



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE  
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA  
Chief Executive Officer

**DATE:** October 31, 2013  
**TIME:** 1:00 p.m.  
**LOCATION:** Kenneth Hahn Hall of Administration, Room 830

**AGENDA**

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.  
Three (3) minutes are allowed for each item.

1. Call to order – Santos H. Kreimann
- A) **Board Letter – COUNTYWIDE CLASS ACTIONS GENERAL RECLASS BOARD LETTER**  
CEO Class/Comp – Paul Coyne or designee
- B) **Board Letter – APPROVAL OF CONTRACT FOR EMPLOYEE DRUG AND ALCOHOL TESTING PROGRAM SERVICES/ADMINISTRATION**  
CEO Risk Mgmt. – Steve Robles or designee
- C) **Board Letter – RECOMMENDATION TO APPROVE AMENDMENT NO. 4 TO EXTEND AGREEMENT NO. 74507 WITH CORE BUSINESS TECHNOLOGIES FOR CONTINUED LICENSING, MAINTENANCE, AND SUPPORT FOR THE AUTOMATED CASHIERING SYSTEM**  
TTC – Mark J. Saladino or designee
- D) **Board Letter – BALD MOUNTAIN NEW TOWER; HAUSER PEAK NEW TOWER; PUENTE HILLS NEW TOWER AND COMMUNICATIONS EQUIPMENT BUILDING; APPROVE REVISED PROJECT BUDGETS, APPROPRIATION ADJUSTMENT, AND CHANGE ORDER**  
CEO/DPW/ISD – Jan Takata, Gail Farber, and Jim Jones or designee(s)
- E) **Board Letter – CRA OF THE CITY OF L.A. REQUEST FOR SUBORDINATION OF PASS-THROUGH PAYMENTS TO COUNTY TAXING ENTITIES ON THE ADELANTE EASTSIDE REDEVELOPMENT PROJECT AND THE HOLLYWOOD REDEVELOPMENT PROJECT**  
CEO Redevelopment – Robert Moran or designee

**CONTINUED ON PAGE 2**

**F) Risk Management Presentation**

ISD – Jim Jones or designee

2. Public Comment

3. Adjournment



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
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First District  
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MICHAEL D. ANTONOVICH  
Fifth District

November 19, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

## **COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)**

### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by reclassifying positions in various County departments.

### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 84 ordinance positions to implement results of classification studies in the Departments of Animal Care and Control, Children and Family Services, Fire, Health Services, Mental Health, Public Health, Public Library, and Public Social Services.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

### **Implementation of Strategic Plan Goals**

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

### **Reclassifications**

There are 84 ordained and budgeted positions in eight (8) departments being recommended for reclassification (Attachment A). The duties, responsibilities and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

### **FISCAL IMPACT/FINANCING**

The projected budgeted annual cost for the 84 budgeted positions that will be reclassified is estimated to total \$94,939 (all funds). Net County cost is estimated to be \$5,417. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The Honorable Board of Supervisors  
November 19, 2013  
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Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:BC:JA  
PAC:AB:ra

Attachment

c: Department of Human Resources  
Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS**

**ANIMAL CARE AND CONTROL**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Warehouse Worker II Item No. 2332A NM 71G Represented	Procurement Assistant II Item No. 2346A NM 76C Represented

The subject position reports to the Departmental Finance Manager I and is assigned to the Warehouse and Procurement Services Section, where it oversees the planning, assigning, and reviewing the work and overall daily operations. The duties are reviewing and approving purchase orders from routine to specialty items (i.e., vehicle tracking devices, vaccines, and animal micro-chips) as well as processing requests for vehicles and facility maintenance and repairs. The position is the primary contact with Internal Services staff, outside vendors and companies that provide contracted services.

The duties and responsibilities meet the allocation standards of Procurement Assistant II, a class that is responsible for supervising the procurement of a variety of technical items, bid review, vendor contact, expenditure reconciliation and regular management reporting or comprehensive responsibility for procurement of goods, services, and equipment for multiple sites. Therefore, we recommend an upward reclassification to Procurement Assistant II.

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**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**CHILDREN AND FAMILY SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Safety Officer Item No. 3036N 90D Represented	Safety Officer I Item No. 3037N NM 91C Non-Represented

The subject position is responsible for ensuring the department's compliance with the provisions of the Federal and State Occupational Safety and Health Acts, and policies and procedures of the Illness and Injury Prevention Program. It advises management of the findings of investigations and provides recommendations to protect the health and safety of the department's employees. The position also conducts safety training programs and leads Safety Committee meetings.

All classes in the Safety Officer series have the responsibility for the development and administration of a comprehensive safety and accident prevention program. Safety Officer allocations throughout the County are based primarily upon the size of the department served and the risk exposure to the department's employees. Since, the Department of Children and Family Services is considered a medium to large sized department, we recommend upward reclassification to Safety Officer I.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**FIRE - ADMINISTRATIVE**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
3	Administrative Services Manager I Item No. 1002A NM 93L Non-Represented	Departmental Civil Service Representative Item No. 1881A NM 95A Non-Represented
1	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented	Head Departmental Civil Service Representative Item No. 1882A NM 101L Non-Represented
1	Senior Departmental Personnel Technician Item No. 1849A NM 91A Non-Represented	Head Departmental Civil Service Representative Item No. 1882A NM 101L Non-Represented

The subject positions are assigned to Professional Performance Section and report to a Battalion Chief. The positions are responsible for the review of high-profile cases received from the Board of Supervisors, Fraud Hotline and outside agencies. In addition, the positions prepare and present cases involving all departmental actions which may be appealed to the Civil Service Commission.

The Administrative Services Manager I and Senior Departmental Personnel Technician positions conduct administrative investigations and prepare detailed reports, settlement agreements, corrective action plans, and ensure all facts and findings are in compliance with department and County policy, rules and regulations. The scope of responsibility assigned to these positions meets the Departmental Civil Service Representative allocation criteria to review and approve proposed departmental disciplinary actions to ensure such actions are appropriate, are in compliance with departmental and County policies relating to discipline, and have sufficient basis for defense in the event the action is appealed to the Civil Service Commission. Therefore, we recommend upward reclassification of these positions to Departmental Civil Service Representative.

The Administrative Services Manager II position is responsible for handling and coordinating highly-complex and sensitive cases as well as all random-drug test scheduling. Duties include preparing comprehensive Rehabilitation Agreements, complete with stipulations on employee conduct, expectations and consequences. The duties and responsibilities meet the classification standards for Head Departmental Civil Service Representative, a class which is responsible for providing full administrative and technical supervision over a staff of departmental representatives who prepare and present cases involving all departmental actions which may be appealed to the Civil Service Commission. Therefore, we recommend upward reclassification to Head Departmental Civil Service Representative.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**HEALTH SERVICES – ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Nursing Instructor Item No. 5214A N21 RN07 Represented	Nursing Director, Administration Item No. 5296A N23 S14 Non-Represented
1	Special Services Assistant III Item No. 0852A N23 S12 Non-Represented	Medical Center Materials Manager Item No. 2405A NM 106E Non-Represented

In conjunction with Phase 2 of a departmental reorganization, we are recommending reclassification of the above subject positions to reflect the new structure within the Supply Chain Unit. Therefore, we are recommending upward reclassification of the Nursing Instructor to Nursing Director, Administration and downward reclassification of the Special Services Assistant III to Medical Center Materials Manager.

**HEALTH SERVICES – JUVENILE COURT HEALTH SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented	Senior Nursing Instructor Item No. 5216 N21 RN09 Represented

The subject position will report to the Director of Education Compliance and will have responsibility for administering various aspects and components of competency testing. The position will be responsible for collaborating with committee experts to plan and develop written nursing and allied health competency and training materials; ensuring and providing oversight of DHS system-wide staff, educators, and managers for the purposes of Competency Assessment for Nursing and Allied Health; and maintaining operational procedures for the Education Compliance program.

The proposed duties and responsibilities are comparable to the scope and level of Senior Nursing Instructor. Positions allocable to this class provide a full-range of training of educational services to a particular segment of a large organization or have responsibility for the development and implementation of a highly specialized and complex training or educational program throughout several segments of a large organization. Therefore, we recommend downward reclassification of Nurse Manager to Senior Nursing Instructor.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**HEALTH SERVICES**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
LAC+USC HealthCare Network		
33	Nursing Attendant II Item No. 5100A NM 57K Represented	Nursing Attendant I Item No. 5098A N2M 53H Represented
ValleyCare Network		
1	Nursing Attendant II Item No. 5100A NM 57K Represented	Nursing Attendant I Item No. 5098A N2M 53H Represented

The subject positions function as “sitters”, which involve duties that can be performed by non-licensed nursing staff to provide one-to-one in-person observations/monitoring services. The monitoring services ensure that the patient remains safe and free from injury or harm from self, other patients and/or environment. The positions are responsible for maintaining a planned environment that is physically and emotionally conducive to patient comfort and safety; and are assigned to patients who are chronically ill, but who are stable and require some bedside care and the observation and reporting of behavior and manifest signs of their physical condition.

Based on the identified duties and responsibilities, the appropriate classification to perform the “sitter” function is at the level of the Nursing Attendant I, a class that provides basic nursing services to patients. Therefore, we recommend downward reclassification to Nursing Attendant I.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**HEALTH SERVICES – RANCHO LOS AMIGOS**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Accounting Systems Technician Item No. 0665A NM 83J Represented	Health Care Financial Analyst Item No. 0672A NM 88B Non-Represented
1	Health Care Financial Analyst Item No. 0672A NM 88B Non-Represented	Senior Health Services Fiscal Analyst Item No. 0722A NM 104B Non-Represented

The subject Accounting Systems Technician position reports to a Senior Health Services Fiscal Analyst and is primarily responsible for reviewing financial data depending on assigned financial programs to analyze and compare reimbursement requirements set forth by Federal and State agencies. Duties include evaluating financial performance information against expenditure standards to develop required reports. The duties and responsibilities of this position are more comparable to the scope and level of Health Care Financial Analyst, a class that prepares reimbursement claims for health care provided under Federal, State and Special medical aid programs or prepares yearly budget requests, annual financial plans, and evaluates operational performance against expenditures standards. Therefore, we recommend an upward reclassification to Health Care Financial Analyst.

The subject Health Care Financial Analyst position will report to the Fiscal Officer II, Health Services and is assigned to the Expenditure Management Section, where it will supervise staff responsible for performing revenue analysis to obtain reimbursement from various sources. The position will oversee the development of various revenue reports to increase departmental efficiency and streamline system security in accordance to the department's internal control and procedures. The duties and responsibilities of the subject position meet the allocation standards for Senior Health Services Fiscal Analyst. By definition, this class supervises a team of fiscal personnel who are responsible for financial analysis and accounting systems design, and cost and revenue accounting for the Department of Health services. As such, we recommend upward reclassification to Senior Health Services Fiscal Analyst.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**MENTAL HEALTH**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Services Manager III Item No. 1004A NM 106K Non-Represented	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
1	Chief, Administrative Support Bureau, Mental Health Item No. 4725A NM 104G Non-Represented	Administrative Services Manager III Item No. 1004A NM 106K Non-Represented
1	Health Program Analyst I Item No. 4727A NM 92A Non-Represented	Administrative Assistant III Item No. 0889A NM 85K Represented
2	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented	1 - Administrative Assistant II Item No. 0888A NM 81K Represented
		1 - Administrative Assistant III Item No. 0889A NM 85K Represented

The subject Administrative Services Manager III position oversees the Administrative Services Bureau (ASB), Management Services Unit, where it supervises five direct reports including two subordinate supervisors, and indirect oversight of 13 positions in the daily activities of the unit. The unit is responsible for planning, assigning, and evaluating work of staff; developing and implementing strategic goals; handling the most complex/sensitive tasks and assignments such as Board inquiries, Public Information Act requests, and employee discipline corrective action plans. Based on the duties and supervisory responsibilities assigned, this position meets the allocation standards for Administrative Services Manager II, a class which supervises a unit of analysts performing a full range of difficult to complex analytical assignments within administrative functional areas. Therefore, we recommend downward reclassification to Administrative Services Manger II.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**MENTAL HEALTH (cont'd)**

The subject Chief, Administrative Services Bureau, Mental Health position oversees, through subordinate supervisors, the department's Administrative Services Bureau, which includes the Materials Management, Facilities Management/Space-Planning, and Management Services units. The subject position meets the allocation standards for Administrative Services Manager III, a class which has responsibility for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing services in administrative functional areas. Therefore, we recommend upward reclassification to Administrative Services Manager III.

The subject Health Program Analyst I position is assigned to the Management Services Unit. The primary responsibility is to investigate allegations of employee and contractor fraud. The duties include preparing comprehensive reports of findings; conducting interviews with subjects and witnesses; and coordinating with departmental Civil Service representatives and representatives of County and outside counsel to prepare substantiated cases. The duties and responsibilities meet the allocation standards for Administrative Assistant III, a class that functions as administrative generalist in the central administrative unit of a County department to independently analyze and make recommendations for the solution of highly complex management problems. As such, we are recommending downward reclassification to Administrative Assistant III.

The first Intermediate Typist-Clerk position will oversee the ASB Space Planning Unit. The position will be responsible for directing and overseeing space-development projects; conferring with representatives of CEO, Public Works, and ISD to review construction design and progress and resolve problems as needed; and making recommendations to management based on standard design elements and cost-benefit analysis. The duties and responsibilities to be performed, meet the allocation criteria for Administrative Assistant II, a class which functions as an administrative generalists in the central administrative staff organization of a County department to analyze and make recommendations for the solution of a variety of operational problems having significant consequences in terms of cost, efficiency or public service. Therefore, we recommend upward reclassification to Administrative Assistant II.

The second Intermediate Typist-Clerk position will provide overall administrative support to the management of the department's facilities-security program. The duties include analyzing, monitoring, and making recommendations in connection with the department's facilities-security budget, security contracts, service requests, post orders, and complex and highly sensitive matters; consulting with Sheriff's Department, County Services Bureau, Office of Security Management, and outside law enforcement agencies; developing and writing security-related policies and procedures; and training departmental staff on security-related topics. Since the position meets allocation standards for Administrative Services Manager III mentioned above, we recommend upward reclassification.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**PUBLIC HEALTH – PUBLIC HEALTH SERVICES**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Assistant Staff Analyst, Health Services Item No. 4595N NM 93A Non-Represented	Senior Contract Program Auditor Item No. 4615N NM 93A Non-Represented
1	Secretary IV Item No. 2097A NMV 73H Represented	Secretary III Item No. 2096A NMV 71H Represented
1	Secretary IV Item No. 2097N NMV 73H Represented	Secretary III Item No. 2096N NMV 71H Represented
1	Senior Physician Item No. 5456N N42 E06 Non-Represented	Chief Physician I Item No. 5457N N42 E07 Non-Represented

The subject Assistant Staff Analyst, Health Services position is currently assigned to the Division of Chronic Disease and Injury Prevention, Contracts and Grants Unit. It reports to a Staff Analyst, Health and is responsible for supervising Contract Program Auditors who are conducting administrative and programmatic audits and evaluation of contractual services. The position meets the allocation criteria for Senior Contract Program Auditor, a class which supervises a staff of Contract Program Auditors engaged in monitoring and evaluating health services provided by private agencies with County contracts. Therefore, we recommend lateral reclassification to Senior Contract Program Auditor.

The subject Secretary IV positions are also assigned to the Division of Chronic Disease and Injury Prevention. One of the positions reports to an Administrative Services Manager III who serves as the Division’s Chief of Programs and Policy, while the other reports to a Senior Physician (being recommended for reclassification to a Chief Physician I) who serves as the Division’s Deputy Director. Secretarial allocations throughout the County are based primarily upon the level of manager to which the secretary is assigned as well as the department size. The subject positions meet the allocation criteria for Secretary III. This class typically functions as secretary to the head of a major section in a large and complex County department. In contrast, a Secretary IV typically functions as secretary to the head of a major section in a very large and complex County Department. Therefore, we recommend downward reclassification to Secretary III.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**PUBLIC HEALTH – PUBLIC HEALTH SERVICES(cont'd)**

The subject Senior Physician position is assigned to the Division of Chronic Disease and Injury Prevention and reports to a Chief Physician II. The position serves as Deputy Director and directs the Division's key administrative and operational processes including matters related to public relations, health education, program development, and strategic planning. It also oversees the planning and operation of health programs such as Cardiovascular and School Health, Clinical and Other Preventive Services, and Office of Senior Health, as well as the Division's Research and Evaluation Unit and Information Systems and Informatics Unit. The subject position meets the allocation criteria for Chief Physician I, a class that has immediate responsibility for planning, coordinating, and evaluating specialized health programs on a County-wide basis. Therefore, we recommend upward reclassification to Chief Physician I.

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**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**PUBLIC LIBRARY**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
4	Librarian I Item No. 8334A NM 82E Represented	Librarian II Item No. 8335A NM 84E Represented
4	Librarian II Item No. 8335A NM 84E Represented	1 - Librarian I Item No. 8334A NM 82E Represented
		3 - Librarian III Item No. 8336A NM 86E Represented
3	Librarian III Item No. 8336A NM 86E Represented	Librarian IV Item No. 8337A NM 88E Represented
3	Librarian IV Item No. 8337A NM 88E Represented	1 - Librarian III Item No. 8336A NM 86E Represented
		2 - Librarian V Item No. 8339A NM 90E Represented

The subject Librarian positions are assigned to locations throughout Los Angeles County and are allocated based on vital statistics from the Library Grouping System (LPS) Report. The LPS Report indicates some libraries were upgraded due to a new construction or expanded square footage that resulted in additional service hours and staffing in their respective communities.

Changes to the duties and scope of responsibility assigned to each of the respective classifications are consistent with the overall services and programs of the department. Therefore, we are recommending upward and downward reclassification of 14 Librarian positions to Librarian I, II, III, IV, and V.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**PUBLIC SOCIAL SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
15	Eligibility Worker II Item No. 9179A N3MW 68A Represented	Accounting Technician II Item No. 0643A NM 72F Represented

The subject positions are assigned to the Bureau of Administrative Services, Fiscal Operations Division. The positions are responsible for performing technical accounting work in the areas of general accounting, accounts receivable, and expenditures and accounts payable as well as compiling various accounting reports for management.

