically extended up to ninety (90) days. Any Notice of Termination during this automatic extension period shall be effective upon a ten (10) day written notice to the other party. The purpose of this automatic extension is to allow for continuation of services, and to allow County time in which to complete a novation or renewal agreement for CONSULTANT AND COUNTY approval.

CONSULTANT understands and agrees that there is no representation, implication, or understanding that the services provided by CONSULTANT pursuant to this Agreement will be purchased by COUNTY under a new agreement following expiration or termination of this Agreement, and CONSULTANT waives all rights or claims to notice or hearing respecting any failure to continue purchase of all or any such services from CONSULTANT.

**3. PAYMENT.**

COUNTY shall pay CONSULTANT for services rendered pursuant to this Agreement at the time and in the amount set forth in Attachment "B". The payment specified in Attachment "B" shall be the only payment made to CONSULTANT for services rendered pursuant to this Agreement. CONSULTANT shall submit all billings for said services to COUNTY in the manner specified in Attachment "B".

**4. FACILITIES, EQUIPMENT AND OTHER MATERIALS AND OBLIGATIONS OF COUNTY.**

CONSULTANT shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement, unless an exception to this requirement is provided in Attachment "A", Provision A-4.

**5. ADDITIONAL PROVISIONS.**

Those additional provisions unique to this Agreement are set forth in Attachment "C".

**6. GENERAL PROVISIONS.**

The general provisions set forth in Attachment "D" are part of this Agreement. Any inconsistency between said general provisions and any other terms or conditions of this Agreement shall be controlled by the other term or condition insofar as it is inconsistent with the general provisions.

**7. DESIGNATED REPRESENTATIVES.**

Jill Abel is the representative of the COUNTY and will administer this Agreement for the COUNTY. Chairperson is the authorized signor for the COUNTY. **TBD** is the authorized representative for CONSULTANT. Changes in designated representatives shall occur only by advance written notice to the other party.

**8. ATTACHMENTS.**

All attachments referred to herein are attached hereto and by this reference incorporated herein. Attachments include:

- Attachment A – Scope of Work
- Attachment B – Payment
- Attachment C – Additional Provisions
- Attachment D – General Provisions
- Attachment E – Insurance Provisions
- Attachment F – Confidentiality Provisions and Statements
- Attachment G – Request for Proposal
- Attachment H – CONSULTANT'S Proposal

**9. TERMINATION.** COUNTY and CONSULTANT shall each have the right to terminate this Agreement upon ten (10) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this

Agreement on \_\_\_\_\_, 20 .

"COUNTY"  
COUNTY OF YUBA

"CONSULTANT"

\_\_\_\_\_

\_\_\_\_\_

INSURANCE PROVISIONS APPROVED

\_\_\_\_\_  
Jill Abel,  
Human Resources Director

APPROVED AS TO FORM:  
COUNTY COUNSEL

\_\_\_\_\_  
for Angil Morris-Jones,  
County Counsel

**COUNTY OF YUBA**

**ATTACHMENT A**

**SCOPE OF WORK**

**A.1 SCOPE OF SERVICES AND DUTIES.**

The services to be provided by CONSULTANT and the scope of CONSULTANT'S duties include the following:

**A.1.1.**

**A.2. TIME SERVICES RENDERED.** The services will be provided on such dates and at such times as specified by the COUNTY. Specific date(s) to be mutually agreed upon by the COUNTY and CONSULTANT.

**A.3. MANNER SERVICES ARE TO BE PERFORMED.** As an independent Contractor, CONSULTANT shall be responsible for providing services and fulfilling obligations hereunder in a professional manner. COUNTY shall not control the manner of performance.

**A.4. FACILITIES FURNISHED BY COUNTY.** CONSULTANT shall, at his/her sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement.

**COUNTY OF YUBA**

**ATTACHMENT B**

**PAYMENT**

COUNTY shall pay CONSULTANT as follows:

**B.1 BASE CONTRACT FEE.** COUNTY shall pay CONSULTANT milestone payments based on the tasks as outlined in Table 1 and outlined in Attachment G, CONSULTANT’S Proposal, following acceptance by the COUNTY that the task(s) have been completed successfully per the terms of this agreement.

