



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

DAVID E. JANSSEN  
Chief Executive Officer

July 31, 2007

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

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK:  
APPROVE SOLE SOURCE AGREEMENT WITH  
BOWE, BELL & HOWELL FOR ACQUISITION OF  
ABSENTEE VOTER BALLOT SORTING SYSTEM AND  
MAINTENANCE AND SUPPORT SERVICES  
(ALL DISTRICTS - 3 VOTES)**

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

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign the attached Agreement (Agreement) with Bowe, Bell & Howell (BB&H) for the acquisition of Absentee Voter (AV) ballot sorting equipment, including maintenance and support services, for the Department of Registrar-Recorder/County Clerk (RR/CC), to comply with new State law Assembly Bill (AB) 2770, for a contract sum of \$747,877 over an initial three-year contract period with two one-year extension options effective upon Board approval. Sufficient Federal Help America Vote Act (HAVA) grant funds are available to purchase this equipment which meets the description of types of equipment eligible for purchase with HAVA funds.
2. Authorize the Registrar-Recorder/County Clerk or her designee to exercise the extension options under the terms of the Agreement and, if needed, incorporate into the Agreement any new or revised Board-mandated provisions that may become effective during the term of the Agreement.

3. Authorize the Registrar-Recorder/County Clerk or her designee to amend the Agreement to increase the contract sum up to twenty (20%) percent of the original contract sum, if needed, to provide for software enhancements as referenced in the scope of work or other changes that may be required to meet the absentee ballot processing needs of the County or to increase efficiency and productivity in AV processing -- provided that sufficient funding is available in the Department's budget and provided that County Counsel approval is obtained prior to executing such Amendments. If the option to increase the contract amount is exercised, the maximum contract sum for this Agreement will not exceed \$897,452 over the term of the Agreement.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of the recommended action is to ensure the County's compliance with new State law, AB 2770, which requires, for any statewide election or special election to fill a vacancy in a congressional or legislative office, votes cast by absentee ballot and votes cast at the polling place shall be tabulated by election precinct.

The recommended purchase will enable the RR/CC to acquire high speed, automated equipment and the necessary onsite services and support to sort, count and report by precinct, within the very limited legally allowable timeframes, the 800,000+ AV ballots that are expected to be cast in each of the three Statewide elections to be held in 2008 as well as the tens of thousands of AV ballots anticipated to be cast in the November 6, 2007 Uniform District Election (UDEL). In the past, AV ballot sorting, counting and reporting in the County has occurred by ballot combination and not by the more finite precinct size. The level of operational difficulty is exponentially increased due to the much more complex requirement to sort/count/report 800,000+ AV ballots into 5,000+ precincts in each Statewide election compared with the current sort/count/report process involving 300-400 ballot combinations.

It is vital that such a massive change in procedure occur for the first time in conjunction with the upcoming November 6, 2007 election in order to avoid initial implementation during the February 5, 2008 Presidential Primary Election as the risk factor associated with implementing a new system of such magnitude during a Statewide election would be far too great. Therefore, the RR/CC needs to purchase this sorting equipment and establish the associated onsite services and support contract quickly and integrate them with existing AV computer programs and processes, learn equipment operation and evaluate its use in the 1,200 precinct UDEL election in order to be prepared to successfully sort and process the immense volume of returned AV ballots by 5,000 precincts in each of the three Statewide elections next year.

Unlike other automated sorting equipment, the BB&H equipment is designed with unique, two-tier loading and stacking trays which are a critical requirement given the RR/CC finite physical space and the much larger footprint requirements of other, single-tiered equipment. Additionally, the two-tiered design reduces the number of employees required for removing envelopes from the multiple stacking trays and is ergonomically designed so that employees are able to perform the repetitive motions of un-stacking the trays without bending and twisting. BB&H equipment is a proven solution as currently configured. The services and support component of the contract requires onsite services, parts and maintenance during the entire AV ballot processing period for each election to mitigate against any loss of production. The County's Treasurer-Tax Collector has used BB&H automated sorting equipment for several years and reports high satisfaction with the equipment. Additionally, unlike other products, this equipment contains the necessary audit/management computer programs and reports needed for quality control of AV ballot processing.