The duties and scope of responsibilities are more consistent with the classification of Accounting Technician II, a class that supervises accounting technical and clerical personnel and personally performs the more complex technical accounting work. Therefore we recommend the upward reclassification of the 15 Eligibility Worker II positions to Accounting Technician II.

DRAFT



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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WILLIAM T FUJIOKA  
Chief Executive Officer

**DRAFT**

November 19, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**APPROVAL OF CONTRACT FOR EMPLOYEE DRUG AND ALCOHOL  
TESTING PROGRAM SERVICES ADMINISTRATION  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

This recommendation by the Chief Executive Officer (CEO) seeks the Board's approval for a contract with American Substance Abuse Professional Drug Solutions, Inc. (ASAP) for employee drug and alcohol testing program services administration, for a base term of three years at an approximate annual cost of \$40,000 and an option to extend the contract for two, one-year periods.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Chairman to sign the attached contract with ASAP for a three-year term, commencing on January 1, 2014, at an approximate annual cost of \$40,000 and approximate total cost of \$120,000.
2. Approve the option to extend the Contract for two, one-year terms at an annual approximate cost of \$40,750 and approximate total cost of \$81,500.
3. Authorize the CEO or his designee to approve and execute all extension options, any non-substantive changes, as well as terms and conditions required by the Board and pursuant to the provisions of the contract.
4. Authorize the CEO or his designee to increase the annual contract amount up to 15 percent for additional work within the scope of the contract, if required.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only***

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommendation is to enable the County of Los Angeles (County) to continue to maintain its Federally-mandated employee drug and alcohol testing program for its commercial drivers. The current contractor is ASAP.

The County's drug and alcohol testing program for commercial drivers in accordance with guidelines mandated by the Federal Department of Transportation (DOT) was implemented in 1995. The DOT requires pre-employment drug testing as well as random and post-accident drug and alcohol testing of employees who carry a commercial Driver's License. Since the inception of the program, the County has utilized a third-party administrator for administration of the program. The Contractor oversees a network of clinics that are located in various geographical areas within the County.

The Occupational Health Programs Section within the CEO's Risk Management Branch is responsible for employee drug and alcohol testing for all County departments. An estimated 1,100 annual random, reasonable suspicion, and post-rehabilitation follow-up tests will be handled through this contract. In addition, the contract provides for non-DOT employee drug and alcohol testing, as required.

### **Implementation of Strategic Plan Goals**

The recommended actions support the County's Strategic Plan Goal 1, Operational Effectiveness, providing timely and cost-effective services to the County, and strengthening its loss prevention program.

### **FISCAL IMPACT/FINANCING**

Services under this contract will be paid on a fee-for-services basis, at an estimated cost of \$120,000 for the base three-year term, and approximately \$81,500 if the CEO exercises the two, one-year options to extend. The total cost of this contract will be approximately \$201,500.

The first-year funding of this contract has been included in the CEO's budget for Fiscal Year 2013-14. The CEO will continue to include funding for this contract in future years.

The total paid to ASAP in 2012 under the current contract was \$37,133. Based on the expenditures for the first six months of 2013, the CEO projects the County will spend approximately \$41,000 for employee drug and alcohol testing in 2013.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The CEO has been contracting third-party administration services for employee drug and alcohol testing to comply with DOT requirements since the program's inception in 1995. The services required are of an intermittent nature. Therefore, this contract is not subject to the "Proposition A" guidelines as set forth in Los Angeles County Code Section 1.121.

This contract with ASAP includes all required Board provisions and has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

A Request for Proposals (RFP) was released on June 10, 2013. It was initially sent to four vendors, including the current contractor; the other vendors were obtained from an Internal Services Department bid list. The RFP was also posted on the County's contracting website. As a result, eight additional vendors expressed initial interest in the RFP.

On July 9, 2013, representatives of two vendors attended the Proposers Conference. Attendance at this conference was not mandatory.

Two proposers submitted proposals on the July 26, 2013 proposal due date. Both proposals met minimum requirements and were subsequently reviewed and evaluated by representatives of the CEO and Metropolitan Transportation Authority. In addition, Occupational Health Programs Unit staff conducted site visits of the proposed clinic sites to verify they met DOT and County facility and staff requirements.

The proposal submitted by ASAP was rated the highest; it also had the lowest proposed pricing.

There was a debriefing with the other proposer on its proposal ratings and no protest was filed.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this contract will enable the County to continue to maintain its employee drug and alcohol testing program

The Honorable Board of Supervisors  
November 19, 2013  
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***DRAFT***

**CONCLUSION**

Upon approval by the Board, please return two signed originals of the contract and one adopted copy of the letter to the CEO Risk Management Branch, attention Steven T. Robles, County Risk Manager.

Respectfully submitted,

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:BC  
STR:RLC:KF:tv

Enclosures

c: Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller



**CONTRACT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**AMERICAN SUBSTANCE ABUSE PROFESSIONAL DRUG  
SOLUTIONS, INC.**

**FOR**

**EMPLOYEE DRUG AND ALCOHOL TESTING  
PROGRAM SERVICES/ADMINISTRATION**

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- 1 CONTRACT DISCREPANCY REPORT
- 2 PERFORMANCE REQUIREMENTS CHART (PRC)
- 3 CONTRACTOR STATISTICAL DATA REPORTS

**CONTRACT BETWEEN  
COUNTY OF LOS ANGELES  
AND  
AMERICAN SUBSTANCE ABUSE PROFESSIONAL DRUG  
SOLUTIONS, INC.  
FOR  
EMPLOYEE DRUG AND ALCOHOL TESTING  
PROGRAM SERVICES/ADMINISTRATION**

This Contract and Exhibits made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the County of Los Angeles, hereinafter referred to as County and American Substance Abuse Professional Drug Solutions, Inc. hereinafter referred to as Contractor. Contractor is located at 455 East Carson Plaza Drive, Carson, CA 90746.

**RECITALS**

WHEREAS, the County may contract with private businesses for drug and alcohol testing for commercial drivers when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing drug and alcohol testing for commercial drivers; and

WHEREAS, pursuant to the California Government Code Section 31000.8, County is authorized to contract with private firms to perform such services.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

**1.0 APPLICABLE DOCUMENTS**

Exhibits A, B, C, D, E, F, G, H and I are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

**Standard Exhibits:**

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Price Schedule

- 1.3 EXHIBIT C - Intentionally Omitted
- 1.4 EXHIBIT D - Contractor's EEO Certification
- 1.5 EXHIBIT E - County's Administration
- 1.6 EXHIBIT F - Contractor's Administration
- 1.7 EXHIBIT G - Forms Required at the Time of Contract Execution
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law

This Contract and the Exhibits hereto constitute the complete and exclusive statement of the understanding between the parties, and supersedes all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Subparagraph 8.1 (Amendments and Change Notices) and signed by both parties.

## **2.0 DEFINITIONS**

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Contract:** Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.
- 2.2 **Contractor:** The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by the Statement of Work.
- 2.3 **Contractor's Contract Manager:** The individual designated by the Contractor to administer the Contract day-to-day operations after the Contract award.
- 2.4 **County Contract Administrator (CCA):** Person designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Contract Manager.
- 2.5 **County Contract Manager (CCM):** Person designated by County Contract Administrator to manage the day-to-day operations under this Contract. Responsible for inspections of any and all tasks,

deliverables, goods, services and other work provided by the Contractor.

- 2.6 **Day(s)**: Calendar day(s) unless otherwise specified.
- 2.7 **Fiscal Year**: The twelve (12) month period beginning July 1st and ending the following June 30th.

### **3.0 WORK**

- 3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

### **4.0 TERM OF CONTRACT**

- 4.1 The term of this Contract shall be three (3) years commencing after execution by County's Board of Supervisors, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 The County shall have the sole option to extend this Contract term for up to two (2) additional one-year periods for a maximum total Contract term of five (5) years. Each such option and extension shall be exercised at the sole discretion of the Chief Executive Officer or his designee.

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

- 4.3 The Contractor shall notify Chief Executive Office (CEO) when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the CCA at the address herein provided in Exhibit E (County's Administration).
- 4.4 In the event of expiration of the term of the Contract or termination prior to the expiration of the term of the Contract, the Contractor shall fully cooperate with County to provide for the transition to whatever service replacement method the County determines to be in its best interest.

## **5.0 CONTRACT SUM**

- 5.1 The Contractor shall pay Contractor as set forth in the fee schedule for all materials/services covered under this Contract as set forth in Exhibit B (Price Schedule).
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 **No Payment for Services Provided Following Expiration/Termination of Contract**

The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

### **5.4 Invoices and Payments**

- 5.4.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and work specified in Exhibit A (Statement of Work) and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in Exhibit B (Price Schedule), and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.
- 5.4.2 The Contractor's invoices shall be priced in accordance with Exhibit B (Price Schedule).

- 5.4.3 The Contractor's invoices shall contain the information set forth in Exhibit A (Statement of Work) describing the tasks, deliverables, goods, services, and facility and/or other work for which payment is claimed.
- 5.4.4 The Contractor shall submit the monthly invoices to the CCM by the 15<sup>th</sup> calendar day of the month following the month of service.
- 5.4.5 All invoices under this Contract shall be emailed or sent to the following address:

Erlinda B. Castro  
County of Los Angeles  
Occupational Health Programs  
Risk Management Branch, CEO  
3333 Wilshire Boulevard, Suite 1000  
Los Angeles, CA 90010

5.4.6 **County Approval of Invoices**

All invoices submitted by the Contractor for payment must have the written approval of the CCA prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld

5.4.7 **Local Small Business Enterprises – Prompt Payment Program**

Certified Local SBEs will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

## **6.0 ADMINISTRATION OF CONTRACT - COUNTY**

### **COUNTY ADMINISTRATION**

A listing of all County Administration referenced in the following subparagraphs are designated in Exhibit E (County's Administration). The County shall notify the Contractor in writing of any change in the names or addresses shown.

#### **6.1 County Contract Administrator (CCA)**

Responsibilities of the County Contract Administrator include:

- Ensuring that the objectives of this Contract are met;
- Making changes in the terms and conditions of this Contract in accordance with Subparagraph 8.1 (Amendments and Change Notices); and
- Providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

## 6.2 **County Contract Manager (CCM)**

The responsibilities of the County Project Manager include:

- Meeting with the Contractor Project Manager on a regular basis;
- Ensuring that the technical standards and requirements of Contractor's performance under this Contract are met;
- Advising the CCA as to Contractor's performance in areas relative to requirements and technical standards;
- Inspecting any and all licensed products, tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

The County Contract Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

## 6.3 **County Contract Monitor (Monitor)**

The responsibilities of the Monitor include:

- Overseeing the day-to-day administration of the Contract. The Monitor reports to the CCM.

The Monitor is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate the County in any respect whatsoever.

# 7.0 **ADMINISTRATION OF CONTRACT - CONTRACTOR**

## 7.1 **Contractor Contract Manager**

7.1.1 The Contractor Contract Manager is designated in Exhibit F (Contractor's Administration). The Contractor Project Manager is the designated officer or employee responsible

for all actions needed to administer the Contract and shall have full authority to act for the Contractor on all Contract matters relating to daily operations.

7.1.2 The Contractor Contract Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall coordinate with the CCM on a regular basis.

7.1.3 The Contractor Contract Manager must have one (1) year of experience in supervising or managing a drug and alcohol testing program for commercial drivers or services equivalent or similar to the services specified in Exhibit A (Statement of Work).

7.1.4 Responsibilities of the Contractor Contract Manager include:

7.1.4.1 The Contractor shall notify the County in writing of any change in the name or address of the Contractor Contract Manager.

7.1.4.2 The Contractor Contract Manager shall meet or confer with the CCM on a regular basis.

## 7.2 **Approval of Contractor's Staff**

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor Contract Manager.

## 7.3 **Background and Security Investigations**

7.3.1 Each of Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by County in County's sole discretion, may be required to undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. County shall use its discretion in determining the method of background clearance to be used, up to and including a County performed fingerprint security clearance. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.

- 7.3.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 7.3.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- 7.3.4 Disqualification of any member of Contractor's staff pursuant to this Subparagraph 7.3 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

#### 7.4 **Confidentiality**

- 7.4.1 Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.4.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Subparagraph 7.4, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Subparagraph 7.4 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be

entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

- 7.4.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.
- 7.4.4 Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the provisions of the "Contractor Employee Acknowledgment and Confidentiality Agreement", Exhibit G1.
- 7.4.5 Contractor shall cause each non-employee performing services covered by this Contract to sign and adhere to the provisions of the "Contractor Non-Employee Acknowledgment and Confidentiality Agreement", Exhibit G2.

## **8.0 STANDARD TERMS AND CONDITIONS**

### **8.1 AMENDMENTS AND CHANGE NOTICES**

- 8.1.1 The County reserves the right to initiate Change Notices that do not affect the scope, term, Contract sum or payments. All such changes shall be accomplished with an executed Change Notice signed by the Contractor and by the CCA. The CCA is authorized to enter into and execute such Change Notices.
- 8.1.2 During the term of the Contract, there may be a need to adjust examination protocols by deleting and/or adding new laboratory, radiological, or similar examinations as required by law or changes in community professional practice or in recommendations made by such organizations as the Centers for Disease Control, the American Heart Association, etc. The CEO or designee shall have the authority to make such changes in examination protocols and the Contractor shall provide to County such new tests at rates which in no event exceed those published in any existing official rate schedule, such as Medi-Cal or Workers' Compensation Fee Schedule for all such test components tested in such schedules, and/or exceed the lowest rates for these tests charged by Contractor to any other client.

- 8.1.3 For any change which affects the scope of work, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the Contractor and by the County's Board of Supervisors.
- 8.1.4 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by the CCA.
- 8.1.5 The Chief Executive Officer or his designee may at his sole discretion, authorize extensions of time as defined in Paragraph 4.0 (Term of Contract). The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared and executed by the Contractor and by the Chief Executive Officer or designee.

## 8.2 **ASSIGNMENT AND DELEGATION**

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Subparagraph, County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the

majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

### 8.3 **AUTHORIZATION WARRANTY**

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

### 8.4 **BUDGET REDUCTIONS**

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

### 8.5 **COMPLAINTS**

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.5.1 Within ninety (90) business days after Contract effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.5.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.5.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for County approval.
- 8.5.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.5.5 The Contractor shall preliminarily investigate all complaints and notify the CCM of the status of the investigation within five (5) business days of receiving the complaint.
- 8.5.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.5.7 Copies of all written responses shall be sent to the CCM within three (3) business days of mailing to the complainant.

8.6 **COMPLIANCE WITH APPLICABLE LAW**

- 8.6.1 In the performance of this Contract, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.6.2 Contractor shall indemnify, defend, and hold harmless County from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Subparagraph 8.6 shall be conducted by Contractor and

performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

**8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS**

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with Exhibit D (Contractor's EEO Certification).

**8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM**

**8.8.1 Jury Service Program:**

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Contract.

**8.8.2 Written Employee Jury Service Policy.**

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that

provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Subparagraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor shall also be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the

Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

4. Contractor's violation of this Subparagraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

#### 8.9 **CONFLICT OF INTEREST**

8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.9.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Subparagraph shall be a material breach of this Contract.

#### 8.10 **CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST**

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such

employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

8.11 **CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS**

8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.12 **CONTRACTOR RESPONSIBILITY AND DEBARMENT**

8.12.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all

existing Contracts the Contractor may have with the County.

#### 8.12.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

#### 8.12.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the

proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### 8.12.5 Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

#### 8.13 **CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW**

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at [www.babysafela.org](http://www.babysafela.org).

#### 8.14 **CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

#### 8.15 **COUNTY'S QUALITY ASSURANCE PLAN**

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors.

The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 **INTENTIONALLY OMITTED**

8.17 **EMPLOYMENT ELIGIBILITY VERIFICATION**

8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 **FACSIMILE REPRESENTATIONS**

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments and Change Notices prepared pursuant to Subparagraph 8.1, and

received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments and Change Notices to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.19 **FAIR LABOR STANDARDS**

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 **FORCE MAJEURE**

8.20.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Subparagraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this Subparagraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially

reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

#### 8.21 **GOVERNING LAW, JURISDICTION, AND VENUE**

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

#### 8.22 **INDEPENDENT CONTRACTOR STATUS**

8.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 The Contractor shall adhere to the provisions stated in Sub-paragraph 7.5 (Confidentiality).

#### 8.23 **INDEMNIFICATION**

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

## 8.24 **GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE**

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified Subparagraphs 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

### 8.24.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of

the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles  
Chief Executive Office  
Risk Management Branch  
3333 Wilshire Boulevard, Suite 820  
Los Angeles, CA 90010

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

#### 8.24.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or

omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

#### 8.24.3 Cancellation of or Changes in Insurance

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

#### 8.24.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

#### 8.24.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

#### 8.24.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

#### 8.24.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

#### 8.24.8 Subcontractor Insurance Coverage Requirements

Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

#### 8.24.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

#### 8.24.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 **INSURANCE COVERAGE**

8.25.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million

Each Occurrence: \$1 million

8.25.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.25.4 Professional Liability/Errors and Omissions

Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$3 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.

8.26 **LIQUIDATED DAMAGES**

8.26.1 If, in the judgment of the CCA, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the CCA, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not

performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Chief Executive Officer, or his designee, in a written notice describing the reasons for said action.

- 8.26.2 If the CCA, or his/her designee, determines that there are deficiencies in the performance of this Contract that the CCA, or his/her designee, deems are correctable by the Contractor over a certain time span, the CCA, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the CCA, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is Fifty Dollars (\$50) per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Appendix C, Technical Exhibit 2, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.
- 8.26.3 The action noted in Subparagraph 8.26.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.
- 8.26.4 This Subparagraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the Performance Requirements Summary (PRS) or

Subparagraph 8.26.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

**8.27 MOST FAVORED PUBLIC ENTITY**

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

**8.28 NONDISCRIMINATION AND AFFIRMATIVE ACTION**

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 The Contractor shall certify to, and comply with, the provisions of Exhibit D (Contractor's EEO Certification).