CONSULTANT shall submit requests for payment after completion of services or no later than the tenth (10<sup>th</sup>) day of the month following provision of services. In no event shall total compensation paid to CONSULTANT under this Provision B.1 exceed \$ without a formal written amendment to this Agreement approved by the COUNTY.

**Table 1**

<b>Task</b>	<b>Cost</b>

**B.2 TRAVEL COSTS.** COUNTY shall not pay CONSULTANT for meals, lodging or other travel costs not included in this Agreement unless said costs are approved in advance by the COUNTY representative (Operative Provision 7) and then COUNTY shall pay CONSULTANT per diem rates in effect on the date of invoice upon presentation of invoices.

**B.3 AUTHORIZATION REQUIRED.** Services performed by CONSULTANT and not authorized in this Agreement shall not be paid for by COUNTY. Payment for additional services shall be made to CONSULTANT by COUNTY if, and only if, this Agreement is amended by formal written agreement signed by both parties in advance of performing additional services.

**COUNTY OF YUBA**

**ATTACHMENT C**

**ADDITIONAL PROVISIONS**

**C.1 FORCE MAJEURE.** Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

**C.2 LAW, POLICY AND PROCEDURES, LICENSES, AND CERTIFICATES.** CONSULTANT agrees to administer this Agreement in accordance with all applicable local, county, state, and federal laws, rules, and regulations applicable to their operations. CONSULTANT shall further comply with all laws including, but not limited to, those relevant to wages and hours or employment, occupational safety, fire safety, health, sanitation standards and directives, guidelines, and manuals related to this Agreement. All issues shall be resolved using reasonable administrative practices and judgment. CONSULTANT shall keep in effect all licenses, permits, notices, and certificates required by law and by this Agreement.

**C.3 RECORDS AND REPORTING.** CONSULTANT agrees to maintain and preserve, and to be subject to examination and audit for a period of three (3) years after termination of agreement to the COUNTY's Auditor and/or to any duly authorized fiscal agent of the COUNTY, any books, documents, papers, and records of CONSULTANT which are relevant to this Agreement for the purpose of making an audit, or an examination, or for taking excerpts and transcriptions. In conjunction with records retention and access, CONSULTANT will provide any reporting information necessary to meet federal reporting requirements.

**C.4 ACCEPTANCE.** All work performed and completed under the Agreement is subject to the acceptance of the COUNTY or its authorized representatives. Payment shall be made after inspection and approval by COUNTY. Failure by the CONSULTANT to take corrective action within 24 hours after personal or telephonic notice by the COUNTY's representative on items affecting essential use of the facility, safety or the preservation of property, and within ten days following written notice on other deficiencies, will result in the COUNTY taking whatever corrective action it deems necessary. All costs resulting from such action by the COUNTY will be claimed against CONSULTANT.

**C.5 CONFIDENTIALITY.** CONSULTANT must maintain compliance with confidentiality regulations. At no time shall CONSULTANT'S employees, agents, or representatives in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any information that is confidential to the COUNTY. CONSULTANT and its employees, agents, and representatives shall protect such information and treat it as strictly confidential.

**C.6 INTELLECTUAL PROPERTY.** COUNTY shall have and retain all right, title, and interest in Intellectual Property in all plans specifications, studies, drawings, estimates, materials, data,

computer programs or software and source code, documents developed or modified under this Agreement.

**C.7 COPYRIGHTS, PATENT AND TRADEMARKS.** CONSULTANT guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork incorporated into the provided product are owned by the CONSULTANT, provided and owned by the COUNTY or the CONSULTANT has permissions from the rightful owner to use each of these elements. The CONSULTANT will hold harmless, protect, and defend the COUNTY from any claim or suit arising from the use of such elements furnished by the CONSULTANT.

**C.8 LABOR COMPLIANCE.** CONSULTANT must maintain compliance with applicable California Labor Code requirements, including, but not limited to, Section 1720 et seq. of the California Labor Code regarding public works, limitations on use of volunteer labor (California Labor Code Section 1720.4), labor compliance programs (California Labor Code Section 1771.5) and payment of prevailing wages for work done under an agreement.