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

This request supports the County's Strategic Plan as follows:

**Goal No. 3: Organizational Effectiveness:** Ensure that service delivery systems are efficient, effective, and goal-oriented. The services provided under the Agreement will assist in the County's compliance with new State legislation, ensure optimal efficiency in processing returned AV ballots, and ensure critical election legal deadlines are met.

**Goal No. 4: Fiscal Responsibility:** Manage effectively the resources we have. Use of existing Federal HAVA funding for this purchase will allow the County to comply with new State law without incurring County costs.

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

The contract sum of the Agreement is \$747,877. The Department has sufficient appropriation in the budget for this expenditure which is fully reimbursable under the Federal HAVA grant funding. The Agreement allows the RR/CC to execute Amendments increasing the maximum contract sum, up to 20 percent of the original contract sum, to accommodate expected future increases in the volume of AV ballots processed during the term of the Agreement, provided there is sufficient funding in the Department's budget. If the option to increase the contract sum is exercised, the maximum contract sum for this Agreement will not exceed \$897,452 over the term of the Agreement.

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

The RR/CC is responsible for conducting Federal, State and local elections in accordance with the California Elections Code. New State law, AB 2770, requires precinct-level sorting, counting and reporting of AV ballots compared with the previous practice of sorting/counting/reporting AV ballots by ballot combination which was far simpler to accomplish as noted above. The County is required to establish over 5,000 voting precincts and processes 800,000+ AV ballots in each Statewide election. Given these volumes, complying with the new State law requires the acquisition of sophisticated automated equipment to successfully sort and process the immense volume of returned AV ballots by precinct within the legally allowable timeframes. The purchase of the BB&H equipment will enable compliance with the new State legal requirement, and due to its unique design with double-tiered sorting bins, allow the equipment to fit within the existing physical space constraints and provide for ergonomic body movement when employees are sorting 800,000 returned AV ballots within the one-week timeframe of receipt for each Statewide election.

## **CONTRACTING PROCESS**

AB 2770 passed the State legislature and was signed into law on September 22, 2006, with a January 1, 2007, effective date. At the time of enactment, the RR/CC was in full election mode preparing for the conduct of the November 2006 Gubernatorial General Election and the subsequent canvass of the official vote totals which was completed on December 5, 2006. In early January 2007, key RR/CC operations and technical managers began the process of assessing the technological and operational impact of this bill, attempting to determine how the new requirements could be met given our huge volume of absentee ballots and the daunting new requirement to sort/count/report absentee ballots and voting results by precinct.

RR/CC's review of available options revealed that the BB&H Criterion III is the only product currently available that can meet both the requirements of the new law, seamlessly match and integrate with existing AV balloting equipment and fit within the physical footprint of available office space. Due to the time constraints with the overlapping election schedules, the operational needs for the unique two-tiered system design and the timeline required to have the equipment purchased, installed and operational in time for first use in October 2007, in conjunction with the November 6, 2007, UDEL Election, RR/CC determined that sole source was the only procurement option. Pursuant to Board policy regarding advance notification when a sole source contract of \$250,000 or greater is in preparation for submission to your Board, the RR/CC provided notification of intent to your Board on May 31, 2007. The recommended Agreement was developed through contract negotiations with BB&H.

The Honorable Board of Supervisors  
July 31, 2007  
Page 5

The recommended Agreement has a fixed price for the initial term of the Agreement and allows a Cost of Living Adjustment (COLA) during the optional extension period if exercised. The Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreement.

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

Approval of the recommended Agreement will ensure the County's ability to comply with the new State law to sort, tabulate and report absentee ballots by election precinct.