8.28.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.28.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color,

religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.28.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Subparagraph 8.28 when so requested by the County.

8.28.7 If the County finds that any provisions of this Subparagraph 8.28 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 **NON EXCLUSIVITY**

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict the County from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 **NOTICE OF DELAYS**

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.31 **NOTICE OF DISPUTES**

The Contractor shall bring to the attention of the CCM and/or the CCA any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the CCM or CCA is not able to resolve the dispute, the Chief Executive Officer, or designee shall resolve it.

8.32 **NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT**

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.33 **NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW**

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

8.34 **NOTICES**

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E (County's Administration) and F (Contractor's Administration). Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The Chief Executive Officer or his designee shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.35 **PROHIBITION AGAINST INDUCEMENT OR PERSUASION**

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

### 8.36 **PUBLIC RECORDS ACT**

8.36.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Subparagraph 8.38 (Record Retention and Inspection/Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### 8.37 **PUBLICITY**

8.37.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the CCA. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.37 shall apply.

#### 8.38 **RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT**

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof,

unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this Subparagraph 8.38 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

#### 8.39 **RECYCLED BOND PAPER**

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

#### 8.40 **SUBCONTRACTING**

8.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the Subcontractor;
  - A draft copy of the proposed subcontract; and
  - Other pertinent information and/or certifications requested by the County.
- 8.40.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the Contractor employees.
- 8.40.4 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.40.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its Subcontractors of this County right.
- 8.40.6 The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and Subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.
- 8.40.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.40.8 The Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. The Contractor shall ensure delivery of all such documents to:

Chief Executive Office  
Risk Management Branch  
Risk Management Operations  
3333 Wilshire Boulevard, Suite 820  
Los Angeles, CA 90010

before any Subcontractor employee may perform any work hereunder.

8.41 **TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

Failure of the Contractor to maintain compliance with the requirements set forth in Subparagraph 8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program), shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to Subparagraph 8.43 (Termination for Default) and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.42 **TERMINATION FOR CONVENIENCE**

8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with Subparagraph 8.38 (Record Retention and Inspection/Audit Settlement).

## 8.43 **TERMINATION FOR DEFAULT**

8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of the CCA:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Subparagraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this Subparagraph.

8.43.3 Except with respect to defaults of any Subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Subparagraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the Contractor and

Subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Subparagraph, the term "Subcontractor(s)" means Subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this Subparagraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this Subparagraph 8.43, or that the default was excusable under the provisions of Subparagraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Subparagraph 8.42 (Termination for Convenience).

8.43.5 The rights and remedies of the County provided in this Subparagraph 8.43 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### 8.44 **TERMINATION FOR IMPROPER CONSIDERATION**

8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.44.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.45 **TERMINATION FOR INSOLVENCY**

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Subparagraph 8.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 **TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE**

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.47 **TERMINATION FOR NON-APPROPRIATION OF FUNDS**

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.48 **VALIDITY**

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.49 **WAIVER**

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.49 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.50 **WARRANTY AGAINST CONTINGENT FEES**

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.51 **WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

8.52 **TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

Failure of Contractor to maintain compliance with the requirements set forth in Subparagraph 8.51 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within ten (10) days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

**9.0 UNIQUE TERMS AND CONDITIONS**

9.1 **INTENTIONALLY OMITTED**

9.2 **LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM**

9.2.1 This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

9.2.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

9.2.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

9.2.4 If the Contractor has obtained certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the state and Internal Services Department of this information prior to responding to a solicitation or accepting a contract award.

9.3 **TRANSITIONAL JOB OPPORTUNITIES PREFERENCE PROGRAM**

9.3.1 This Contract is subject to the provisions of the County's ordinance entitles Transitional Job Opportunities Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

9.3.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining

or attempting to obtain or retain certification as a Transitional Job Opportunity vendor.

9.3.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Transitional Job Opportunity vendor.

9.3.4 If Contractor has obtained County certification as a Transitional Job Opportunity vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the certifying department of this information prior to responding to a solicitation or accepting a contract award.

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR:

ASAP DRUG SOLUTIONS, INC.

By   
Name

Program Administrator  
Title

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Chairman, Board of Supervisors

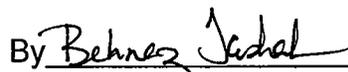
ATTEST:

SACHI A. HAMAI  
Executive Officer-Clerk  
of the Board of Supervisors

By \_\_\_\_\_

APPROVED AS TO FORM:

JOHN F. KRATTLI  
County Counsel

By   
Deputy County Counsel

**EXHIBIT A**  
**Statement of Work**  
**Section I - Definitions**

The following definitions apply to this Statement of Work describing the major responsibilities and duties of the County and the Contractor. The definitions used in the Statement of Work will have the following meaning, unless otherwise obvious from their use in the context.

1.0 DEPARTMENTAL PROGRAM MANAGER (DPM)

Departmental employee assigned to manage a given County department's Department of Transportation (DOT) drug testing program.

2.0 COUNTY CONTRACT MANAGER (CCM)

An employee of the Occupational Health Programs (OHP), Risk Management Branch, CEO, who is responsible for inspection of any or all tasks, deliverables, goods, services, or other work provided by or for the Contractor.

3.0 MEDICAL REVIEW OFFICER (MRO)

A licensed physician (Doctor of Medicine or Osteopathy) who meets the certification requirements of U.S. Department of Transportation (DOT).

4.0 SUBSTANCE ABUSE PROFESSIONAL (SAP)

A person who meets the SAP certification requirements of U.S. Department of Transportation (DOT).

5.0 PRE-PLACEMENT DOT DRUG TEST

A "Pre-Placement" DOT Drug test is a required test done prior to either the first time that an employee is asked to drive a commercial vehicle, or when a current driver needs to be added to the random testing database. Note that pre-placement DOT drug tests are not performed at the time of the County's pre-placement medical examination.

**EXHIBIT A**  
**Statement of Work**  
**Section II – Contractor’s Services**

1.0 SCOPE OF WORK

The Contractor shall take all necessary steps to:

- a) Provide drug and alcohol testing services for all County employees with Commercial Driver’s licenses according to the current DOT Rules (49 CFR Part 40, and Part 382), and consistent with permissible County prerogatives described in this document.
- b) Provide non-DOT drug and alcohol services as described in this document.
- c) Provide services as presented in their proposal submitted in response to the solicitation for these services including numerous ancillary and support functions as set forth in other sections throughout this document (for example, performance standards monitoring, or maintaining records).

2.0 TESTING FACILITIES/LAB ANALYSIS

- 2.1 Contractor shall ensure that all specimen collection staff have valid and current DOT Collector or Breath Alcohol Technician (BAT) certifications.
  - 2.1.1 Contractor shall send the CCM copies of DOT Collector or Breath Alcohol Technician certifications within thirty (30) days from certificate expiration.
- 2.2 Contractor shall ensure that DOT Collectors and BATs comply with qualification training requirements and error correction training procedures.
- 2.3 Contractor shall provide arrangements for timely transportation of specimens from collection sites to laboratories.
- 2.4 Contractor shall ensure that each collection site maintains the required minimum staffing of two full-time DOT Collectors and BATs.
- 2.5 Contractor shall maintain collection sites throughout the County, including at least one clinic in the northern-most area (Santa Clarita/Palmdale/Lancaster). At least two of these sites must be open on a 24-hour, 7 days-a-week basis for drug and/or alcohol urine and/or breath alcohol testing.
- 2.6 Contractor shall ensure that collection sites have a bathroom dedicated and used exclusively for urine drug collections. Bathrooms must comply with DOT requirements.

- 2.7 Contractor shall ensure that collection sites protect the security and integrity of urine collections in accordance with DOT guidelines. These include, but is not limited to:
  - 2.7.1 Securing any water sources or otherwise making them unavailable.
  - 2.7.2 Ensuring that the water in the toilet is blue.
  - 2.7.3 Ensuring that no soap, disinfectant, cleaning agents, or other possible adulterants are present.
  - 2.7.4 Taping or otherwise securing shut any movable toilet tank top or put bluing agent in the tank.
  - 2.7.5 Ensuring that undetected access is not possible.
- 2.8 Testing Maximum Time Limit: With the exception of a shy bladder, Contractor shall complete testing within one hour from the time of donor arrival.
- 2.9 Contractor shall provide an updated list of collection sites to the CCM and DPMs on contract start date, and as soon as possible following any subsequent changes.
- 2.10 Contractor shall ensure that collection sites have a maintenance supply of the Federal Drug Testing Custody, Collection and Control Forms (CCF) for both DOT and Non-DOT testing.

### 3.0 DOT TESTING

#### 3.1 Database of Commercial Drivers

- 3.1.1 Contractor shall aggregate County departments as one employer for the purpose of DOT random testing and reporting.
- 3.1.2 The database of drivers subject to random testing shall be limited to those drivers who were either within the database as of 12/31/13, or who were given a pre-placement DOT drug test after 12/31/13 and whose result was negative.
- 3.1.3 Contractor shall instruct DPM's that addition of drivers to the database can only occur following a negative pre-placement DOT test.
- 3.1.4 Contractor shall provide each DPM with separate monthly lists of its employees subject to random DOT testing and employees subject to DOT follow-up testing, no later than the 28<sup>th</sup> of the prior month.

### 3.2 Testing Services

- 3.2.1 Each calendar year, the testing rate for random drug testing shall be 50% +/- 1% of the monthly enrollment average.
- 3.2.2 Each calendar year, the testing rate for random alcohol testing shall be 10% +/- 1% of the monthly enrollment average.
- 3.2.3 Contractor shall notify the CCM if the County is likely to fall more than 1% below the required DOT annual random testing percentages.

### 3.3 MRO Services

- 3.3.1 Contractor shall ensure that MRO review of all non-negative tests is initiated no later than the close of business on the business day following the report date of the non-negative test result. Initiation of the review process shall include, at a minimum, determination that the test result is negative; or placing a phone call to the laboratory, collection site, or employee whose sample is under review.
- 3.3.2 Specimens that are reported negative dilute shall be reported as "negative dilute" to the DPM and CCM with a recommendation for repeat testing immediately.
- 3.3.3 Contractor shall ensure the MRO or the MRO assistant makes reasonable efforts to reach the employee whose sample is under review at the day and evening telephone numbers listed on the CCF. Reasonable efforts include, as a minimum, three attempts, spaced reasonably over a 24-hour period. In the event the MRO or the MRO assistant cannot reach the employee, the following steps will be taken:
  - Documentation of the efforts made to contact the employee including dates and times.
  - Notification of the DPM to contact the employee and instruct the employee to call the MRO within 72 hours.

### 3.4 SAP Services

- 3.4.1 Contractor shall provide SAP services to all areas of the County.
- 3.4.2 At least one SAP in the Contractor's network must be available to conduct an initial intake interview within 5 business days of a request for interview by an employee who has recently provided a non-negative test result.

- 3.4.3 Following the initial intake interview, SAP shall track and follow-up with employees subject to rehabilitation until such time a negative return-to-duty test is obtained.
- 3.4.4 If the employee subject to rehabilitation fails to comply with the SAP's treatment recommendations or return-to-duty testing, the SAP will notify the DPM and CCM in writing with five (5) business days.
- 3.4.5 Contractor shall notify the appropriate DPM within two business days after return-to-duty testing is authorized by an SAP.
- 3.4.6 SAP Reporting:
- 3.4.6.1 Following the Initial Intake Interview Evaluation, Contractor shall provide a report to the employee, the DPM, and CCM within five (5) business days. The report shall include the following information:
- The SAP-recommended program which the employee is required to complete.
  - A specific timeframe the employee must complete the SAP-recommended program.
  - Instructions for the employee in the event there are any problems fulfilling their recommended program.
- 3.4.6.2 Following the Follow-Up Evaluation, Contractor shall provide the DPM and CCM a report within five (5) business days. The report shall include the following information:
- Whether the employee has met all SAP-recommended requirements.
  - If the employee is eligible to take a return-to-duty drug test.
  - The required DOT follow-up testing schedule upon a negative return-to-duty drug test result.

3.5 Expert Witness

Upon request, Contractor shall provide expert witness services, as needed from the MRO, SAP, and certifying scientist.

3.6 Consultative Services

Upon request, Contractor shall provide reasonable consultative services at no charge to the DPM and CCM regarding individual employees and policy/program questions.

3.7 Training Sessions

At times and places convenient to the County and on request, Contractor shall:

- Provide training sessions to supervisors on the physical, behavioral, speech, and performance indicators of probable alcohol and substance abuse.
- Develop the curriculum and training materials to ensure compliance with federal and state law.
- Provide audio, video, slides and other media products as needed.

3.8 Required Reporting

3.8.1 Results of Testing:

3.8.1.1 Contractor shall provide the DPM a written copy of all test results within two (2) business days post collection, unless there are testing complications or findings which require extended MRO involvement, or non-contact issues. In these cases, Contractor shall provide results within ten (10) business days post collection. Results must include employee name, department, date of collection, and substances detected (if any).

3.8.1.2 Contractor shall provide OHP a written copy of all non-negative test results, regardless of testing category, within two (2) business days post MRO evaluation. Results must include employee name, department, date of collection, and substances detected.

3.8.1.3 Contractor shall provide OHP with copies of Bottle "B" reanalysis test results within ten (10) business days from employee's request to reanalyze.

3.8.1.4 Contractor shall notify the respective DPM and CCM if an employee fails to comply with any follow-up testing or return-to-work testing requirements.

3.8.2 Annual and Semi-Annual Report: Within 30 days of the end of the calendar year, Contractor shall provide a written report to the CCM of that calendar year's testing statistics. This report shall

comply with federal DOT and California Highway Patrol reporting requirements.

3.8.3 Maintenance of Records: The Contractor shall maintain originals of all records according to relevant federal requirements.

3.8.4 High Risk Drivers: The Contractor shall ensure that their MRO's notify OHP within two (2) business days when the MRO becomes aware of medical information which indicates that:

- an employee may be medically unqualified to drive a commercial vehicle;
- continued performance by the employee of safety sensitive functions is likely to pose a significant safety risk; or
- an employee is using prescribed, potentially sedating medication or Marinol.

#### 4.0 NON-DOT TESTING

The County's non-DOT testing program has three categories of testing, all of which require a split sample collection using a urine container with preservatives.

- Non-DOT Random
- Non-DOT Reasonable Suspicion
- Non-DOT Follow-Up

Upon request from an operating department, the Contractor will provide non-DOT testing services to employees as follows:

##### 4.1 Testing Facilities

Contractor will ensure that collection of non-DOT urine specimens will be available at a subset of the collection facilities listed in Subparagraph 2.5 selected by the CCM.

##### 4.2 Collection Procedures

Urine specimens will be collected in a manner consistent with current DOT Rules (49 CFR Part 40 and Part 382), with the exception of the following:

4.2.1 Breath alcohol shall not be performed for any non-DOT testing.

4.2.2 Bottle "B" containers shall be provided by the CCM and will contain NaF preservative (see Subparagraph 4.3).

4.2.3 Dilute Results: When urine results are dilute, Contractor shall repeat testing of Bottle "A" at the limit of detection rather than the standard cut-off values for the following six classes of compounds:

- Amphetamines
- Barbiturates
- Benzodiazepine
- Cannabinoids (Marijuana)
- Cocaine
- Opiates

4.2.4 Shy Bladder: DOT Shy Bladder time limits do not apply. Instead, the employee provide a specimen within four hours from the time of notification by the department (see authorization form by the County department).

4.2.6 DOT forms will not be used. Contractor will provide non-DOT authorization forms that are similar but not identical. The non-DOT authorization form shall include the following information:

- Time of Notification of employee by department
- Donor Arrival Time to Collection Site
- Donor Completion Time
- Instructions to collector that collection must be completed within 4 hours from the Time of Notification

#### 4.3 Urine Containers with Preservatives

For Bottle "B," Contractor shall use a commercially prepared two-ounce urine container with a preservative consisting of approximately 750 mg of sodium fluoride (NaF). These containers will be provided to the Contractor by the CCM.

4.3.1 Contractor shall monitor the inventory of the urine containers with preservative and ensure each non-DOT collection site is stocked with at least 5 bottles at all times

4.3.2 Contractor shall give the County three months' notice when requesting for additional supplies of urine containers with preservatives.

#### 4.4 Collection Staff

Urine specimens will be collected only by staff with current DOT Collector certificates.

4.5 Testing Panel and Cut-Off Values

The County utilizes two non-DOT panels

4.6.1 9-Substances Panel:

<b>Drug</b>	<b>Initial Screen (EMIT)</b>	<b>Confirmation Test (GC/MS)</b>
Amphetamines	Per SAMHSA	Per SAMHSA
Barbiturates	300 ng/ml	300 ng/ml
Benzodiazapines	300 ng/ml	300 ng/ml
Cannabinoids (Marijuana)	Per SAMHSA	Per SAMHSA
Cocaine	Per SAMHSA	Per SAMHSA
Methadone	300 ng/ml	300 ng/ml
Opiates	Per SAMHSA	Per SAMHSA
PCP (Phencyclidine)	Per SAMHSA	Per SAMHSA
Urine Alcohol	0.05g%	0.05g%

4.6.2 16-Substances Panel: Includes 9-Substance Panel above plus 7 prescription drugs listed below:

<b>Drug</b>	<b>Initial Screen (EMIT)</b>	<b>Confirmation Test (GC/MS)</b>
Hydrocodone		300 ng/ml
Hydromorphone		300 ng/ml
Oxycodone	100 ng/ml	100 ng/ml
Tramadol	50 ng/ml	
Butalbital	300 ng/ml	300 ng/ml
Carisoprodol	1000 ng/ml	
Cyclobenzaprine	1000 ng/ml	

4.6 Laboratory Analysis

Contractor shall utilize only laboratories that are certified by SAMHSA for drug testing.

4.7 SAP Services

For non-DOT testing, these will be provided by in-house County staff.

4.8 MRO Services

For non-DOT testing, these will be provided by in-house County staff.

4.9 Required Reporting

Contractor shall report all test results to OHP. No results shall be reported to the operating departments. Results must include employee name, employee number, date of collection, and substances detected (if any).