**COUNTY OF YUBA**

**ATTACHMENT D**

**GENERAL PROVISIONS**

**D.1 INDEPENDENT CONTRACTOR STATUS.** At all times during the term of this Agreement, the following apply:

**D.1.1** All acts of CONSULTANT shall be performed as an independent Contractor and not as an agent, officer or employee of COUNTY. It is understood by both CONSULTANT and COUNTY that this Agreement is by and between two independent parties and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

**D.1.2** CONSULTANT shall have no claim against COUNTY for employee rights or benefits, including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

**D.1.3** CONSULTANT is solely obligated to pay all applicable taxes, deductions and other obligations, including, but not limited to, federal and state income taxes, withholding and Social Security taxes, unemployment and disability insurance and Workers' Compensation and Medi-Care payments.

**D.1.4** As an independent Contractor, CONSULTANT is not subject to the direction and control of COUNTY except as to the final result contracted for under this Agreement. COUNTY may not require CONSULTANT to change its manner of doing business, but may require it to redirect its efforts to accomplish what it has agreed to do.

**D.1.5** CONSULTANT may provide services to others during the same period service is provided to COUNTY under this Agreement.

**D.1.6** If in the performance of this Agreement any third persons are employed by CONSULTANT, such persons shall be entirely and exclusively under the direction, supervision and control of CONSULTANT. All terms of employment including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or requirements of law shall be determined by the CONSULTANT.

**D.1.7** As an independent Contractor, CONSULTANT hereby indemnifies and holds COUNTY harmless from any and all claims that may be made against COUNTY based on any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

**D.2 LICENSES, PERMITS, ETC.** CONSULTANT represents and warrants to COUNTY that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONSULTANT to practice its profession. CONSULTANT represents and warrants to COUNTY

that CONSULTANT shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONSULTANT to practice its profession at the time the services are performed. Failure of the CONSULTANT to comply with this provision shall authorize the COUNTY to immediately terminate this agreement notwithstanding any other provision in this agreement to the contrary.

**D.3 TIME.** CONSULTANT shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of CONSULTANT's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

**D.4 INDEMNITY.** CONSULTANT shall defend, indemnify, and hold harmless COUNTY, its elected and appointed councils, boards, commissions, officers, agents, and employees from any liability for damage or claims for damage for personal injury, including death, as well as for property damage that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, which may arise from the intentional or negligent acts or omissions of CONSULTANT in the performance of services rendered under this Agreement by CONSULTANT, or any of CONSULTANT's officers, agents, employees, contractors, or sub-contractors.

**D.5 CONSULTANT NOT AGENT.** Except as COUNTY may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of COUNTY in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement to bind COUNTY to any obligation whatsoever.

**D.6 ASSIGNMENT PROHIBITED.** CONSULTANT may not assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no legal effect.

**D.7 PERSONNEL.** CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that COUNTY, in its sole discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving written notice from COUNTY of its desire for removal of such person or persons.

**D.8 STANDARD OF PERFORMANCE.** CONSULTANT shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged. All products of whatsoever nature which CONSULTANT delivers to COUNTY pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the standards or quality normally observed by a person practicing in CONSULTANT's profession.

**D.9 POSSESSORY INTEREST.** The parties to this Agreement recognize that certain rights to property may create a "possessory interest", as those words are used in the California Revenue and Taxation Code, §107. For all purposes of compliance by COUNTY with Section 107.6 of the California Revenue and Taxation Code, this recital shall be deemed full compliance by the COUNTY. All questions of initial determination of possessory interest and valuation of such interest, if any, shall be the responsibility of the County Assessor and the contracting parties hereto. A taxable

possessory interest may be created by this contract; and if created, the party in whom such an interest is vested will be subject to the payment of property taxes levied on such an interest.

**D.10 TAXES.** CONSULTANT hereby grants to the COUNTY the authority to deduct from any payments to CONSULTANT any COUNTY imposed taxes, fines, penalties and related charges which are delinquent at the time such payments under this Agreement are due to CONSULTANT.