**CONCLUSION**

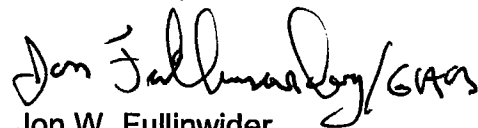
Upon approval by your Board, the Executive Officer is requested to return adopted copies of this letter to:

Department of Registrar-Recorder/County Clerk  
Finance and Management Division  
12400 Imperial Highway, Room 7201  
Norwalk, CA 90650  
Attention: Ngozi Ume, Division Manager

Respectfully submitted,

  
DAVID E. JANSSEN  
Chief Executive Officer

Reviewed by:

  
Jon W. Fullinwider  
Chief Information Officer

DEJ:LN:CBM  
NU:ljp

Attachments (2)

c: County Counsel  
Chief Information Office  
Registrar-Recorder/County Clerk

Bowe, Bell & Howell.bl

# CIO ANALYSIS

## SOLE SOURCE AGREEMENT WITH BOWE, BELL & HOWELL (BB&H) FOR ACQUISITION OF ABSENTEE VOTER BALLOT SORTING SYSTEM AND MAINTENANCE AND SUPPORT SERVICES FOR THE REGISTRAR RECORDER/COUNTY CLERK (ALL DISTRICTS 3 VOTES)

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION  
☐ DISAPPROVE

### Contract Type:

☒ New Contract ☐ Contract Amendment ☐ Contract Extension  
☒ Sole Source Contract ☒ Hardware Acquisition ☐ Other

New/Revised Contract Term: Base Term: 3 Yrs # of Option Yrs 2

### Contract Components:

☒ Software ☒ Hardware ☐ Telecommunications  
☒ Professional Services

Project Executive Sponsor: Conny B. McCormack

### Budget Information :

Y-T-D Contract Expenditures	\$
Requested Contract Amount	\$897,452
Aggregate Contract Amount	\$

### Project Background:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project legislatively mandated?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project subvented? If yes, what percentage is offset? Fully subvented by Federal HAVA grant funds.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved?

### Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions document?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT standards?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS).

**Project/Contract Description:**

This Sole Source contract is for the acquisition of Absentee Voter (AV) sorting equipment, including maintenance and support services for the Department of Registrar-Recorder/County Clerk (RR/CC) to comply with new State law Assembly Bill (AB) 2770. The contract sum is \$747,877 over an initial three-year term, with two one-year extension options effective upon Board approval. If Board authorization is given authorizing the Registrar-Recorder or her designee to amend the Agreement to increase the Contract Sum up to twenty (20%) of the original Contract Sum, if needed, the maximum Contract Sum for this Agreement will not exceed \$897,452. Sufficient Federal Help America Vote Act (HAVA) grant funds are available to purchase this equipment, which meets the description of types of equipment eligible for purchase with HAVA funds.

**Background:**

AB 2770 passed the State Legislature and was signed into law on September 22, 2006, with a January 1, 2007 effective date. This State Law requires, for any statewide election or special election to fill a vacancy in a congressional or legislative office, that votes cast by absentee ballot and votes cast at the polling place shall be tabulated by election precinct.

**Project Justification/Benefits:**

The recommended purchase will ensure the County's compliance with new State Law, AB 2770. This purchase will enable RR/CC to acquire high speed, automated equipment and the necessary onsite services and support to sort count and report by precinct, within the very limited allowable timeframes, the 800,000+ AV ballots that are expected to be cast in each of the three Statewide elections to be held in 2008, as well as the tens of thousands of AV ballots anticipated to be cast in the November 6, 2007 Uniform District Election (UDEL). In the past, AV ballot sorting, counting and reporting in the County has occurred by ballot combination and not by the more finite precinct size. It is vital that such a massive change in procedure occur for the first time in conjunction with the upcoming November 6, 2007 election in order to avoid the initial implementation during the February 5, 2008 Presidential Primary Election as the risk factor associated with implementing a new system of such magnitude during a Statewide election would be too great.

RR/CC's review of available options revealed that the BB&H Criterion is the only product currently available that can meet the requirements of the new law, seamlessly match and integrate with existing AV balloting equipment and fit within the physical footprint of available office space. Because of this, and the time constraints with the overlapping election schedules, RR/CC determined that sole source was the only procurement option.

**Project Metrics:**

The project metric will be the seamless and timely implementation of the new sorting equipment into the RR/CC's production environment in conjunction with the upcoming November 6, 2007 election.

**Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved:**

If the proposal is not approved, the RR/CC will not be able to comply with State Law, AB 2770, which requires, for any Statewide election or special election to fill a vacancy in a congressional or legislative office, votes cast by absentee ballot and votes cast at the polling place shall be tabulate by election precinct.

**Alternatives Considered:**

Pitney Bowes ReliaVote and the NPI Omega sorting solution were considered. However, these alternatives did not provide efficient, ergonomic two-tier design and required special features. These alternatives did not meet the RR/CC space requirements and did not provide the range of solutions, including audit/management tools and reports.

**Project Risks:**

Short acquisition and implementation timeframe.

**Risk Mitigation Measures:**

The department, in conjunction with BB&H, will need to develop a detailed implementation, integration and testing plan prior to introducing the equipment into its production environment.

**Financial Analysis:**

The base Contract Sum of the Agreement is \$747,877. The cost breakdown is as follows:

Sorting Equipment	\$419,851.20
Software Maintenance	\$59,280.00
Hardware Maintenance	\$211,747.80
Taxes	\$56,997.51
Total	747,876.51

The Department has sufficient appropriation in the budget for this expenditure, which is fully reimbursable under the Federal HAVA grant funding. The recommendation allows the RR/CC to execute Amendments increasing the Contract Sum up to 20% of the original Contract Sum, to accommodate expected future increases in volume of AV ballots processed during the term of the Agreement, provided there is sufficient funding in the Department's budget. If the option



to increase the Contract Sum is exercised, the maximum Contract Sum for this Agreement will not exceed \$897,452 over the term of the Agreement.

**CIO Concerns:**

None

**CIO Recommendations:**

Based on our review of the Board Letter and discussions with the Department, we recommend your Board's approval of the recommended actions.

**CIO APPROVAL**

Date Received: July 17, 2007

Prepared by: Henry Balta

Date: July 18, 2007

Approved: 

Date: 7/18/2007



**AGREEMENT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**BOWE BELL + HOWELL COMPANY**

**FOR**

**ABSENTEE VOTER BALLOT SORTING SYSTEM**

**AND**

**MAINTENANCE & SUPPORT SERVICES**

## TABLE OF CONTENTS

PARAGRAPH	TITLE	PAGE
1.	AGREEMENT AND INTERPRETATION .....	1
1.1	Agreement.....	1
1.2	Interpretation.....	1
1.3	Definitions. ....	2
2.	ADMINISTRATION OF AGREEMENT – COUNTY.....	5
2.1	County’s Project Director .....	5
2.2	County’s Project Manager .....	5
2.3	County’s Personnel.....	6
3.	ADMINISTRATION OF AGREEMENT – CONTRACTOR .....	6
3.1	Contractor’s Project Director .....	6
3.2	Contractor’s Project Manager.....	6
3.3	Approval of Contractor Staff.....	7
3.4	Confidentiality .....	8
3.5	Contractor’s Staff Identification .....	8
3.6	Background and Security Investigations .....	8
4.	WORK .....	9
4.1	General.....	9
4.2	Approval of Work.....	9
4.3	Gratuitous Work .....	9
4.4	Status Reports by Contractor .....	10
5.	TERM .....	10
6.	CHANGE NOTICES AND AMENDMENTS.....	11
7.	CONTRACT SUM .....	12
8.	INVOICES AND PAYMENTS.....	13
8.1	Approval of Invoices.....	13
8.2	Submission of Invoices.....	13
8.3	Invoice Discrepancy Report.....	14
9.	DEFICIENCIES .....	15
9.1	Deficiencies.....	15
9.2	Approval .....	15
10.	REPRESENTATIONS AND WARRANTIES .....	15
11.	MAINTENANCE, UPDATES AND OTHER PROFESSIONAL SERVICES .....	16
11.1	Maintenance, Updates and Support Services .....	16
11.2	Other Professional Services .....	16
12.	WORK APPROVAL AND ACCEPTANCE BY COUNTY.....	17
12.1	General .....	17
13.	OWNERSHIP, LICENSE .....	17
13.1	Ownership .....	17
13.2	License .....	18
14.	WARRANTY AGAINST CONTINGENT FEES.....	18
15.	INDEPENDENT CONTRACTOR STATUS .....	18
16.	INDEMNIFICATION .....	19