4.9.1 Contractor shall provide OHP with copies of all 9-substance panel results within two (2) business days post collection

4.9.2 Contractor shall provide OHP with copies of all 16-substance panel results within five (5) business days post collection.

4.9.3 Contractor shall provide OHP with copies of all non-DOT Bottle "B" results within ten (10) business days from OHP's request for testing.

5.0 BILLING AND INVOICING

5.1 Frequency

Monthly billing in arrears for the services provided during the previous month.

5.2 Information Requirements

The Contractor shall submit both a detailed and summary invoice which must contain the information described below. Failure to provide complete invoices will result in delay or non-payment.

Detailed Invoice:

Date of Service  
Employee Name  
Services Provided  
Cost of Services Provided  
Name of County Department Approving Service

Summary Invoice:

Total Charges for each Department

5.3 Delivery of Invoices

The County prefers to have invoices sent electronically.

E-mail Invoices to [ecastro@ceo.lacounty.gov](mailto:ecastro@ceo.lacounty.gov)

Regular mail:

Erlinda B. Castro  
County of Los Angeles  
Occupational Health Programs  
Risk Management Branch, CEO  
3333 Wilshire Blvd., Suite 1000  
Los Angeles, CA 90010

6.0 QUALITY ASSURANCE

6.1 Contractor's Quality Control Program

The Contractor shall immediately establish and maintain a Quality Control Plan to assure that requirements of this contract are met. The plan shall include, but not be limited to, the following:

- 6.1.1 The methods for assuring and verifying that Contractor staff are qualified and properly trained to perform the services required under the agreement and that they comply with applicable continuing education requirements.
- 6.1.2 A system for monitoring compliance with all the services listed in this Appendix B – Statement of Work. It must specify the activities inspected or audited on a scheduled or unscheduled basis, how often inspections or audits will be accomplished, and the title of the individual(s) who will perform the inspection or audit.
- 6.1.3 The methods for identifying and correcting deficiencies, and preventing further deficiencies in the quality of service performed under the contract if the performance level becomes unacceptable.
- 6.1.4 At a minimum, the Contractor's Quality Control Plan must include annual visits to each collection site by an inspector, or an inspection team, which includes person(s) who are DOT-certified as a Drug Test Collector(s) and Blood Alcohol Technician(s).
- 6.1.5 The Contractor shall prepare a report of its Quality Control Plan efforts and results and submit it to the CCM at the end of each calendar year of the contract term. Contractors must also submit site inspection reports to the CCM within thirty (30) days following each inspection.

6.2 County's Quality Assurance Monitoring Plan

The County shall monitor the Contractor's compliance with the requirements outlined in the Contract, and in the Performance Requirements Summary (PRS) Chart (Technical Exhibit 2).

6.2.1 County Observations: Besides departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract any time during normal business hours. However, these persons may not unreasonably interfere with the Contractor's performance.

6.2.2 Assessment of Fines: The CCM will notify the Contractor when a fine is being considered for failure to perform per the requirements of the PRS. Prior to assessment of any fines, the Contractor will be given an opportunity to present contrary evidence. Following review of this evidence the CCM will make a final decision and assess fines when indicated. These will be deducted from the next payment due to the Contractor.

6.2.3 Contract Discrepancy Report: For contract discrepancies that occur on a repeated basis, the CCM will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor shall respond in writing to the CCM within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. The Contractor shall also submit a correction plan of all deficiencies identified in the Contract Discrepancy Report to the CCM within ten (10) business days.

7.0 GREEN INITIATIVES

7.1 Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits.

7.2 Contractor shall notify the CCM of Contractor's "green initiatives" prior to the Contract commencement.

8.0 RESPONSIBILITIES

8.1 County

The County will administer the Contract according to [Appendix A, Sample Contract](#) Paragraph 6.0 (Administration of Contract-County) of the [Contract](#).

## 8.2 Contractor

- 8.2.1 Personnel: Contractor will administer the Contract according to ~~Appendix A, Sample Contract~~ Paragraph 7.0, (Administration of Contract-Contractor) of the Contract.
- 8.2.2 Transition Plan: The Contractor shall provide a smooth and seamless transition of program management including but not limited to:
- Obtaining all electronic and hard copy records or reports maintained by the County's current vendor through December 31, 2013.
  - Assist County in any storage decisions on inactive project records turned over by vendor.
  - Assume monitoring responsibilities of SAP referrals for employees who have not had a negative return-to-duty test.
- 8.2.3 Orientation: The Contractor shall provide an orientation session at no charge to demonstrate proper use of program support materials for County managers or supervisors as requested by the DPM or CCM.
- 8.2.4 Contractor must have a database system for managing DOT Program enrollments and generating random test lists from data provided by the County.
- 8.2.5 Contractor's Contract Manager and key Contractor personnel must be available Monday through Friday, 9:00 a.m. through 5:00 p.m. by telephone or pager for consultation with the CCM.
- 8.2.6 Contractor's Contract Manager must be available to attend meetings throughout the year at times and places convenient to the County upon the County's request, without additional cost to the County.

## EXHIBIT B

### PRICE SCHEDULE

<b>SERVICE/COMPONENT DESCRIPTION</b>	<b>Unit Price Years 1-3</b>	<b>Unit Price Year 4</b>	<b>Unit Price Year 5</b>
1. Urine collection and analysis per DOT regulations. Pricing includes any same-day repeat collections, GC/MS and/or 6–Acetylmorphine confirmation testing, and any required MRO services.	\$38.00	\$39.00	\$40.00
2. Split specimen testing (second laboratory) if primary test is adulterated or substituted. Includes handling charges.	\$140.00	\$140.00	\$140.00
3. Split specimen GC/MS Test (second laboratory). Includes handling charges.	\$140.00	\$140.00	\$140.00
4. D/L confirmation if positive for amphetamines and MRO deems necessary.	\$35.00	\$35.00	\$35.00
5. Breath alcohol test including confirmatory testing as needed.	\$33.00	\$33.00	\$33.00
6. Substance abuse professional services. Price per non-negative test result.	\$300.00	\$300.00	\$300.00
7. Supervisor training program materials and two-hour training session. Price per hour.	\$125.00	\$125.00	\$125.00
8. Expert Witness including MRO, SAP or Certifying Scientist. Price per hour.	\$400.00	\$400.00	\$400.00
9. Additional physician review for shy bladder, shy lung, and/or opiates. Price per review.	\$0.00	\$0.00	\$0.00
10. Urine collection and analysis of Non-DOT Substance Abuse Panel plus Urine Alcohol (9 substance). Pricing includes any same-day repeat collections, GC/MS and/or 6–Acetylmorphine confirmation testing (DOES NOT INCLUDE MRO SERVICES).	\$38.00	\$38.00	\$38.00
11. Same as Service Component #10 but also includes testing for the following substances: Hydrocodone, Hydromorphone, Propoxyphene, Oxycodone, Tramadol, Butabitol, Carisprodol, and Cyclobenzaprine. Includes GC/MS and/or 6–Acetylmorphine confirmation testing of all substances except Tramadol.	\$62.00	\$62.00	\$62.00
12. Tramadol confirmation. If confirmed a positive screen result, the specimen will be sent out to a confirmation lab.	\$41.00	\$41.00	\$41.00
13. Drug screen at Detection Limits (for six classes of compounds: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, and Opiates).	\$55.00	\$55.00	\$55.00

**EXHIBIT C**

**INTENTIONALLY OMITTED**

**CONTRACTOR'S EEO CERTIFICATION**

ASAP Drug Solutions, Inc.

Contractor Name

455 East Carson Plaza Dr., Carson, CA 90746

Address

33-0802876

Internal Revenue Service Employer Identification Number

**GENERAL CERTIFICATION**

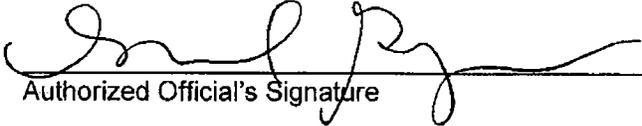
In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

**CONTRACTOR'S SPECIFIC CERTIFICATIONS**

- |                                                                                                                                                                                      |                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.                                                                             | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.                                                                                   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.                                                              | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

Sheila Guzman, Program Administrator

Authorized Official's Printed Name and Title


  
Authorized Official's Signature

09/17/2013

Date

EXHIBIT E

COUNTY'S ADMINISTRATION

CONTRACT NO. \_\_\_\_\_

**COUNTY CONTRACT ADMINISTRATOR:**

Name: Steven E. Nyblom  
Title: Manager, CEO  
Address: 3333 Wilshire Boulevard, Suite 1000  
Los Angeles, CA 90010  
Telephone: (213) 738-2214  
Facsimile: (213) 637-0822  
E-Mail Address: [snyblom@ceo.lacounty.gov](mailto:snyblom@ceo.lacounty.gov)

**COUNTY CONTRACT MANAGER:**

Name: Robert Chavez  
Title: Chief Program Specialist  
Address: 3333 Wilshire Boulevard, Suite 1000  
Los Angeles, CA 90010  
Telephone: (213) 351-6433  
Facsimile: (213) 637-0822  
E-Mail Address: [rchavez@ceo.lacounty.gov](mailto:rchavez@ceo.lacounty.gov)

**COUNTY CONTRACT MONITOR:**

Name: Erlinda Castro

Title: Program Specialist IV

Address: 3333 Wilshire Boulevard, Suite 1000  
Los Angeles, CA 90010

Telephone: (213) 738-2219

Facsimile: (213) 637-0822

E-Mail Address: [ecastro@ceo.lacounty.gov](mailto:ecastro@ceo.lacounty.gov)

**CONTRACTOR'S ADMINISTRATION****CONTRACTOR'S NAME:** ASAP Drug Solutions, Inc.**CONTRACT NO:** \_\_\_\_\_**CONTRACTOR'S PROJECT MANAGER:**

**Name:** Sheila Guzman  
**Title:** Program Administrator  
**Address:** 455 East Carson Plaza Dr.  
Carson, CA 90746  
**Telephone:** (562) 624-2720  
**Facsimile:** (562) 624-2724  
**E-Mail Address:** sheilag@asapdrugsolutions.com

**CONTRACTOR'S AUTHORIZED OFFICIAL(S)**

**Name:** Dr. Helen Tang  
**Title:** Vice President  
**Address:** 455 East Carson Plaza Dr.  
Carson, CA 90746  
**Telephone:** (562) 624-2720  
**Facsimile:** (562) 624-2737  
**E-Mail Address:** helent@asapdrugsolutions.com

**Name:** Sheila Guzman  
**Title:** Program Administrator  
**Address:** 455 East Carson Plaza Dr  
Carson, CA 90746  
**Telephone:** (562) 624-2720  
**Facsimile:** (562) 624-2724  
**E-Mail Address:** sheilag@asapdrugsolutions.com

**Notices to Contractor shall be sent to the following:**

**Name:** Sheila Guzman  
**Title:** Program Administrator  
**Address:** 455 East Carson Plaza Dr  
Carson, CA 90746  
**Telephone:** (562) 624-2720  
**Facsimile:** (562) 624-2724  
**E-Mail Address:** sheilag@asapdrugsolutions.com

## **FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION**

### **NON-IT CONTRACTS**

- G1 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G2 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

EXHIBIT G-1

**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name \_\_\_\_\_ Contract No. \_\_\_\_\_

Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

**EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

EXHIBIT G-2

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name \_\_\_\_\_ Contract No. \_\_\_\_\_

Non-Employee Name \_\_\_\_\_

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_



EXHIBIT H  
Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
  - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
  - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
  - 3. A purchase made through a state or federal contract; or
  - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
  - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
  - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
  - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
  - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

EXHIBIT H  
Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

Page 2 of 3

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
  2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

EXHIBIT H  
Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

Page 3 of 3

**2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002).

# **EXHIBIT I**

## **SAFELY SURRENDERED BABY LAW**

# *Safely* Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

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# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

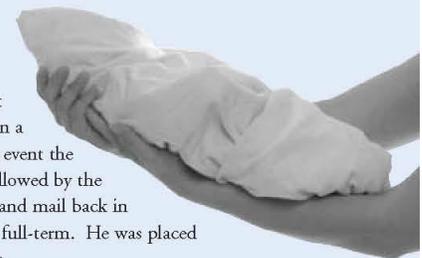
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

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# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.





# ***TECHNICAL EXHIBITS***

**APPENDIX C  
TECHNICAL EXHIBITS  
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**TECHNICAL EXHIBIT 2**  
**PERFORMANCE REQUIREMENT SUMMARY CHART**

Performance Reference	Service	Monitoring Method	Performance Standard/Assessment @ \$35 per occurrence except as noted
Contract – Subparagraph 4.3 Contractor to Notify County within 6 Months of Expiration of Contract	Contractor shall notify CCA when this Contract is within 6 months from the expiration of the term.	Submission of Notification to Contract Manager or designee.	Provide notification no later than one week after twelve (12)-month pre-expiration period begins.
Contract – Subparagraph 5.4 Invoices and Payments	Contractor shall bill County and prepare invoices in accordance with requirements.	Submission of Invoice to Contract Manager or designee.	Accurate, detailed, timely – 100% of the time
Contract – Subparagraph 7.1 Contractor’s Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager.	Inspection and observation by Contract Manager or designee.	Within 1 week of any change – 100% of time
Contract – Subparagraph 7.4 Confidentiality	Contractor shall cause each employee to sign and adhere to the “Contractor Employee...Confidentiality Agreement.”	Submission of Proof to Contract Manager or designee.	Within 1 week of employment start date – 100% of time
Contract – Subparagraph 8.5 Complaints	Contractor shall provide County with Contractor’s policy for receiving, investigating and responding to County DPM complaints.	Submission of Policy to Contract Manager or designee.	Submission of policy within 90 business days after contract start date.
Contract – Subparagraph 8.25.1 Evidence of General Liability Insurance	Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to the Contract Manager.	Submission of all Certificates to Contract Manager or designee.	Timely and conforming submittal of all insurance certificates.
Contract – Subparagraph 8.25.2 Evidence of Automobile Liability	Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to the Contract Manager.	Submission of all Certificates to Contract Manager or designee.	Timely and conforming submittal of all insurance certificates.
Contract – Sub-paragraph 8.25.3 Evidence of Workers’ Comp/Employers Liability Ins.	Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to the Contract Manager.	Submission of all Certificates to Contract Manager or designee.	Timely and conforming submittal of all insurance certificates.

Performance Reference	Service	Monitoring Method	Performance Standard/Assessment @ \$35 per occurrence except as noted
Contract – Subparagraph 8.25.4 Evidence of Professional Liability Insurance	Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to the Contract Manager.	Submission of all Certificates to Contract Manager or designee.	Timely and conforming submittal of all insurance certificates.
Contract – Subparagraph 8.30 Notice of Delays	Contractor shall notify Contract Manager of any situation that is/may delay provision of services.	Observation by Contract Manager or designee.	Provide information within one (1) business days prior to delay of services.
Contract – Subparagraph 8.37 Publicity	Contractor shall not publish or disseminate any commercial advertisements, press releases, feature articles, or other materials without the prior written consent of the CCA.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Contract – Subparagraph 8.38 Record Retention & Inspection/Audit Settlement	Contractor shall maintain accurate and complete financial, employment and other records relating to this Contract.	Inspection and observation by Contract Manager or designee.	Access to such records within one week of Contract Manager's request.
Contract – Subparagraph 8.40 Subcontracting	Contractor shall adhere to all requirements and obtain County's written approval prior to subcontracting any work.	Inspection and Observation by Contract Manager.	Access such records within one week of Contractor Manager's request. Adhere to requirement 100% of time.
Statement of Work – Paragraph 1.0 Scope of Work	Contractor shall provide testing consistent with DOT regulations.	Observation by Contract Manager or designee	<b>Contractor shall never perform pre-placement alcohol testing.</b>
Statement of Work – Subparagraph 2.1 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall ensure that all specimen collection staff have valid and current DOT or BAT certifications.	Submission of certification copies to Contract Manager.	100% of testing will be done by staff with current DOT or BAT certifications. \$35 penalty per occurrence.
Statement of Work – Subparagraph 2.2 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall ensure that DOT Collectors and BATs comply with qualification training requirements and error correction training procedures.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 2.3 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall provide arrangements for timely transportation of specimens from collection sites to labs.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.

<b>Performance Reference</b>	<b>Service</b>	<b>Monitoring Method</b>	<b>Performance Standard/Assessment @ \$35 per occurrence except as noted</b>
Statement of Work – Subparagraph 2.4 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall ensure that each collection site maintains the required minimum staffing of two full-time DOT Collectors and BATs.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 2.5 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall maintain collection sites throughout the County with one in the Santa Clarita/Palmdale/Lancaster area. At least two of the sites must be open 24 hours a day, 7 days a week for both urine and breath alcohol testing.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 2.6 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall ensure that collection sites have a bathroom dedicated and used exclusively for urine drug collections. Bathrooms must comply with DOT requirements.	Inspection and observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 2.7 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall ensure that collection sites protect the security and integrity of urine collections in accordance with DOT guidelines.	Inspection and observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 2.8 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall complete testing within one hour from the time of donor arrival, with the exception of a shy bladder.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 2.9 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall provide an updated list of collection sites to CCM and DPMs on contract start date and following any subsequent changes.	Submission of List to Contract Manager or designee.	Submit list within one week of change.
Statement of Work – Subparagraph 2.10 DOT Testing: Testing Facilities/Lab Analysis	Contractor shall ensure that collection sites have a maintenance supply of Federal Drug Testing Custody, Collection and Control Forms (CCF) for both DOT and Non-DOT testing.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 3.1.2 DOT Testing: Database of Commercial Drivers	Contractor shall limit the database of drivers subject to random testing to those who were within the database as of 12/31/13 or who were given a pre-placement DOT drug test after 12/31/013 with a negative result.	Observation by Contract Manager or designee	Adhere to requirement 100% of time.