**D.11 TERMINATION.** Upon termination of this Agreement as otherwise provided herein, CONSULTANT shall immediately cease rendering service upon the termination date and the following shall apply:

**D.11.1** CONSULTANT shall deliver copies of all writings prepared by it pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing and form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.

**D.11.2** COUNTY shall have full ownership and control of all such writings or other communications delivered by CONSULTANT pursuant to this Agreement.

**D.11.3** COUNTY shall pay CONSULTANT the reasonable value of services rendered by CONSULTANT to the date of termination pursuant to this Agreement not to exceed the amount documented by CONSULTANT and approved by COUNTY as work accomplished to date; provided, however, COUNTY shall not in any manner be liable for lost profits which might have been made by CONSULTANT had CONSULTANT completed the services required by this Agreement. In this regard, CONSULTANT shall furnish to COUNTY such financial information as in the judgment of the COUNTY is necessary to determine the reasonable value of the services rendered by CONSULTANT. In the event of a dispute as to the reasonable value of the services rendered by CONSULTANT, the decision of the COUNTY shall be final. The foregoing is cumulative and does not affect any right or remedy which COUNTY may have in law or equity.

CONSULTANT may terminate its services under this Agreement upon thirty (30) days written notice to the COUNTY, without liability for damages, if CONSULTANT is not compensated according to the provisions of the Agreement or upon any other material breach of the Agreement by COUNTY.

**D.12 NON-DISCRIMINATION.** Throughout the duration of this Agreement, CONSULTANT shall not unlawfully discriminate against any employee of the CONSULTANT or of the COUNTY or applicant for employment or for services or any member of the public because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex or sexual orientation. CONSULTANT shall ensure that in the provision of services under this Agreement, its employees and applicants for employment and any member of the public are free from such discrimination. CONSULTANT shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900, et seq.). The applicable regulations of the Fair Employment Housing Commission implementing Government Code Section 12900, set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full. CONSULTANT shall also abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act. CONSULTANT shall give written notice of its obligations

under this clause to any labor agreement. CONSULTANT shall include the non-discrimination and compliance provision of this paragraph in all subcontracts to perform work under this Agreement.

**D.13 REHABILITATION ACT OF 1973/AMERICANS WITH DISABILITIES ACT OF 1990.** In addition to application of the non-discrimination provision of this Agreement, above, CONSULTANT agrees to comply with all provisions of section 504 et seq. of the Rehabilitation Act of 1973, and with all provisions of the Americans with Disabilities Act of 1990, and all amendments thereto, and all administrative rules and regulations issued pursuant to said Acts, pertaining to the prohibition of discrimination against qualified handicapped and disabled persons, in all programs or activities, as to employees or recipients of services.

**D.14 OWNERSHIP OF INFORMATION.** All professional and technical information developed under this Agreement and all work sheets, reports, and related data shall become the property of COUNTY, and CONSULTANT agrees to deliver reproducible copies of such documents to COUNTY on completion of the services hereunder. The COUNTY agrees to indemnify and hold CONSULTANT harmless from any claim arising out of reuse of the information for other than this project.

**D.15 WAIVER.** A waiver by any party of any breach of any term, covenant or condition herein contained or a waiver of any right or remedy of such party available hereunder at law or in equity shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained or of any continued or subsequent right to the same right or remedy. No party shall be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.

**D.16 COMPLETENESS OF INSTRUMENT.** This Agreement, together with its specific references and attachments, constitutes all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made express or implied.

**D.17 SUPERSEDES PRIOR AGREEMENTS.** It is the intention of the parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, or agreements, written or oral, between the parties hereto.

**D.18 CAPTIONS.** The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**D.19 DEFINITIONS.** Unless otherwise provided in this Agreement, or unless the context otherwise requires, the following definitions and rules of construction shall apply herein.

**D.19.1 NUMBER AND GENDER.** In this Agreement, the neuter gender includes the feminine and masculine, and the singular includes the plural, the word "person" includes corporations, partnerships, firms or associations, wherever the context so requires.

**D.19.2 MANDATORY AND PERMISSIVE.** "Shall" and "will" and "agrees" are mandatory. "May" is permissive.

**D.20 TERM INCLUDES EXTENSIONS.** All references to the term of this Agreement or the Agreement Term shall include any extensions of such term.