## TABLE OF CONTENTS

PARAGRAPH	TITLE	PAGE
17.	GENERAL INSURANCE REQUIREMENTS .....	19
17.1	Evidence of Insurance.....	19
17.2	Insurer Financial Ratings .....	20
17.3	Failure to Maintain Coverage.....	20
17.4	Notification of Incidents, Claims or Suits: Contractor shall report to the County .....	20
17.5	Compensation for County Costs.....	21
17.6	Insurance Coverage Requirements for Subcontractors.....	21
18.	INSURANCE COVERAGE REQUIREMENTS .....	21
18.1	General Liability .....	21
18.2	Automobile Liability.....	21
18.3	Workers' Compensation and Employers' Liability.....	21
18.4	Professional Liability .....	22
20.	COUNTY'S QUALITY ASSURANCE PLAN.....	23
21.	SUBCONTRACTING .....	23
22.	PATENT, COPYRIGHT & TRADE SECRET INDEMNIFICATION.....	25
23.	ASSIGNMENT AND DELEGATION .....	26
24.	AUTHORIZATION WARRANTY.....	27
25.	BUDGET REDUCTIONS.....	27
26.	COMPLAINTS .....	27
27.	COMPLIANCE WITH APPLICABLE LAW .....	28
28.	COMPLIANCE WITH CIVIL RIGHTS LAWS .....	28
29.	COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM.....	28
29.1	Jury Service Program.....	28
29.2	Written Employee Jury Service Policy .....	29
30.	CONFLICT OF INTEREST .....	30
31.	CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST .....	30
32.	CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS .....	30
33.	CONTRACTOR RESPONSIBILITY AND DEBARMENT .....	31
33.1	Responsible Contractor .....	31
33.2	Chapter 2.202 of the County Code .....	31
33.3	Non-responsible Contractor .....	31
33.4	Contractor Hearing Board.....	31
33.5	Subcontractors of Contractor.....	33
34.	CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW .....	33
35.	CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM .....	33
36.	DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS .....	34
37.	EMPLOYMENT ELIGIBILITY VERIFICATION .....	34
38.	FACSIMILE REPRESENTATIONS .....	34
39.	FAIR LABOR STANDARDS.....	35
40.	GOVERNING LAW, JURISDICTION, AND VENUE .....	35
42.	NONDISCRIMINATION AND AFFIRMATIVE ACTION .....	35

## TABLE OF CONTENTS

PARAGRAPH	TITLE	PAGE
43.	NON EXCLUSIVITY .....	36
44.	NOTICE OF DELAYS .....	37
45.	NOTICE OF DISPUTE AND DISPUTE RESOLUTION PROCEDURE.....	37
46.	NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT .....	39
47.	NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW .....	39
48.	NOTICES.....	39
49.	PROHIBITION AGAINST INDUCEMENT OR PERSUASION .....	39
50.	PUBLIC RECORDS ACT .....	39
51.	PUBLICITY .....	40
52.	RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT .....	41
53.	RECYCLED BOND PAPER .....	42
54.	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM .....	42
55.	TERMINATION FOR CONVENIENCE.....	42
56.	TERMINATION FOR DEFAULT .....	44
57.	TERMINATION FOR IMPROPER CONSIDERATION .....	45
58.	TERMINATION FOR INSOLVENCY.....	46
59.	TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE .....	46
60.	TERMINATION FOR NON-APPROPRIATION OF FUNDS .....	47
61.	VALIDITY .....	47
62.	WAIVER .....	47
63.	FORCE MAJEURE .....	47

## TABLE OF CONTENTS

### EXHIBITS

- A STATEMENT OF WORK
- B PRICING SHEET
- C COUNTY'S ADMINISTRATION
- D CONTRACTOR'S ADMINISTRATION
- E CONTRACTOR'S EEO CERTIFICATION
- F EXEMPLARY SUBCONTRACT (REQUIRED SUBCONTRACT PROVISIONS)
- G1 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G2 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- H JURY SERVICE ORDINANCE
- I SAFELY SURRENDERED BABY LAW
- J ACCEPTANCE CERTIFICATE
- K COMMUNITY BUSINESS ENTERPRISE (CBE) FORM
- L NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT (IRS NOTICE 1015)
- M INVOICE DISCREPANCY REPORT