Performance Reference	Service	Monitoring Method	Performance Standard/Assessment @ \$35 per occurrence except as noted
Statement of Work – Subparagraph 3.1.3 DOT Testing: Database of Commercial Drivers	Contractor shall not add drivers to the database unless they resulted in a negative pre-placement DOT test.	Observation by Contract Manager or designee	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 3.1.4 DOT Testing: Database of Commercial Drivers	Contractor shall provide each DPM with a monthly list of employees requiring testing	Observation by Contract Manager or designee	Provision of lists to each DPM no later than the 28 <sup>th</sup> of the prior month.
Statement of Work – Subparagraph 3.2.1 DOT Testing: Testing Services	<b>Contractor shall ensure that the calendar year County-wide testing rate for random drug testing shall be 50% +/- 1% of the monthly enrollment average.</b>	Observation by Contract Manager or designee.	For each calendar year, the testing rate shall be no lower than 49.0%, and no higher than 51.0%. No rounding is permitted. \$500 penalty per occurrence.
Statement of Work – Subparagraph 3.2.2 DOT Testing: Testing Services	<b>Contractor shall ensure that the calendar year County-wide testing rate for random alcohol testing shall be 10% +/- 1% of the monthly enrollment average.</b>	Observation by Contract Manager or designee.	For each calendar year, the testing rate shall be no lower than 9.0%, and no higher than 11.0%. No rounding is permitted. \$500 penalty per occurrence.
Statement of Work – Subparagraph 3.2.3 DOT Testing: Testing Services	Contractor shall notify the CCM if the County is likely to fall more than 1% below the required DOT annual random testing percentages.	Observation by Contract Manager or designee.	Contractor shall notify CCM within one business day of knowledge 100% of time.
Statement of Work – Subparagraph 3.3.1 DOT Testing: MRO Services	Contractor shall ensure that MRO initiates a review of all non-negative tests which includes, at a minimum, determination that the test result is negative; or placing a phone call to the laboratory, collection facility, or employee whose sample is under review.	Observation by Contract Manager or designee.	Contractor shall ensure that MRO review of all non-negative tests is initiated no later than the close of business on the business day following the report date of the non-negative result.
Statement of Work – Subparagraph 3.3.2 DOT Testing: MRO Services	Negative dilute specimens shall be reported as “negative dilute” to the DPM with a recommendation for repeat testing immediately.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 3.3.3 DOT Testing: MRO Services	Contractor shall ensure the MRO or the MRO assistant makes reasonable efforts to reach the employee whose sample is under review at the day and evening telephone numbers listed on the CCF.	Observation by Contract Manager or designee.	Contractor shall ensure the MRO or the MRO assistant makes three attempts, spaced reasonably within a 24-hour period.

Performance Reference	Service	Monitoring Method	Performance Standard/Assessment @ \$35 per occurrence except as noted
Statement of Work – Subparagraph 3.3.3 DOT Testing: MRO Services	Contractor shall ensure, the MRO or the MRO assistant document the efforts made to contact the employee, including dates and times in the event the employee cannot be reached.	Observation by Contract Manager or designee.	Contractor shall notify the DPM to contact the employee and instruct the employee to call the MRO within 72 hours.
Statement of Work – Subparagraph 3.4.1 DOT Testing: SAP Services	Contractor shall provide individuals access to SAP services to all areas of the County.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 3.4.2 DOT Testing: SAP Services	<b>least one SAP in the Contractor's network must be available to conduct an initial intake interview within 5 business days of a request for interview by an employee who has recently provided a non-negative test result.</b>	Observation by Contract Manager or designee	Adhere to requirement 100% of time
Statement of Work – Subparagraph 3.4.3 DOT Testing: SAP Services	Following the initial interview, services include tracking and follow-up of employees subject to rehabilitation until such time as a negative return-to-duty test is obtained.	Observation by Contract Manager or designee	Adhere to requirement 100% of time
Statement of Work – Subparagraph 3.4.4 DOT Testing: SAP Services	If the employee fails to comply with the SAP's treatment recommendations or return-to-duty testing, the SAP will notify the DPM in writing.	Observation by Contract Manager or designee	100% of the time, breaches shall be reported to DPMs within five business days.
Statement of Work – Subparagraph 3.4.5 DOT Testing: SAP Services	Contractor shall notify the DPM after the SAP gives authorization for the employee to take a return-to duty test.	Observation by Contract Manager or designee	100% of the time, notification to DPMs shall occur within two business days.

Performance Reference	Service	Monitoring Method	Performance Standard/Assessment @ \$35 per occurrence except as noted
Statement of Work – Subparagraph 3.4.6.1 DOT Testing: SAP Services: SAP Reporting	Contractor shall provide a report to the employee, DPM, and CCM upon completion of the employee's Initial Intake Interview Evaluation .	Observation by Contract Manager or designee	100% of the time. The report shall be submitted to the employee, DPM, and CCM shall occur within five business days.  The report must include the following: SAP-recommended program, timeframe employee is expected to complete the program, and instructions for the employee in the event the employee encounters any problems fulfilling the program.
Statement of Work – Subparagraph 3.4.6.2 DOT Testing: SAP Services: SAP Reporting	Contractor shall provide a report to the County DPM and CCM upon completion of the employee's Follow-Up Evaluation .	Observation by Contract Manager or designee	100% of the time. The report shall be submitted to the employee, DPM, and CCM shall occur within five business days.  The report must include the following: Whether or not the employee met all the SAP recommended requirements, employee is eligible to take a return-to-duty drug test, and the required DOT follow-up testing schedule.
Statement of Work – Subparagraph 3.6 DOT Testing: Consultative Services	Contractor shall provide consultative services to the DPM and CCM about individual employees and on policy and program questions.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 3.7 DOT Testing: Training Sessions	Contractor shall develop curriculum and provide training sessions with the necessary materials to supervisors on the physical, behavioral, speech, and performance indicators of probable alcohol and substance abuse to ensure compliance with federal and state law.	Observation by Contract Manager or designee.	Contractor shall provide training within ten (10) business days from the request.

Performance Reference	Service	Monitoring Method	Performance Standard/Assessment @ \$35 per occurrence except as noted
Statement of Work – Subparagraph 3.8.1.1 DOT Testing: Required Reporting: Results of Testing	<b>Contractor shall provide the DPM with accurate and timely results in writing of all tests.</b>	Submission of results to DPM.	Test results shall be reported to DPMs within two business days of collection unless testing complications or findings require extended MRO involvement, or there are non-contact issues. In these cases, 100% of results shall be reported no later than ten (10) business days post-collection.
Statement of Work – Subparagraph 3.8.1.2 DOT Testing: Required Reporting: Results of Testing	<b>Contractor shall provide copies of all non-negative test results to Occupational Health Program (OHP), regardless of testing category. Results must include employee name, department, date of collection, and substances detected (if any).</b>	Submission of results to Contract Manager or designee.	100% of non-negative test results shall be reported to OHP no later than two (2) days post MRO evaluation.
Statement of Work – Subparagraph 3.8.1.3 DOT Testing: Required Reporting: Results of Testing	<b>Contractor shall provide OHP with copies of “Bottle B” reanalysis test results.</b>	Submission of results to Contract Manager or designee.	100% of Bottle B reanalysis results shall be reported to OHP within ten (10) business days from employee’s request for reanalysis.
Statement of Work – Subparagraph 3.8.1.4 DOT Testing: Required Reporting: Results of Testing	<b>Contractor shall notify the respective DPM and CCM if an employee fails to comply with any follow-up testing or return-to-work testing requirements.</b>	Notification to Contract Manager and DPM.	Contractor shall provide notification to respective DPM and CCM within one (1) business day of employee’s non-compliance.
Statement of Work – Subparagraph 3.8.2 DOT Testing: Required Reporting – Annual and Semi-Annual Report	<b>Contractor shall provide a written report to the CCM of that calendar year’s testing statistics. The report shall comply with the federal DOT and California Highway Patrol reporting requirements.</b>	Contractor submission to Contract Manager or designee.	For each calendar year, provide the Contract Administrator a report within 30 days of the year’s mid-point and within 30 days of the end of the calendar year.
Statement of Work – Subparagraph 3.8.3 DOT Testing: Required Reporting – Maintenance of Records	<b>Contractor shall maintain originals of all records according to relevant federal requirements.</b>	Inspection and observation by Contract Manager or designee.	Access to records within one week of Contract Manager’s request.

Performance Reference	Service	Monitoring Method	Performance Standard/Assessment @ \$35 per occurrence except as noted
Statement of Work – Subparagraph 3.8.4 DOT Testing: Required Reporting – High Risk Drivers	The OHP shall be notified when an MRO believes that an employee may be medically unqualified to drive a commercial vehicle, that continued performance by the employee of safety-sensitive functions is likely to pose a significant safety risk, or the employee is using prescribed potentially sedating medication or Marinol.	Randomly timed interviews with MROs by Contract Manager or designee.	<b>100% of incidents, the Contractor shall ensure that their MROs notify OHP within two (2) business days.</b>
Statement of Work – Subparagraph 4.1 Non-DOT Testing: Testing Facilities	<b>Contractor will ensure that collection of non-DOT urine specimens will be available at a subset of the collection facilities listed in Subparagraph 2.5 selected by the CCM.</b>	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 4.2 Non-DOT Testing: Collection Procedures	<b>Contractor will collect urine specimens in a manner consistent with current DOT Rules (49 CFR Part 40 and Part 382) with the exception that: breath alcohol shall not be performed; Bottle “B” containers shall contain NaF preservative; repeat testing of Bottle “A” at the limit of detection when urine results are dilute; employee must provide a specimen within four hours from the time of notification regardless of shy bladder; and DOT forms will not be used. Contractor will provide forms that are similar but not identical.</b>	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 4.3 Non-DOT Testing: Urine Containers with Preservatives	<b>Contractor will ensure that a commercially prepared, 2 oz. urine container with a preservative (provided by the CCM) are used by collectors for non-DOT Bottle “B” collections.</b>	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 4.3.1 Non-DOT Testing: Urine Containers with Preservatives	<b>Contractor will ensure that each non-DOT collection facility is stocked with urine containers with preservative.</b>	Observation by Contract Manager or designee.	Adhere to requirement 100% of time. Non-DOT collection facility must have five (5) urine containers with preservative at all times.

Performance Reference	Service	Monitoring Method	Performance Standard/Assessment @ \$35 per occurrence except as noted
Statement of Work – Subparagraph 4.3.2 Non-DOT Testing: Urine Containers with Preservatives	Contractor will request the CCM to order additional supplies of urine containers with preservative prior to exhausting all containers at the non-DOT collection facilities.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time. Contractor must request supplies within three (3) months prior to exhausting all urine containers with preservative.
Statement of Work – Subparagraph 4.4 Non-DOT Testing: Collection Staff	Contractor will ensure that collection of urine specimens will be collected only by staff with current DOT Collector certificates.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 4.5 Non-DOT Testing: Testing Panel and Cut-Off Values	Contractor will ensure that all non-DOT testing includes the County-specified substance panels with the cut-off values as stated in this subparagraph.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 4.6 Non-DOT Testing: Lab Analysis	Contractor shall utilize only laboratories that are certified by SAMHSA for drug testing.	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 4.9 Non-DOT Testing: Required Reporting	Contractor shall provide OHP with copies of all test results. Results must include employee name, employee number, date of collection, and substances detected (if any). No results are reported directly to the operating departments.	Submission of invoice to Contract Manager or designee.	Test results shall be reported to the OHP no later than: two (2) business days post-collection for all 9-substance panels; five (5) business days post collection for all 16-substance panels; and ten (10) business days from OHP's request for testing for all Bottle "B" reanalysis.
Statement of Work – Paragraph 5.0 Billing and Invoicing	Contractor shall submit both a detailed and summary invoice for services provided during the previous month. Invoice must contain the required information. Billing shall be in arrears.	Submission of invoice to Contract Manager or designee.	Contractor shall submit invoice to Contract Manager or designee by the 30 <sup>th</sup> of each month.
Statement of Work – Subparagraph 6.0 Quality Assurance	Contractor shall immediately establish and maintain a Quality Assurance Plan to assure that requirements of the Contract's Statement of Work (SOW) are met.	Contractor submission to Contract Administrator or designee of annual report of compliance monitoring efforts and results.	Completeness of Plan showing monitoring activity, criteria, and performance standards for 95% of all services in the SOW. Report noting inspection detail, results, deficiency correction.

Performance Reference	Service	Monitoring Method	Performance Standard/Assessment @ \$35 per occurrence except as noted
Statement of Work – Subparagraph 6.1.4 Quality Assurance: Contractor’s Quality Control Program	Contractor’s Quality Assurance Plan must include annual visits to each collection site.	Contractor submission to Contract Administrator or designee of site inspection reports.	Each collection site shall be inspected by an inspector, or an inspection team, which includes person(s) who are DOT-certified as a Drug Test Collector(s) and Blood Alcohol Technician(s). A report must be submitted to the Contract Administrator within 30 days following each inspection.
Statement of Work – Subparagraph 6.1.5 Quality Assurance: Contractor’s Quality Control Program	<b>Contractor shall prepare a report of its Quality Control Plan efforts and results and submit it to the CCM along with the site inspection reports.</b>	Submission of reports to Contract Manager or designee.	Contractor’s Quality Control Plan efforts and results shall be submitted to the CCM at the end of each calendar year of contract term. Site inspection reports shall be submitted to the CCM within 30 days following each inspection.
Statement of Work – Subparagraph 8.2.1 Responsibilities: Contractor	<b>Contractor will administer the Contract according to Appendix A, Sample Contract Paragraph 7.0, Administration of Contract-Contractor.</b>	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 8.2.2 Responsibilities: Contractor	<b>Contractor shall provide a smooth and seamless transition of program management.</b>	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.
Statement of Work – Subparagraph 8.2.3 Responsibilities: Contractor	<b>Contractor shall provide an orientation session to demonstrate use of program support materials for County managers or supervisors as requested by the DPM or CCM.</b>	Observation by Contract Manager or designee.	Contractor shall provide orientation within ten (10) business days from the request
Statement of Work – Subparagraph 8.2.4 Responsibilities: Contractor	<b>Contractor must have a database system for managing DOT Program enrollments and generating random test lists from data provided by the County.</b>	Observation by Contract Manager or designee.	Adhere to requirement 100% of time.

**Appendix C**  
**TECHNICAL EXHIBIT 3**

**CONTRACTOR STATISTICAL DATA REPORT**



# ASAP Drug And Alcohol Test Annual Report

## COMPANY STATISTICAL DATA REPORT - CONFIDENTIAL

**Client:** FMCSA/LA **Date:** 02/26/2013  
**Address:** 455 East Carson Plaza Drive **Telephone Number:** (562)628-1470  
**Prepared by:** A.S.A.P. Drug Solutions, Inc. **Report Period:** 01/01/2012 thru 12/31/2012

I certify that all information contained in this report has been accurately answered and all portions of 49 CFR Part 199 & 40 are being followed:

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

TEST PERIODS (i.e., monthly, quarterly, etc.)	1ST QTR			2ND QTR			3RD QTR			4TH QTR			TOTALS
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	(Cumulative)
# of Covered Employees in Pool (average total)	956	954	950	953	958	956	959	967	933	944	951	951	
Total Specimens Collected	44	44	49	55	58	43	43	59	46	55	52	51	599
# of Specimens Verified Negative	43	43	49	55	58	43	42	58	45	55	50	50	591
# of Specimens Verified Positive	1							1	1		2	1	6
# of Specimens Verified Positive More than One Drug													0
Percent(%) Random Drug Tested	3.87	3.46	4.53	4.41	4.18	3.66	3.86	4.34	4.18	4.13	4	4.73	49.34
# of Blind Specimens Completed													0
Total Alcohol Screen Performed	8	13	9	15	13	9	15	7	10	12	11	8	130
# of Alcohol Tests Verified Negative	8	13	9	13	13	9	15	7	10	12	11	8	128
# of Alcohol Tests Verified Positive				1									1
# of Specimens (Drug) Plus Alcohol Tests Verified Positive													0
Percent(%) Random Alcohol Tested	0.73	0.84	0.74	0.94	0.73	0.63	1.25	0.41	0.86	0.95	0.84	0.63	9.55
<b>NUMBER OF DRUG TESTS BY TYPE</b>													
Pre-employment	4	5	2	8	12	5	2	15	4	14	10	4	85
Random	37	33	43	42	40	35	37	42	39	39	36	45	470
Post Accident													0
Reasonable Suspicion/Cause													0
Return-to-Duty		1			1								2
Follow-Up	3	5	4	5	5	3	4	2	3	2	4	2	42

TEST PERIODS (i.e., monthly, quarterly, etc.)	1ST QTR			2ND QTR			3RD QTR			4TH QTR			TOTALS
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	(Cumulative)
<b># OF ALCOHOL SCREENING TESTS BY TYPE</b>													
Pre-employment				1									1
Random	7	8	7	9	7	6	12	4	8	9	8	6	91
Post Accident													0
Reasonable Suspicion/Cause													0
Return-to-Duty		1			1								2
Follow-Up	1	4	2	5	5	3	3	3	2	3	3	2	36
<b># OF ALCOHOL CONFIRMATION TESTS BY TYPE</b>													
Pre-employment													0
Random				1									1
Post Accident													0
Reasonable Suspicion/Cause													0
Return-to-Duty													0
Follow-Up													0
<b># OF CONFIRMATION ALCOHOL TESTS RESULTS EQUAL TO OR GREATER THAN 0.02, BUT LESS THAN 0.04</b>													
Pre-employment													0
Random													0
Post Accident													0
Reasonable Suspicion/Cause													0
Return-to-Duty													0
Follow-Up													0
<b># OF CONFIRMATION ALCOHOL TEST RESULTS EQUAL TO OR GREATER THAN 0.04</b>													
Pre-employment													0
Random				1									1
Post Accident													0
Reasonable Suspicion/Cause													0
Return-to-Duty													0
Follow-Up													0
<b>ALCOHOL &amp; DRUG/TRANING EDUCATION</b>													
Number of Supervisors Who Received Initial Training													