**D.21 SUCCESSORS AND ASSIGNS.** All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

**D.22 MODIFICATION.** No modification or waiver of any provision of this Agreement or its attachments shall be effective unless such waiver or modification shall be in writing, signed by all parties, and then shall be effective only for the period and on the condition, and for the specific instance for which given.

**D.23 COUNTERPARTS.** This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

**D.24 OTHER DOCUMENTS.** The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

**D.25 PARTIAL INVALIDITY.** If any term, covenant, condition or provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

**D.26 JURISDICTION.** It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a Court of competent jurisdiction in the County of Yuba, State of California.

**D.27 CONTROLLING LAW.** The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

**D.28 TIME IS OF THE ESSENCE.** Time is of the essence of this Agreement and each covenant and term a condition herein.

**D.29 AUTHORITY.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such entity(s), person(s), estate(s) or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Further, by entering into this Agreement, neither party hereto shall have breached the terms or conditions of any other contract or agreement to which such party is obligated, which such breach would have a material effect hereon.

**D.30 CONFLICT OF INTEREST.** Neither a COUNTY employee whose position in COUNTY enables such employee to influence the award of this Agreement or any competing Agreement, nor a spouse or economic dependent of such employee, shall be employed in any capacity by CONSULTANT herein, or have any other direct or indirect financial interest in this Agreement. CONSULTANT may be subject to the disclosure requirements of the COUNTY conflict of interest

code if in a position to make decisions or influence decisions that could have an effect on the CONSULTANT's financial interest. The County Administrator shall determine in writing if CONSULTANT has been hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in the Yuba County Conflict of Interest Code.

**D.31 NOTICES.** All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as follows:

If to "COUNTY":

Department of Administrative Services  
County of Yuba  
Attn: Purchasing Agent  
915 8<sup>th</sup> Street, Suite 119  
Marysville, CA 95901

With a copy to:

County Counsel  
County of Yuba  
915 8<sup>th</sup> Street, Suite 111  
Marysville, CA 95901

If to "CONSULTANT":

TBD

**COUNTY OF YUBA**

**ATTACHMENT E**

**INSURANCE PROVISIONS**

**E. INSURANCE.** CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

**E.1. MINIMUM SCOPE AND LIMIT OF INSURANCE.** Coverage shall be at least as broad as:

**E.1.1. Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

**E.1.2. Automobile Liability** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONSULTANT has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

**E.1.3. Workers’ Compensation** insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.  
*(Not required if CONSULTANT provides written verification it has no employees)*

**E.1.4. Professional Liability (Errors and Omissions)** Insurance as appropriate to CONSULTANT’s profession, with limits no less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate.

If the CONSULTANT maintains higher limits than the minimums shown above, COUNTY requires and shall be entitled to coverage for the higher limits maintained by CONSULTANT.

**E.2 OTHER INSURANCE PROVISIONS** The insurance policies are to contain, or be endorsed to contain, the following provisions:

**E.2.1. ADDITIONAL INSURED STATUS COUNTY, its officers, officials, employees, and volunteers are to be covered as additional insured** on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of CONSULTANT; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of CONSULTANT including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).

**E.2.2. PRIMARY COVERAGE** For any claims related to this contract, **CONSULTANT's insurance coverage shall be primary** insurance as respects COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by COUNTY, its officers, officials, employees, or volunteers shall be excess of CONSULTANT'S insurance and shall not contribute with it.

**E.2.3. NOTICE OF CANCELLATION** Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the COUNTY.**

**E.3. WAIVER OF SUBROGATION** CONSULTANT hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONSULTANT may acquire against COUNTY by virtue of the payment of any loss under such insurance. CONSULTANT agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not COUNTY has received a waiver of subrogation endorsement from the insurer.

**E.4. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and approved by COUNTY. COUNTY may require CONSULTANT to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

**E.5. ACCEPTABILITY OF INSURERS** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the COUNTY.

**E.6. CLAIMS MADE POLICIES** If any of the required policies provide coverage on a claims-made basis:

**E.6.1.** The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

**E.6.2.** Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

**E.6.3.** If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, CONSULTANT must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

**E.7. VERIFICATION OF COVERAGE** CONSULTANT shall furnish COUNTY with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive CONSULTANT's obligation to provide them. COUNTY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

**E.8. SUBCONTRACTORS** CONSULTANT shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

**E.9. SPECIAL RISKS OR CIRCUMSTANCES** COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## COUNTY OF YUBA

### ATTACHMENT F

#### CONFIDENTIALITY PROVISIONS AND STATEMENTS

##### 1.0 INTRODUCTION

For the purposes of carrying out a contract for Professional Services entered into between the COUNTY OF YUBA (hereinafter "COUNTY") and <><> (hereinafter "CONTRACTOR"), the COUNTY has provided the CONTRACTOR access to Confidential Information. The provisions and statement sets forth in this document outline the CONTRACTOR's responsibilities for safeguarding this information.

##### 2.0 DEFINITIONS.

- 2.1 CONFIDENTIAL INFORMATION** shall include, but is not limited to, personally identifiable information, protected health information, financial information, financial account numbers, driver's license numbers, social security numbers, marital status, etc.
- 2.2 PERSONALLY IDENTIFIABLE INFORMATION** is Confidential Information and includes, but is not limited to, names, dates of birth, social security numbers, addresses, phone numbers, driver's license numbers, State ID numbers, etc.
- 2.3 BREACH** shall mean the acquisition, access, use or disclosure of Confidential Information which compromises the security or privacy of such information.
- 2.4 SECURITY INCIDENT** shall mean any known successful or unsuccessful attempt by an authorized or unauthorized individual to inappropriately use, disclose, modify, access, or destroy any Confidential Information.

##### 3.0 BACKGROUND.

The COUNTY maintains Confidential Information to perform functions, activities, and/or services directly related to the administration of a social service program. Such Confidential Information may not be used, accessed, or disclosed for any other purposes.

The COUNTY must take appropriate steps to ensure its compliance with all applicable state and federal confidentiality laws and desires to protect the privacy of those to which it provides services. As such, it must require that CONTRACTOR also obey all applicable state and federal laws. Any individual who violates the privacy, confidentiality, or security of Confidential Information in any form or medium may be subject to civil and/or criminal prosecution under state and federal law.

Establishing safeguards for Confidential Information can limit the potential exposure of Confidential Information and CONTRACTOR is expected to adhere to current industry

standards and best practices in the management of data collected by, or on behalf of, the COUNTY, and within the CONTRACTOR's possession.

However, even with sound practices and safeguards, exposure can occur as a result of a theft, loss, compromise or Breach of the data and/or systems containing data. At these times, the CONTRACTOR must immediately report the incident surrounding the loss or Breach of data in the CONTRACTOR's possession and absorb any associated costs as deemed by the COUNTY to be reasonable and necessary.

#### **4.0 PROVISIONS.**

**4.1** The CONTRACTOR shall sign the "Confidentiality Provisions and Statements" and adopt it by reference in the underlying Agreement.

**4.2** The COUNTY requires at least the following minimum standards of care in handling the Confidential Information:

**4.2.1** Securing all areas where Confidential Information is maintained and/or stored;

**4.2.2** Utilizing all industry standard encryption and methodology through which Confidential Information is transmitted and/or stored. This includes desktop and laptop computers (whole drive encryption —not file encryption), personal digital assistants (PDA), smart phones, thumb or flash-type drives, CDs, diskettes, backup tapes, etc.;

**4.2.3** Limiting the removal of Confidential Information from the CONTRACTOR's premises except for those purposes as designated in the underlying Agreement;

**4.2.4** Ensuring only the minimum necessary amount of Confidential Information is downloaded and/or accessed when absolutely necessary for the purposes as designated in the underlying Agreement;

**4.2.5** Not leaving Confidential Information unattended or accessible to unauthorized individuals; and

**4.2.6** Disposing of Confidential Information, after obtaining COUNTY authorization and approval, through confidential means for the purposes designated in the underlying Agreement.

**4.3** Confidential Information shall only be used or disclosed for the purposes designed in the underlying Agreement and at no time shall be disclosed or used for personal, non-contract/agreement related reasons, unless specifically authorized by the COUNTY.