\*\*\*REFER TO THE FOLLOWING PAGES FOR POSITIVE AND/OR REFUSAL TO TEST INFORMATION\*\*\*

TEST PERIODS (i.e., monthly, quarterly, etc.)	1ST QTR			2ND QTR			3RD QTR			4TH QTR			TOTALS
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	(Cumulative)
<b># VERIFIED POSITIVE FOR DRUGS BY TYPE</b>													
Pre-employment	1							1					2
Random								1		2	1		4
Post Accident													0
Reasonable Suspicion/Cause													0
Return-to-Duty													0
Follow-Up													0
<b>FUNCTION PERFORMED/COVERED POSITION</b>													
Operation/Maintenance/Emergency Response													
<b># OF SPECIMENS VERIFIED POSITIVE FOR EACH TYPE OF DRUG</b>													
Marijuana (Cannabinoids)											1		1
Cocaine								1					1
Opiates													0
Amphetamines							1			2			3
Phencyclidine(PCP)													0
<b>DISPOSITION OF EMPLOYEE/ACTION TAKEN</b>													
No Longer Employed with Company													
Reassigned to Non-covered Functions													
Entered Rehabilitation, if applicable and/or returned to covered functions													
Other(specify)													
<b># OF PERSONS DENIED A COVERED POSITION DUE TO + DRUG TEST</b>													
<b># OF PERSONS RETURNED TO DUTY WITH +DRUG TEST/REFUSAL</b>													
<b># OF EMPLOYEES WHO REFUSED TO SUBMIT TO:</b>													
Random													
Other(Non Random)													
<b>ACTION TAKEN ON REFUSALS</b>													
No Longer Employed with Company													
Reassigned to Non-covered Functions													
Entered Rehabilitation, if applicable and/or returned to covered functions													
Other(specify)													

TEST PERIODS (i.e., monthly, quarterly, etc.)	1ST QTR			2ND QTR			3RD QTR			4TH QTR			TOTALS
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	(Cumulative)
<b># VERIFIED POSITIVE FOR ALCOHOL TESTS BY TYPE</b>													
Pre-employment													0
Random				1									1
Post Accident													0
Reasonable Suspicion/Cause													0
Return-to-Duty													0
Follow-Up													0
<b>FUNCTION PERFORMED/COVERED POSITION</b>													
Operation/Maintenance/Emergency Response													
<b># OF EMPLOYEE WHO ENGAGED IN ALCOHOL MISUSE WHO WERE RETURN TO DUTY IN A COVERED POSITION</b>													
<b>DISPOSITION OF EMPLOYEE/ACTION TAKEN ON POSITIVES EQUAL TO OR GREATER THAN .04</b>													
No Longer Employed with Company													
Reassigned to Non-covered Functions													
Entered Rehabilitation, if applicable and/or returned to covered functions													
Other(specify)													
<b># OF PERSONS DENIED A COVERED POSITION DUE TO +ALCOHOL</b>													
<b># OF EMPLOYEES WHO REFUSED TO SUBMIT</b>													
<b>ACTION TAKEN ON RESUSALS</b>													
No Longer Employed with Company													
Reassigned to Non-covered Functions													
Entered Rehabilitation, if applicable and/or returned to covered functions													
Other(specify)													
<b># OF EMPLOYEES WHO VIOLATED ALCOHOL PROVISIONS</b>													
While Performing Safety-Sensitive Functions													
Within 4 Hours of Performing Safety-Sensitive Functions													
Before Taking a Required Post-Accident Alcohol Test													

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 437  
LOS ANGELES, CALIFORNIA 90012  
TELEPHONE: (213) 974-2101 FAX: (213) 626-1812

HOME PAGE  
[TTC.LACOUNTY.GOV](http://TTC.LACOUNTY.GOV)

PROPERTY TAX PORTAL  
[LACOUNTYPROPERTYTAX.COM](http://LACOUNTYPROPERTYTAX.COM)

November 19, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**TREASURER AND TAX COLLECTOR:  
RECOMMENDATION TO APPROVE AMENDMENT NUMBER FOUR TO  
EXTEND AGREEMENT NUMBER 74507 WITH CORE BUSINESS  
TECHNOLOGIES FOR CONTINUED LICENSING, MAINTENANCE, AND  
SUPPORT FOR THE AUTOMATED CASHIERING SYSTEM  
(ALL DISTRICTS - 3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**SUBJECT**

The recommended action is to approve Amendment Number Four to Agreement Number 74507 with the current contractor, CORE Business Technologies (CORE), to: (a) increase the maximum County of Los Angeles (County) obligation under Agreement Number 74507 by **\$175,135** to a total of **\$970,305**; (b) extend the current term of the maintenance, support, and professional services agreement for the Automated Cashiering System (System); and (c) provide funding for necessary upgrades to the System.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign Amendment Number Four to Agreement Number 74507 with CORE to extend the Agreement through January 31, 2015, with an additional four optional one-year renewal periods, and to increase the maximum County obligation under the Agreement by **\$175,135** to a total of **\$970,305** to be used to: (a) upgrade the System, and (b) obtain further maintenance, support, and professional services through the extension period.
2. Delegate authority to the Treasurer and Tax Collector (TTC) to negotiate and/or execute amendments to existing escrow agreements for source code and/or replacement escrow agreements for source code.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The TTC is currently using three agreements with CORE; Wausau Financial Systems, Inc. (Wausau); and Opex Corporation (Opex) to provide maintenance, support, and professional services for the Remittance Processing, Document Management, and Automated Cashiering services. The TTC has been notified by Wausau that several key components are nearing the end of their useful lives and that an upgrade is required due to the fact that Windows XP will not be supported after April 2014. Due to the interdependency of the components, the TTC discussed the need for upgrades with CORE and Opex and determined a complete System upgrade is necessary to maintain functionality.

The three agreements are on separate timelines with different expiration dates. The TTC intends to align the agreement expiration dates initially to January 2015 for CORE, and January 2016 for OPEX, with the option to extend, on a year-to-year basis until January 2019. This will ensure the viability and functionality of the current services, allow the time necessary to evaluate all replacement options, and identify and set aside the necessary financial resources.

CORE maintains and supports the System, which processes in-person payments, captures images for researching payments, performs online lookup services to permit the processing of payments for customers that do not have a remittance stub, and processes credit card payments.

The System processes over 200,000 transactions annually, which include, but are not limited to, 48,000 cash transactions, 1,600 credit card transactions, and 100,000 check and money order transactions. The System located at the Kenneth Hahn Hall of Administration requires ongoing maintenance and support and utilizes technology that includes software and hardware (printers, scanners, and peripherals) for 12 cashier window stations, one vault cashier station, five back

area office workstations, and two remote workstations in Lancaster. The System is also utilized off-site during TTC's Tax Defaulted Property Tax Auction held annually at the Fairplex in Pomona. In addition, the System provides image capture to facilitate research of payments, online lookup to permit the processing of payments for customers who do not have a remittance stub and to process credit card payments where authorized.

On June 10, 2003, your Board approved Agreement Number 74507, a five-year agreement with CORE, to replace and update the System. On May 11, 2010, your Board approved a two-year extension with two optional one-year periods with an end date of June 9, 2014.

The TTC has exercised its second and final optional renewal year with CORE, which is set to expire on June 9, 2014. A term extension is requested to give the TTC enough time to identify and set aside the necessary financial resources and to re-solicit for a new/replacement System. Amendment Number Four (Attachment III) extends the term of the Agreement through January 2015, with four optional one-year renewal periods, for a total possible extension through January 31, 2019, and increases the maximum County obligation under the Agreement by \$175,135 to a total of \$970,305. The increase will be used as follows: (a) \$145,000 to upgrade the System; and (b) \$30,135 to obtain further maintenance, support, and professional services for the System for the extension period.

The consequences of not continuing to maintain and upgrade the current System are very significant. The depositing of monies would slow, thereby decreasing available cash balances and decreasing interest earnings. The posting of payments to the appropriate accounts receivable systems would also slow, thereby impacting the ability of the TTC and the other departments to respond to constituent inquiries timely. As well, the TTC's comprehensive system of internal controls to prevent theft or misuse of funds would be compromised.

The upgrade to the System will be effectuated through change notices executed by the TTC and approved by the Chief Information Office (CIO) and County Counsel, using delegated authority granted by your Board under the Agreement. The upgrade to the System will provide for updates and replacement of existing software and hardware to ensure that the System is compliant and fully operational through January 31, 2019.

This upgrade will ensure the viability and functionality of the current System, allow the time necessary to evaluate all replacement options, conduct a competitive solicitation, and identify and set aside the necessary financial resources. To this end, the TTC has worked with the Chief Executive Office to establish an ongoing Designation Fund for a System replacement to be funded over a three-year period

beginning with the TTC's Fiscal Year (FY) 2012-13 ending fund balance. The successful implementation of a new System is contingent upon the TTC's ability to save enough funding for a replacement System during this extension period.

#### Implementation of Strategic Plan Goals

Implementation of the upgraded System will meet the County's Strategic Plan Goals of Organizational Effectiveness (Goal 1) by providing for an effective Automated Cashiering System and Fiscal Sustainability (Goal 2) by leveraging information technology resources to sustain efficient County operations.

#### **FISCAL IMPACT/FINANCING**

The maximum amount of Amendment Number Four is \$175,135 and is included in the TTC's FY 2013-14 Adopted Budget. Maintenance for the first year of the extension is \$30,135. The balance will be used for the System upgrade described above.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The CIO concurs with TTC's recommendation. The CIO Analysis is attached as Attachment I.

In accordance with your Board's Policy Number 5.100, Sole Source Contracts, the Sole Source Checklist is attached as Attachment II. The Notice of Intent to negotiate a Sole Source Agreement extension was delivered to your Board on July 30, 2013.

Amendment Number Four (Attachment III) has been reviewed and approved as to form by County Counsel.

The Agreement contains all Board required and legally required provisions.

The Agreement/project is included in the TTC's Business Automation Plan for FY 2013-14.

#### **CONTRACTING PROCESS**

This is a Sole Source Agreement extension with CORE, which is the current contractor. The System was implemented in June 2003, after a competitive solicitation, and consists of software and hardware that was purchased from CORE under the subject Agreement. The software utilized by the System is proprietary to CORE. Therefore, CORE is the only contractor that can provide comprehensive maintenance, support, and professional services for this System.

The requisite licensing, maintenance, and support required to replace the System would be cost prohibitive and would require a considerable amount of analysis and development time to identify and replicate. Given budget curtailments in excess of 30 percent over the last five years, the TTC does not currently have the resources to purchase a new System. Upgrading versus replacing the System proved to be a successful and cost-effective measure in the past and is again a viable solution. In addition, a new contractor(s) unfamiliar with TTC's business operations and requirements would experience an extensive learning curve, which could negatively impact the TTC's current operation and ability to process payments.

### **IMPACT ON CURRENT SERVICES**

The recommended actions will provide for continuation of the Automated Cashiering services that the TTC is currently providing.

The upgrade implementation will take place during off-peak hours between critical processing jobs to mitigate any transition issues and to ensure that the System testing causes minimal or no disruption to the TTC's operations. Implementation of the upgrade to the System will ensure uninterrupted hardware and software maintenance and support services for the System for the term of the Agreement.

### **CONCLUSION**

Instruct the Executive Officer-Clerk of the Board to return two signed originals of Amendment Number Four to Agreement Number 74507 to the TTC.

Respectfully submitted,

Reviewed by:

MARK J. SALADINO  
Treasurer and Tax Collector

RICHARD SANCHEZ  
Chief Information Officer

MJS:JK:SDP

EVT:lc

CORE Board Letter - Pre-Final Draft 10-11-13 lc evt sdp kk kl

Attachments (3)

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Chief Information Officer

November 19, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
INTERNAL SERVICES DEPARTMENT SPECIAL PROJECTS:  
BALD MOUNTAIN NEW TOWER (SPECS. 7100; CAPITAL PROJECT NO. 69675)  
HAUSER PEAK NEW TOWER (SPECS. 7099; CAPITAL PROJECT NO. 69669)  
PUENTE HILLS NEW TOWER AND COMMUNICATIONS EQUIPMENT BUILDING  
(SPECS. 7098; CAPITAL PROJECT NO. 69667)  
APPROVE REVISED PROJECT BUDGETS  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE CHANGE ORDER  
(FOURTH AND FIFTH DISTRICTS) (4 VOTES)**

**SUBJECT**

This action will revise the total project budgets and approve the appropriation adjustment for the Internal Services Department Special projects: Bald Mountain New Tower and Hauser Peak New Tower, and approve and authorize the execution of a change order to Cal-City Construction, Inc.'s construction contract for the projects for a \$335,200 not-to-exceed amount.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve the revised individual project budgets for the Internal Services Department Special projects: \$1,119,200 for the Bald Mountain New Tower, Capital Project No. 69675; and \$1,202,000 for the Hauser Peak New Tower, Capital Project No. 69669.

2. Approve the appropriation adjustment to transfer \$525,200 from the Rio Hondo New Tower and Communications Equipment Building, Capital Project No. 69666; \$269,200 to the Bald Mountain New Tower, Capital Project No. 69675; and \$256,000 to the Hauser Peak New Tower, Capital Project No. 69669.
3. Approve and authorize the Director of Public Works or her designee to execute a change order with Cal-City Construction, Inc., for a \$335,200 not-to-exceed amount to cover additional construction costs associated with the redesign of the communication towers at Bald Mountain and Hauser Peak.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the recommended actions will approve the revised total project budgets for the Internal Services Department (ISD) Special projects: Bald Mountain New Tower and Hauser Peak New Tower, and a change order to Cal-City Construction, Inc.'s (Cal-City) construction contract. This will enable the Department of Public Works (Public Works) to proceed with construction of the ISD Special projects: Bald Mountain and Hauser Peak New Towers.

On March 5, 2013, the Board authorized Public Works to award a construction contract for the three ISD Special projects: Bald Mountain and Hauser Peak New Towers, and Puente Hills New Tower and Communications Equipment Building; which included a new communications tower at the Bald Mountain, Hauser Peak, and Puente Hills sites. In addition, a new communications equipment building will be provided at the Puente Hills site to support tower usage. A notice to proceed for construction was issued in March 2013, and construction is scheduled to be completed in January 2014.

During the construction submittal/jurisdictional plan check process, the new applicable building code (Telecommunications Industry Association) for the structural tower became effective. This change impacted the design of the two towers, as it involved increased design parameters, which resulted in the upsizing of the tower structural steel members and the increase in size of the pile foundations for the towers.

In order to reduce further impacts to the project schedule, Public Works is requesting that the Board approve and authorize the Director of Public Works or her designee to execute a change order with Cal-City for construction of the towers at Bald Mountain and Hauser Peak for a \$335,200 not-to-exceed amount.

### **Green Building/Sustainable Design Program**

The recommended projects support the Board's Green Building/Sustainable Design Program by using energy-efficient light fixtures. This will lead to a reduction in operating costs due to decreased energy consumption.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by constructing new telecommunications infrastructure that will allow County first-responders to more effectively respond to future emergencies.

### **FISCAL IMPACT/FINANCING**

The original total project budgets for the three ISD Special projects (Bald Mountain, Hauser Peak, and Puente Hills), including plans and specifications, plan check, construction, change orders, consultant services, miscellaneous expenditures, and County services was estimated at an aggregate of \$5,732,500. The revised total project budget for the three ISD Special projects is estimated at \$6,257,700, and upon approval of the recommended budget adjustment, will be fully funded with revenue from the American Recovery and Reinvestment Act related to the 2009 Edward Bynes Memorial Justice Assistance Grant Program.

The Rio Hondo New Tower and Communications Equipment Building project (Capital Project No. 69666), which was also approved with these projected on November 3, 2010, has been cancelled due to grant funding limitations. Approval of the recommended budget adjustment will redistribute grant funding from the Rio Hondo Tower project to the three remaining tower projects. Approval of the appropriation adjustment (Attachment B) will transfer \$525,200 from the Rio Hondo New Tower and Communications Equipment Building, Capital Project No. 69667; \$269,200 to the Bald Mountain New Tower, Capital Project No. 69675; and \$256,000 to the Hauser Peak New Tower, Capital Project No. 69669; to fully fund the projects.

The revised Projects' Schedules and Budget Summaries are included in Attachment A.

### **Operating Budget Impact**

ISD does not anticipate increased maintenance costs for the improved sites in Fiscal Year 2013-14.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Standard contract amendments, in the form previously approved by County Counsel, will be used. The existing contract with Cal-City contains terms and conditions supporting the Board's ordinances and policies, including but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence and General Relief Opportunities (GAIN/GROW); Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Per the Board's Civic Art Policy adopted on December 15, 2009, the proposed projects are exempt from the Civic Art fee because they are infrastructure work.

Under Public Contract Code, Section 20137, the Board is authorized, as a 4-vote item, to approve individual change orders to construction contracts as long as they do not exceed 10 percent of the original construction contract amount. The original contract amount of the construction contract with Cal-City was \$3,355,680. Accordingly, the proposed change order in the amount of \$335,200 is below the 10 percent statutory threshold and within the Board's authority.

### **ENVIRONMENTAL DOCUMENTATION**

On August 28, 2012, the Board adopted final Mitigated Negative Declarations for the three ISD Special projects and found that the Bald Mountain New Tower project will have no effect on fish and wildlife. On August 28, 2012, Public Works filed a Certificate of Fee Exemption with the Registrar-Recorder/County Clerk in accordance with Section 711.4 of the California Fish and Game Code for the Bald Mountain New Tower project, and a Notice of Determination for each project in accordance with Section 21152(a) of the California Public Resources Code.

### **CONTRACTING PROCESS**

On March 5, 2013, under Board-delegated authority, Public Works awarded a construction contract to Cal-City for \$3,355,680. To date, one change order has been executed for a total of \$4,194.25, increasing the total of Cal-City's construction contract to \$3,359,874.25. In order to reduce the impacts to the project schedule, Public Works

The Honorable Board of Supervisors  
November 19, 2013  
Page 5

is requesting authority from the Board to execute a change order with Cal-City for a \$335,200 not-to-exceed amount.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no negative impact on current County services or projects during the performance of the recommended services. The existing project sites will remain operational during construction of the improvements.

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Internal Services Department, Telecommunications Branch; and Public Works, Project Management Division II.