**4.4** In all circumstances, the CONTRACTOR shall have no ownership rights or interests in any data or information, including Confidential Information. All data collected by the CONTRACTOR on behalf of the COUNTY, or received by the CONTRACTOR on

behalf of the COUNTY, is owned by the COUNTY. There are no exceptions to this provision.

**4.5** The COUNTY may periodically monitor and/or audit use of the information systems and other record-keeping systems at a CONTRACTOR's location or COUNTY location in an effort to ensure compliance with these provisions.

**4.6** If there is an incident involving theft, loss, compromise, and/or Breach of Confidential Information, the CONTRACTOR must notify the COUNTY immediately and under no circumstances no less than twenty four (24) hours after discovery of such an incident.

**4.7** If the incident involves a theft or is incidental to another crime, the CONTRACTOR shall notify the appropriate law enforcement officials and a police report generated to document the circumstances of the incident so as to establish whether the crime involved a motive to obtain the Confidential Information. The police report will be forwarded to the COUNTY within forty eight (48) hours of receipt of the report.

**4.8 NOTIFICATION OF BREACH.**

**4.8.1** Upon the suspicion or discovery of a Breach, Security Incident, intrusion, or unauthorized use or disclosure of Confidential Information, the CONTRACTOR shall notify the COUNTY within twenty four (24) hours by telephone in addition to follow up by either email or fax.

**4.8.2** Notification of any Breach, Security Incident, or unauthorized access as described in section 4.8.1 shall be provided to:

**4.8.3** The CONTRACTOR shall immediately investigate such actual or suspected Breach, Security Incident, or unauthorized access of Confidential Information. Within seventy two (72) hours of the discovery, if an actual Breach has occurred, the CONTRACTOR shall notify the individual identified in section 4.8.2 of the following:

- (a) What data elements were involved and the extent of the data involved in the Breach (e.g. number of records or affected individual's data);
- (b) The identity of the unauthorized persons known or reasonably believed to have improperly used or disclosed Personally Identifiable Information (PII), Personal Health Information (PHI) and/or Confidential Information;
- (c) A description of where the Confidential Information is believed to have been improperly transmitted, sent, or utilized;
- (d) A description of the probable causes of the improper use or disclosure; and
- (d) Whether any state or federal laws requiring individual notifications of breaches are triggered.

**4.8.4** The COUNTY will coordinate with the CONTRACTOR to determine additional specific actions that will be required of the CONTRACTOR for mitigation of the Breach, which may include notification to the individual or other authorities.

**4.8.5** All associated costs shall be borne by the CONTRACTOR. This may include, but is not limited to, costs associated with notifying the affected individuals.

**4.9** The COUNTY may require that the CONTRACTOR provide evidence of adequate background checks for individuals who are entrusted by the CONTRACTOR to work with the COUNTY's Confidential Information.

**4.10** The COUNTY requires that the CONTRACTOR have comprehensive policies and procedures to adequately safeguard the Confidential Information before it is conveyed to the CONTRACTOR. The CONTRACTOR's policies should articulate all safeguards in place for the COUNTY's Confidential Information, including provisions for destruction of all data and backup copies of data. All COUNTY-owned media containing Confidential Information shall be returned to the COUNTY when no longer legitimately needed by the CONTRACTOR.

**5.0 ACKNOWLEDGEMENT OF RECEIPT AND SIGNATURE.**

The CONTRACTOR hereby understands the above provisions and statements. The CONTRACTOR further understands the sensitivity of the Confidential Information and understands that the CONTRACTOR must protect the confidentiality of all COUNTY information placed within the CONTRACTOR's care or which the CONTRACTOR may come across during the course of the Agreement.

DATED: \_\_\_\_\_

CONTRACTOR

*[to be executed with contract]*

\_\_\_\_\_  
(Signature)  
(Print Name and Title)

**COUNTY OF YUBA**  
**ATTACHMENT G**  
**REQUEST FOR PROPOSAL**

**COUNTY OF YUBA**  
**ATTACHMENT H**  
**CONSULTANT'S PROPOSAL**