Respectfully submitted,

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:GF  
CM:sj

Attachments (2)

c: Executive Office, Board of Supervisors  
Arts Commission  
Auditor-Controller  
County Counsel  
Internal Services Department  
Department of Public Social Services (GAIN/GROW)

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
INTERNAL SERVICES DEPARTMENT SPECIAL PROJECTS:  
BALD MOUNTAIN NEW TOWER (SPECS. 7100; CAPITAL PROJECT NO. 69675)  
HAUSER PEAK NEW TOWER (SPECS. 7099; CAPITAL PROJECT NO. 69669)  
PUENTE HILLS NEW TOWER AND COMMUNICATIONS EQUIPMENT BUILDING  
(SPECS. 7098; CAPITAL PROJECT NO. 69667)  
APPROVE REVISED PROJECT BUDGETS  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE CHANGE ORDER  
(FOURTH AND FIFTH DISTRICTS) (4 VOTES)**

**I. PROJECT SCHEDULE\***

<b>Project Activity</b>	<b>Scheduled Completion Date</b>	<b>Revised Completion Date</b>
Project Needs Assessment	08/30/10**	N/A
Environmental Documents	01/19/12**	N/A
Design		
Construction Documents	12/14/11**	N/A
Jurisdictional Approvals	03/15/12**	N/A
Construction Bid and Award	03/05/13**	03/27/13**
Construction		
Substantial Completion	12/26/13	01/10/14
Project Acceptance	02/25/14	02/28/14

\*Schedule is applicable to all three projects, as they will be carried out concurrently.

\*\*Indicates completed activity.

**II. PROJECT BUDGET SUMMARY**  
**Bald Mountain New Tower**

<b>Budget Category</b>	<b>Project Budget</b>	<b>Impact of This Action</b>	<b>Revised Project Budget</b>
Construction			
Low Bid Contract	\$ 333,000	\$ 0	\$ 333,000
Change Orders	\$ 33,000	\$ 174,200	\$ 207,200
Subtotal	\$ 366,000	\$ 174,200	\$ 540,200
Consultant Services			
Deputy Inspection	\$ 15,000	\$ 25,000	\$ 40,000
Archeologist	\$ 2,000	\$ 0	\$ 2,000
Geotech/Soils Test	\$ 1,000	\$ 25,000	\$ 26,000
Material Testing	\$ 8,000	\$ 0	\$ 8,000
Cost Estimating	\$ 5,000	\$ 0	\$ 5,000
Topographic Survey	\$ 4,000	\$ 0	\$ 4,000
Environmental (CEQA/NEPA)	\$ 49,000	\$ 0	\$ 49,000
Paleontologist	\$ 9,000	\$ 0	\$ 9,000
Subtotal	\$ 93,000	\$ 50,000	\$ 143,000
Miscellaneous Expenditures			
Printing	\$ 2,000	\$ 0	\$ 2,000
Jurisdictional Review/Plan Check/Permit	\$ 10,000	\$ 0	\$ 10,000
County Services			
Code Compliance and Quality Control Inspections	\$ 40,000	\$ 0	\$ 40,000
Design Services	\$ 50,000	\$ 15,000	\$ 65,000
Contract Administration	\$ 12,000	\$ 0	\$ 12,000
Project Management	\$ 225,000	\$ 30,000	\$ 255,000
Secretarial	\$ 15,000	\$ 0	\$ 15,000
Document Control	\$ 10,000	\$ 0	\$ 10,000
Project Technical Support	\$ 20,000	\$ 0	\$ 20,000
Consultant Contract Recovery	\$ 2,000	\$ 0	\$ 2,000
Office of Countywide Contract Compliance	\$ 5,000	\$ 0	\$ 5,000
Subtotal	\$ 379,000	\$ 45,000	\$ 424,000
<b>Total</b>	<b>\$ 850,000</b>	<b>\$ 269,200</b>	<b>\$ 1,119,200</b>

**II. PROJECT BUDGET SUMMARY**  
**Hauser Peak New Tower**

<b>Budget Category</b>	<b>Project Budget</b>	<b>Impact of This Action</b>	<b>Revised Project Budget</b>
<b>Construction</b>			
Low Bid Contract	\$ 399,000	\$ 0	\$ 399,000
Change Orders	\$ 40,000	\$ 161,000	\$ 201,000
Subtotal	\$ 439,000	\$ 161,000	\$ 600,000
<b>Consultant Services</b>			
Deputy Inspection	\$ 15,000	\$ 25,000	\$ 40,000
Hazardous Materials	\$ 2,000	\$ 0	\$ 2,000
Material Testing	\$ 7,000	\$ 25,000	\$ 32,000
Cost Estimating	\$ 5,000	\$ 0	\$ 5,000
Paleontologist	\$ 8,000	\$ 0	\$ 8,000
Pre-Construction Bird Survey and Monitoring	\$ 17,000	\$ 0	\$ 17,000
Environmental (CEQA/NEPA)	\$ 49,000	\$ 0	\$ 49,000
Archeologist	\$ 2,000	\$ 0	\$ 2,000
Subtotal	\$ 105,000	\$ 50,000	\$ 155,000
<b>Miscellaneous Expenditures</b>			
Printing	\$ 1,000	\$ 0	\$ 1,000
<b>Jurisdictional Review/Plan Check/Permit</b>	\$ 24,000	\$ 0	\$ 24,000
<b>County Services</b>			
Code Compliance and Quality Control Inspections	\$ 40,000	\$ 0	\$ 40,000
Design Services	\$ 50,000	\$ 15,000	\$ 65,000
Contract Administration	\$ 12,000	\$ 0	\$ 12,000
Project Management	\$ 225,000	\$ 30,000	\$ 255,000
Secretarial	\$ 12,000	\$ 0	\$ 12,000
Document Control	\$ 10,000	\$ 0	\$ 10,000
Project Technical Support	\$ 21,000	\$ 0	\$ 21,000
Consultant Contract Recovery	\$ 2,000	\$ 0	\$ 2,000
Office of Countywide Contract Compliance	\$ 5,000	\$ 0	\$ 5,000
Subtotal	\$ 377,000	\$ 45,000	\$ 422,000
<b>Total</b>	<b>\$ 946,000</b>	<b>\$ 256,000</b>	<b>\$ 1,202,000</b>

**III. PROJECT BUDGET SUMMARY**  
**Puente Hills New Tower and Communications Equipment Building**

<b>Budget Category</b>	<b>Project Budget</b>	<b>Impact of This Action</b>	<b>Revised Project Budget</b>
<b>Construction</b>			
Low Bid Contract	\$ 2,633,000	\$ 0	\$ 2,633,000
Change Orders	\$ 263,000	\$ 0	\$ 263,000
Utility Connections	<u>\$ 70,000</u>	<u>\$ 0</u>	<u>\$ 70,000</u>
Subtotal	\$ 2,966,000	\$ 0	\$ 2,966,000
<b>Consultant Services</b>			
Deputy Inspection	\$ 45,000	\$ 0	\$ 45,000
Hazardous Materials (Methane Proposal)	\$ 11,000	\$ 0	\$ 11,000
Geotech/Soils Test	\$ 3,000	\$ 0	\$ 3,000
Material Testing	\$ 40,000	\$ 0	\$ 40,000
Cost Estimating	\$ 7,000	\$ 0	\$ 7,000
RF Energy Testing	\$ 5,000	\$ 0	\$ 5,000
Pre-Construction Bird Survey and Monitoring	\$ 18,000	\$ 0	\$ 18,000
Archeologist	\$ 2,000	\$ 0	\$ 2,000
Title Reports	\$ 5,000	\$ 0	\$ 5,000
Environmental (CEQA/NEPA)	\$ 61,000	\$ 0	\$ 61,000
Paleontologist	<u>\$ 9,000</u>	<u>\$ 0</u>	<u>\$ 9,000</u>
Subtotal	\$ 206,000	\$ 0	\$ 206,000
<b>Miscellaneous Expenditures</b>			
Printing	\$ 3,000	\$ 0	\$ 3,000
<b>Jurisdictional Review/Plan Check/Permit</b>	\$ 28,000	\$ 0	\$ 28,000
<b>County Services</b>			
Code Compliance and Quality Control Inspections	\$ 83,000	\$ 0	\$ 83,000
Design Services	\$ 230,000	\$ 0	\$ 230,000
Contract Administration	\$ 18,000	\$ 0	\$ 18,000
Project Management	\$ 298,500	\$ 0	\$ 298,500
Secretarial	\$ 20,000	\$ 0	\$ 20,000
Document Control	\$ 20,000	\$ 0	\$ 20,000
Project Technical Support	\$ 40,000	\$ 0	\$ 40,000
Consultant Contract Recovery	\$ 5,000	\$ 0	\$ 5,000
Office of Affirmative Action	<u>\$ 19,000</u>	<u>\$ 0</u>	<u>\$ 19,000</u>
Subtotal	\$ 733,500	\$ 0	\$ 733,500
<b>Total</b>	<b>\$ 3,936,500</b>	<b>\$ 0</b>	<b>\$ 3,936,500</b>

**DRAFT**

November 19, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LOS ANGELES REQUEST FOR  
SUBORDINATION OF PASS-THROUGH PAYMENTS TO COUNTY TAXING ENTITIES ON THE  
ADELANTE EASTSIDE REDEVELOPMENT PROJECT AND THE HOLLYWOOD  
REDEVELOPMENT PROJECT  
(FIRST AND THIRD DISTRICTS) (3 VOTES)**

**SUBJECT**

Recommendation to approve a Resolution to subordinate the County of Los Angeles', the Fire District's, and the Flood Control District's right to receive pass-through payments from the successor to the Community Redevelopment Agency/City of Los Angeles (CRA/LA), a Designated Local Authority (Successor Agency), to the Successor Agency's: Series E refunding bond issue (Series E Bonds) for the Adelante Eastside Redevelopment Project (Adelante Eastside Project); and the Series G and H refunding bond issues (Series G and H Bonds) for the Hollywood Redevelopment Project (Hollywood Project).

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve a Resolution subordinating the County of Los Angeles', Flood Control District's, and Fire District's right to receive pass-through payments from the Successor Agency which would otherwise be received from the Adelante Eastside Project to the Successor Agency's Series E Bonds, and subordinating pass-through payments which would otherwise be received from the Hollywood Project to the Successor Agency's Series G and H Bonds.

**IMPLEMENTATION OF STRATEGIC PLAN GOALS**

This action supports Goal 2, Fiscal Sustainability, of the County Strategic Plan to strengthen the County's fiscal capacity.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Projects were adopted by the City Council of the City of Los Angeles by the following ordinances and dates:

Adelante Eastside Project	March 30, 1999
Hollywood Project	May 7, 1986

For the Adelante Eastside Project, the Successor Agency is preparing to refinance its Series A bonds for the purpose of providing savings to the Successor Agency and the taxing entities, through issuance of Series E Bonds. For the Hollywood Project, the Successor Agency is preparing to refinance a portion of Series C and Series D bonds for the purpose of providing savings to the Successor Agency and the taxing entities, through issuance of Series G and H Bonds. These refinancings are part of the County of Los Angeles Redevelopment Bond Refunding Program. The subordinations are required by law on a timely Successor Agency request and showing that sufficient funds to pay both debt service and pass-through payments to affected taxing agencies will be available when payments are due. The Successor Agency submitted its subordination requests to the County on October 9, 2013.

**FISCAL IMPACT/FINANCING**

Health and Safety Code Section 34177.5(a) authorizes successor agencies to refund outstanding bonds to provide savings to the successor agency. The savings generated by refunding bonds may result in availability of additional funds to the taxing entities, including the County. The Adelante Eastside Series E Bonds are expected to produce a total net present value savings of approximately \$922,870 over the remaining life of the bonds, and the Hollywood Series G and H Bonds are expected to produce a total net present value savings of approximately \$1.4 million. The County may disapprove a request for subordination only if it finds, based on substantial evidence, that the Successor Agency will not be able to pay both the debt service payments and the pass-through payments to the Taxing Entities. Successor Agency's tax increment projections, reviewed by Chief Executive Office staff, indicate that there will be sufficient coverage to satisfy the debt service payments and the required pass-through payments to the Taxing Entities in both the Adelante Eastside Project and the Hollywood Project.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Section 34177.5 (c) provides: "If the affected taxing entity does not act within 45 days after receipt of the agency's request, the request to subordinate shall be deemed approved and shall be final and conclusive." Failure to act within 45 days after receipt of the Successor Agency's requests (in this case, December 2, 2013) constitutes County approval of the Successor Agency's request to subordinate to the bonds. County Counsel indicates that approving subordination by express resolution is preferable to failing to take action within 45 days.

Respectfully submitted,

Respectfully submitted,

Respectfully submitted,

---

WILLIAM T FUJIOKA  
Chief Executive Officer

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GAIL FARBER  
Director of Public Works

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DARYL L. OSBY  
Fire Chief

WTF:SHK  
FC:RM:ib

Attachment

The Honorable Board of Supervisors  
November 19, 2013  
Page 3

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller

DRAFT

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF  
LOS ANGELES TO SUBORDINATE THE COUNTY TAXING ENTITIES' RIGHT TO RECEIVE  
PASS-THROUGH PAYMENTS TO THE SUCCESSOR AGENCY OF THE CITY OF LOS  
ANGELES ADELANTE EASTSIDE AND HOLLYWOOD PROJECTS**

**WHEREAS**, the City Council of the City of Los Angeles on March 30, 1999 adopted Ordinance No. 172,514, a Redevelopment Plan for the Adelante Eastside Redevelopment Project (the "Adelante Eastside Project"); and

**WHEREAS**, the City Council of the City of Los Angeles on May 7, 1986 adopted Ordinance No. 161,202, a Redevelopment Plan for the Hollywood Redevelopment Project (the "Hollywood Project"); and

**WHEREAS**, Health & Safety Code Section 34177.5(a)(1) authorizes a successor to a former redevelopment agency dissolved by Assembly Bill No. 26 ("AB X1 26") to refund the bonds of the former redevelopment agency for the purpose of generating savings to the successor agency, and Section 34177.5(c) provides that prior to incurring any bonds, the successor agency may subordinate to the bonds the amount required to be paid to an affected taxing entity pursuant to Section 34183(a)(1), provided that the taxing entity approves the subordination; and

**WHEREAS**, the CRA/LA, a Designated Local Authority (the "Successor Agency") on October 9, 2013 by letter advised its intention to refinance the Adelante Eastside Project Tax Allocation Bonds, Series A by issuance of Series E Bonds (the "Series E Bonds") payable from and secured by a pledge of certain Adelante Eastside Project tax increment revenues, and requested of the County of Los Angeles (the "County") the Los Angeles County Consolidated Fire Protection District ("the Fire District") and the Los Angeles County Flood Control District ("the Flood Control District") that any and all payments which the County, the Fire District, and the Flood Control District are entitled to receive pursuant to Health & Safety Code Section 34183(a)(1) ("Section 34183(a)(1)") from the Adelante Eastside Project be subordinated to the Agency's payments of principal and interest on the Series E Bonds; and

**WHEREAS**, the Successor Agency on October 9, 2013 by letter advised its intention to refinance the Hollywood Project Tax Allocation Bonds, Series C and D by issuance of Series G and H Bonds (the "Series G and H Bonds") payable from and secured by a pledge of certain Hollywood Project tax increment revenues, and requested of the County, the Fire District, and the Flood Control District that any and all payments which the County, the Fire District, and the Flood Control District are entitled to receive pursuant to Section 34183(a)(1) from the Hollywood Project be subordinated to the Agency's payments of principal and interest on the Series G and H Bonds; and

**WHEREAS**, the requested subordination does not lessen or eliminate the Successor Agency's obligation to make the required payments to the County, the Fire District, and the Flood Control District under Section 33607.5 and is intended to permit the Successor Agency to obtain a higher credit rating on its bonds and thus lower the Successor Agency's financing costs; and

**WHEREAS**, Section 34177.5(c) provides that at the time the successor agency requests an affected taxing entity to subordinate the amount to be paid to it, the successor agency must provide substantial evidence that sufficient funds will be available to pay both the debt service and the required payments to the taxing entity, that the taxing entity must approve or disapprove

Subordinate the County's Right to Receive  
Pass-Through Payments to the Community  
Redevelopment Agency of the City of Los Angeles  
Adelante Eastside and Hollywood Projects  
Page 2 of 2

the request for subordination within 45 days after the receipt of a letter requesting subordination, and that the taxing entity may disapprove the request only if it finds, based upon substantial evidence, that the successor agency will not be able to pay the debt payments and the amount required to be paid to the taxing entity under Section 34183(a)(1); and

**WHEREAS**, the Successor Agency has presented evidence demonstrating its ability to make the required payments to the County, the Fire District, and the Flood Control District after payment of debt service on the Adelante Eastside Project Series E Bonds and Hollywood Project Series G and H Bonds.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County of Los Angeles that:

The County, the Fire District, and the Flood Control District hereby agree that so long as the Adelante Eastside Project Series E Bonds and Hollywood Project Series G and H remain outstanding, any and all payments which the County, the Fire District, and the Flood Control District are entitled to receive from the Adelante Eastside Project and Hollywood Project pursuant to Section 34183(a)(1) shall be and shall remain subordinate to the payments pledged from the Adelante Eastside Project to pay the principal of and interest on the Series E Bonds, and the Hollywood Project to pay the principal of and interest on the Series G and H Bonds.

The foregoing resolution was on the \_\_\_\_ day of November 2013, adopted by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies, and authorities for which the Board so acts.

SACHI A. HAMAI  
Executive Officer Board of  
Supervisors of the County of Los Angeles

By \_\_\_\_\_

APPROVED AS TO FORM

Subordinate the County's Right to Receive  
Pass-Through Payments to the Community  
Redevelopment Agency of the City of Los Angeles  
Adelante Eastside and Hollywood Projects  
Page 3 of 2

JOHN F. KRATTLI  
County Counsel

By \_\_\_\_\_  
Shahiedah Coates  
Senior Associate County Counsel

**RISK MANAGEMENT PLAN (RMP)**  
 (Previously: Risk Exposure Cost Avoidance Plan [RECAP])  
**STATUS REPORT – FISCAL YEAR 2012-13**  
 (Due August 30, 2013)

DATE	DEPARTMENT
August 30, 2013	Internal Services Department

Summary and Assessment of Results:

*Include a summary of your department's activities and an assessment of your results.*

*Note: The first two columns from the table below are from your Fiscal Year 2012-13 RECAP, Part 8, Departmental Risk Management Objectives.*

<b>RISK MANAGEMENT OBJECTIVES</b>	<b>PROJECT ACTIVITY DESCRIPTION (INCLUDE RESPONSIBLE INDIVIDUAL)</b>	<b>PROJECT STATUS</b>
Develop a set of safety indices for ISD.	Establish a set of indices for ISD's lines of business and/or classifications that can be readily assessed against the Bureau of Labor and Statistics (BLS) data. These data will be used to establish targeted performance measures to monitor and improve ISD's safety performance. (DHRM/Safety Officer II)	<p>By June 30, 2013, ISD developed a safety indices methodology to measure the safety performance of each of the five services within ISD compared to private industry engaged in similar lines of business as reported by the most recent 2011 U.S. Bureau of Labor Statistics. At the completion of this project, it was determined that ISD as a department had an incidence rate 60% less than all industries recorded including state and local government. The data for this objective is sustainable and readily available.</p> <p>Incident Rates:</p> <p>ISD – 1.5            All industries including state and local government – 3.8            State and local government – 5.8            State government – 4.6            Local government – 6.1</p>

ATTACHMENT I

<p>Implement GPS systems in FOS assigned motor vehicles.</p>	<p>Expand the department's current GPS program to assigned ISD vehicles operated by Facilities Operations Services crafts personnel and establish baseline data to be used to determine effectiveness of the program. (DHRM/Sec Mgr. Risk Mgmt/Safety Officer II)</p>	<p>The installation and activation of 30 additional GPS units was completed in March of 2013. Baseline data will be gathered from April 2013 through September 2013 and will be compared to data gathered from October 2013 through December 2013. After a review of the data, recommendations will be made to further expand the GPS program.</p>
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This status report should be submitted to:

Steven E. NyBlom  
 Chief Executive Office – Risk Management Branch  
 3333 Wilshire Boulevard, Suite 820  
 Los Angeles, CA 90010

Fax No. (213) 252-0404  
 Email: [snyblom@ceo.lacounty.gov](mailto:snyblom@ceo.lacounty.gov)

## Department Name

### Risk Management Plan: FY 2013-14

*(Previously: Risk Exposure Cost Avoidance Plan [RECAP])*

This Risk Management Plan describes risks, trends, and mitigation measures planned to address these issues. Risk issues are identified through evaluations of business operations and review of claim trends.

*Note: This document replaces the Risk Exposure Cost Avoidance Plan (RECAP) and the Departmental Risk Management Overview issued for presentations to Board Deputies.*

#### APPROVALS:

Araceli H. Aranda  
Risk Management Coordinator

Araceli H. Aranda  
Signature

8/29/13  
Date

TOM TINDALL  
Department Head

TAM Tindall  
Signature

8/29/13  
Date

#### Overview of Department Risk Management Program

The Internal Services Department (ISD) Risk Management Program focuses on four key areas:

- a) Workplace Safety
- b) Return-to-Work/Workers' Compensation/Family and Medical Leave Act (FMLA)
- c) Americans with Disabilities Act (ADA)/California Fair Employment and Housing Act (FEHA) Compliance
- d) General Litigation

All of these areas are within the Risk Management organizational structure with the common goal of reducing ISD's legal exposure. The Risk Management Section is involved in all aspects of business within ISD which include Information Technology, Purchasing and Contracting, Energy Management and Facilities Operations. ISD's major risk areas are similar to those within the construction industry (i.e., injury resulting from arduous work and/or liability related to services provided); fleet and mail delivery industries, (i.e., motor vehicle accidents); telecommunications industry (i.e., working at heights on telecommunications towers, poles, data security, etc.); and the utility industry (i.e., work with high pressure boilers, 24/7 plant operations, potential exposure to and/or release of lethal gases).

Managing risk throughout ISD has been successful through tremendous support from all levels of management. Communication and education for managers at ISD's Executive Committee monthly meeting has had a positive impact and has resulted in an understanding of risk management processes and procedures.

Each executive manager within ISD has a Risk Management MAPP goal to support the Department Head's MAPP Risk Management goal. Managers involve their staff with these goals which spreads the message of reducing risk.

	Name
Risk Management Coordinator:	Mark A. Colton/Araceli H. Aranda
Safety Officer/Coordinator:	Michael Medrano
Return-to-Work Coordinator:	Janet A. Reyes/Catherine Stein-Romo

**Risk Issues, Plans, and Mitigation Measures**

<b>RISK MANAGEMENT ISSUE #1</b>
Issue: Promotion of a safe workplace
<p>Risk Management Plan / Mitigation Measure:</p> <p>ISD retained the services of Boretti, Inc. Integrated Safety Solutions to provide the following:</p> <ul style="list-style-type: none"> <li>• A marketing and promotional program to promote safety awareness throughout ISD</li> <li>• Evaluate the current safety program and direct more creative and applicable modes for positive outcome (recommendations to strengthen the safety communications process) <ul style="list-style-type: none"> <li>○ Be responsible for performing a detailed written gap analysis of the current communications strategy for Safety at ISD.</li> <li>○ Provide specific written communications strategy to strengthen areas of improvement identified in the gap analysis.</li> </ul> </li> <li>• A strategy to implement all programs designed to promote a "Safety First" attitude throughout ISD operations. <ul style="list-style-type: none"> <li>○ Provide strategy including samples of targeted safety messages and promotional tools</li> </ul> </li> </ul> <p>ISD will compare data from the previous year and future years to try and determine the effectiveness of the safety awareness campaign.</p>
Responsible Party: Safety Officer
Completion Date: June 30, 2014

## RISK MANAGEMENT ISSUE #2

Issue: Establish Key Performance Indicators (KPIs) in the area of Workers' Compensation (WC) to provide information of effective internal processes and how this impacts the reduction of WC costs.

### Risk Management Plan / Mitigation Measure:

The KPIs will provide the Department with an understanding of the current status of the WC claims and a projection of possible outcomes. The reported information will assist in the continued emphasis on prevention-based activities to reduce the number of WC claims and focus on quality claim management to contain costs associated with WC.

The KPIs include the following:

- 1) Monitor WC claim activity for average lifespan of a new claim.

**Goal:** Provide quality case management by timely addressing components of a claim within the first year and seek quick resolution.

- 2) Monitor new claims filed per month, by service and type of injury.

Every year, ISD establishes a 10% reduction goal for work-related injuries and illnesses.

**Goal:** Focus on Services who do not meet this goal and provide specific prevention-based activities, such as safety meetings, inspections and training.

- 3) Analyze costs associated with new claims and focus on reducing the frequency of claims in excess of \$10,000.

**Goal:** Identify the costliest factors of a claim in excess of \$10,000 and determine the cause of those expenses

This information will be presented in a digital dashboard with real-time data and will function as a tool for upper management. Management will have the ability to work collaboratively with the Risk Management office to maintain a highly productive and safe work environment.

Responsible Party: Risk Manager

Completion Date: June 30, 2014

*Add additional space if more issues are being reported*

**Statistical Information** (\*\*\*) data to be provided when available)

<b>Claim Performance (data provided by CEO; see footnotes)</b>				
<b>Measure</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>3-Year Average</b>
<b>WORKERS' COMPENSATION</b>				
1. Number of Workers' Compensation claims filed during the period	104	98	92	98
2. Number of employees as of June 30	1,958	1,847	1,832	1,879
3. Workers' Compensation Claim Report Rate (number of claims reported per 100 employees) for the period	5.31	5.31	5.02	5.22
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (all departments)	11.68	11.19	11.40	11.42
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (all departments, excluding Fire, Probation, Sheriff)	6.67	6.83	6.86	6.79
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (Fire, Probation, Sheriff only)	25.04	22.78	23.46	23.76
4. Workers' Compensation expense paid during the period (including final accounting of allocated and unallocated expenses)	\$4,205,171	\$4,201,006	\$3,911,354	\$4,097,874
5. Workers' Compensation Expense Rate (expenses paid per current employee) for the period	\$2,135	\$2,275	\$2,135	\$2,182
Benchmark: Countywide Average Workers' Compensation Expense Rate (all departments)	\$3,266	\$3,505	\$3,633	\$3,468
Benchmark: Countywide Average Workers' Compensation Expense Rate (all departments, excluding Fire, Probation, Sheriff)	\$2,179	\$2,258	\$2,273	\$2,237
Benchmark: Countywide Average Workers' Compensation Expense Rate (Fire, Probation, Sheriff only)	\$6,167	\$6,822	\$7,241	\$6,743
6. Salary Continuation and Labor Code 4850 paid during the period (100%IA, 70%IA, MegaIA)	\$102,930	\$124,647	\$219,084	\$148,887
<b>AUTOMOBILE LIABILITY</b>				
7. Number of Automobile Liability claims filed during the period	36	26	21	27.7
8. Automobile Liability indemnity (OC) paid during the period	\$59,315	\$84,539	\$119,181	\$87,677
9. Automobile Liability legal fees and costs (SS) paid during the period	\$2,107	\$34,461	\$17,328	\$17,347
<b>GENERAL LIABILITY</b>				
10. Number of General Liability claims filed during the period	33	33	18	28
11. General Liability indemnity (OC) paid during the period	\$242,394	\$9,240	\$125,466	\$125,700
12. General Liability legal fees and costs (SS) paid during the period	\$325,307	\$225,409	\$402,719	\$278,591

**Claim Performance (data provided by CEO; see footnotes) [Continued]**

Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
<b>MEDICAL MALPRACTICE</b>				
13. Number of Medical Malpractice claims filed during the period	0	0	0	0
14. Medical Malpractice indemnity (OC) paid during the period	0	0	0	0
15. Medical Malpractice legal fees and costs (SS) paid during the period	0	0	0	0
<b>TOTAL CLAIMS AND EXPENSE</b>				
16. Total number of claims filed during the period	173	157	131	153.7
17. Total expenses paid during the period	\$4,937,221	\$4,679,302	\$4,795,132	\$4,756,077
18. Department operating budget	\$462,153,000	\$444,889,000	\$433,208,000	\$446,750,000
19. Cost of Risk (% total expenses paid / operating budget)	1.07%	1.05%	1.11%	1.06%
Benchmark: Countywide Cost of Risk	2.10%	2.21%	2.19%	2.17%

- All workers' compensation loss information is available on the CEO Risk Management Branch RECAP intranet site.
- The number of employees is the sum of currently filled full-time and part-time positions (see monthly payroll report).
- The number of liability claims is the total of all claims (including all suffixes) entered into the Risk Management Information System (RMIS) during the fiscal year (see monthly Cognos report).
- Total paid for liability is based on transaction dates within each fiscal year as listed in RMIS (see monthly Cognos report).

**Vehicle and Fleet Safety Performance (data maintained at the department level)**

Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
<b>DEPARTMENT-OWNED VEHICLES</b>				
20. Number of Department-owned vehicles as of June 30	707	696	660	687.7
21. Total number of vehicle accidents involving Department-owned (or leased) vehicles	46	51	32	43.0
22. Total cost paid for damage involving Department-owned (or leased) vehicles (not including third party claim/damage cost)	\$87,146	\$58,630	\$57,563	\$67,780
23. Number of miles driven by Department-owned (or leased) vehicles	6,308,178	5,810,375	5,227,447	5,782,000
24. Number of vehicle accidents involving Department-owned (or leased) vehicles per 100,000 miles	0.73	0.88	0.61	0.74
Benchmark: Countywide	1.60	1.78	***	
<b>PERMITTEE DRIVERS</b>				
25. Number of Department permittee drivers as of June 30	743	775	503	673.7
26. Total number of vehicle accidents involving permittee drivers	2	2	10	4.7
27. Total cost paid for damage involving vehicles driven by permittee drivers (not including third party claim/damage cost)	\$7,344	\$3,812	\$16,408	\$9,188
28. Number of permittee miles driven during period	608,395	562,678	519,050	563,374.3
29. Number of vehicle accidents involving permittee drivers per 100,000 miles	0.33	0.36	1.93	0.9
Benchmark: Countywide	1.95	2.02	***	***

### Return-to-Work Performance (industrial and non-industrial)

(data maintained at the department level)

Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
30. Number of active return-to-work cases as of June 30	295	288	405	329.3
31. Number of employees on medical leave (excluding pregnancy) as of June 30	26	19	21	22.0
32. Number of employees on work hardening transitional assignment agreements as of June 30	37	37	41	38.3
33. Number of employees on conditional assignment agreements as of June 30	36	37	40	37.7
34. Number of return-to-work cases closed in the prior year	130	103	140	124.3

### Short Term Disability (data provided from Sedgwick except for #41 which is from payroll)

Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
35. Number of active claims as of June 30	5	6	6	5.7
36. Number of closed claims reaching maximum benefit duration during the fiscal year	2	7	7	5.3
37. Number of claims converted to LTD during the fiscal year	3	7	5	5.0
38. Number of new claims during the fiscal year	21	31	25	25.7
39. Number of lost workdays paid under STD during the fiscal year	1,007	1,610	1,589	1,402.0
40. Number of lost calendar days, including elimination period, for closed claims	1,464	2,817	2,239	2,173.3
41. Total payments for all claims paid during the fiscal year	\$257,754	\$461,763	\$536,024	\$418,514
42. Number of paid lost workdays for closed claims	821	1,691	1,397	1,303.0

### Long Term Disability (data provided from Sedgwick)

Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
43. Number of active claims as of June 30	46	42	42	43.3
44. Number of claims opened during the fiscal year	14	17	20	17.0
45. Total payments for all claims paid during the fiscal year	\$848,167	\$1,077,492	\$982,777	\$969,479
46. Total payments to date on claims closed during the fiscal year	\$767,516	\$1,466,565	\$934,277	\$1,056,119

## Performance Data and Statistical Goal Definitions

Liability Claim:	A document submitted by a third party in accordance with statutory requirements, and alleging personal injury, bodily injury, property damage, or other losses sustained due to the acts or omissions of the County, its employees, officers, or agents. This is the total number of open/closed claims that were filed during the period. A claim includes all lawsuits and claims, but does not include incident reporting, unless a claim is opened as a result of the incident report.
General Liability Claim:	Claim arising when negligent acts and/or omissions result in bodily injury and/or property damage on the premises of a business, when someone is injured as the result of using the product manufactured or distributed by a business, or when someone is injured in the general operation of a business.
Vehicle Liability Claim:	Claim arising from negligent operation of a motor vehicle involving third party damage to property and/or people.
Medical Malpractice Claim:	Claim arising from professional negligence by act or omission by a health care provider in which care provided deviates from accepted standards of practice in the medical community and causes injury or death to the patient.
Indemnity Cost (OC):	Amount of money paid to compensate claimant and/or plaintiffs for damages, including their attorney fees and cost that are paid by the County. Also referred to as the settlement amount. Cost listed as (OC) in RMIS.
Legal Fees and Costs (SS):	Amount of money paid for defense counsel (in-house and/or panel attorney) for a claim that is paid by the County. Cost listed as (SS) in RMIS.
Total Paid:	This is the actual amount of money paid on a claim during the reporting period. This is not the amount agreed to or discussed in settlement, but the actual amount of money disbursed on the claim, to include both indemnity (OC) and legal fees and costs (SS).
Workers' Compensation Claim:	Claim filed by Department employee for injury and/or illness that arose out of the course and scope of employment and provides compensation and medical care for employees who are injured in the course of employment, in exchange for mandatory relinquishment of the employee's right to sue his or her employer for the tort of negligence.
Salary Continuation / Labor Code 4850:	Supplemental salary replacement benefits paid in excess of indemnity benefits provided by the workers' compensation system according to County Code or State of California law.
Active Return-to-Work Case:	Employee is off work due to an industrial or non-industrial disability. Employee is working in any temporary modified/alternative position pending resolution of work status. Employee has a pending request for reasonable accommodation. Any situation where the department determines risk exposure requires ongoing action or monitoring.  <b>Additional information about return-to-work can be found in the Return-to-Work Desk Reference Manual at <a href="http://ceo.lacounty.gov/RTW/rtw_default.htm">http://ceo.lacounty.gov/RTW/rtw_default.htm</a>.</b>
Return-to-Work Cases Closed:	Employee has returned to usual and customary position with or without work restriction (and department has no risk exposure concerns). Employee has returned to a permanent modified/alternative position and has demonstrated the ability to perform the essential functions of the position with or without a reasonable accommodation.
Work Hardening Transitional Assignment Agreement:	An agreement between the employer and employee that allows an employee to return to work in an assignment, performing functions other than those usually assigned, and is intended to allow an employee the opportunity to recover from their injury/illness while continuing to work. This agreement is temporary and can be revisited every 12 weeks up until the employee becomes Permanent and Stationary (P&S) or has achieved Maximum Medical Improvement (MMI).

**Performance Data and Statistical Goal Definitions [Continued]**

<p>Conditional Assignment Agreement:</p>	<p>An agreement between the employer and employee that allows an employee to work in a temporary assignment while the department conducts a department-wide or Countywide search for a compatible position. This status is determined when an employee with an Industrial Injury/Illness becomes Permanent and Stationary (P&amp;S) or has reached Maximum Medical Improvement (MMI); or an employee with a Non-Industrial Injury/Illness obtains a work restriction (either temporary or permanent). If a position cannot be identified within the employee's department, then a Countywide Job Search shall be conducted.</p>
<p>Vehicle Accident:</p>	<p>An accident involving a Department-owned/leased vehicle and/or a permittee-owned vehicle (including drivers classified as occasional drivers) that resulted in damage or any other type of loss to persons, property, etc.</p>
<p>Department-Owned / Leased Vehicles:</p>	<p>Vehicles driven by County employees owned or leased by the Department or County. These are not the drivers' personal vehicles.</p>
<p>Number of Miles Driven During Period:</p>	<p>Actual number of miles driven by Departmental drivers for County-related activity (course and scope of work).</p>
<p>Permittee Driver:</p>	<p>County employee who is participating in the County permittee driver program and is certified/approved to drive a non-Department-owned vehicle for work purposes.</p>
<p>Risk Management Information System (RMIS):</p>	<p>The County's risk management and claims administration management system with ad-hoc reporting capabilities, which supports County claims administration and financial, statistical, and loss prevention functions.</p>
<p>Cost of Risk:</p>	<p>Percentage of Total Paid / Department Operating Budget.</p>