This Agreement ("Agreement") is made and entered into on this \_\_\_\_\_ of \_\_\_\_\_, 2007 by and between the County of Los Angeles ("County"), a political subdivision of the State of California and Bowe Bell + Howell Company a Delaware corporation ("Contractor"). County and Contractor are sometimes hereinafter referred to collectively as the "Parties" and each individually as a "Party."

## RECITALS

WHEREAS, County, through its Department of the Registrar-Recorder/County Clerk ("RR/CC"), requires Contractor to provide an automated sorting machine system;

WHEREAS, the County may contract with private businesses for an automated sorting machine system when certain requirements are met; and

WHEREAS, Contractor is in business to provide automated sorting machine systems.

NOW THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

## AGREEMENT

### **1. AGREEMENT AND INTERPRETATION**

#### **1.1 Agreement**

This base document, together with Exhibits A, B, C, D, E, F, G1, G2, H, I, J, K, L, and M, set forth below, attached hereto and incorporated herein by this reference, collectively constitute and throughout and hereinafter are referred to as the "Agreement", which is the complete and exclusive statement of understanding between the Parties.

#### **1.2 Interpretation**

In the event of a conflict or inconsistency in the definition or interpretation of any provision, such conflict or inconsistency shall be resolved by giving precedence first to this base document and then to the Exhibits according to the following priority:

- 1.2.1 Exhibit A - Statement of Work
- 1.2.2 Exhibit B - Pricing Sheet
- 1.2.3 Exhibit C - County's Administration
- 1.2.4 Exhibit D - Contractor's Administration
- 1.2.5 Exhibit E - Contractor's Equal Employment Opportunity (EEO) Certification

- 1.2.6 Exhibit F - Exemplary Subcontract (Required Subcontract Provisions)
- 1.2.7 Exhibit G1 Contractor Employee Acknowledgement and Confidentiality Agreement
- 1.2.8 Exhibit G2 - Contractor Non-Employee Acknowledgement and Confidentiality Agreement
- 1.2.9 Exhibit H - Jury Service Ordinance
- 1.2.10 Exhibit I - Safely Surrendered Baby Law
- 1.2.11 Exhibit J - Acceptance Certificate
- 1.2.12 Exhibit K - Community Business Enterprise (CBE) Form
- 1.2.13 Exhibit L - Notice to Employees Regarding the Federal Earned Income Credit (IRS Notice 1015)
- 1.2.14 Exhibit M - Invoice Discrepancy Report

### **1.3 Definitions**

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.

- 1.3.1 “Acceptance” as used herein shall mean County’s written approval of any Tasks, subtasks, Deliverables, goods, Services or other work provided by Contractor to County.
- 1.3.2 “Acceptance Test” as used herein shall mean any one of the tests described in the Agreement including Exhibit A (Statement of Work).
- 1.3.3 “Agreement” and “Contract” as used interchangeably herein shall have the same meaning as set forth in Paragraph 1.1 (Agreement).
- 1.3.4 “Board” as used herein shall mean the Board of Supervisors of the County of Los Angeles.
- 1.3.5 “Contract Sum” as used herein shall have the same meaning as set forth in Paragraph 7 (Contract Sum).
- 1.3.6 “Contractor’s Key Personnel” as used herein shall have the same meaning as set forth in Subparagraph 3.3.2.
- 1.3.7 “Contractor Project Director” as used herein shall have the same meaning as set forth in Paragraph 3.1 (Contractor’s Project Director).
- 1.3.8 “Contractor Project Manager” as used herein shall have the same meaning as set forth in Paragraph 3.2 (Contractor’s Project Manager).



- 1.3.9 “County” as used herein shall have the same meaning as set forth in the Recitals.
- 1.3.10 “County Project Director” as used herein shall have the same meaning as set forth in Paragraph 2.1 (County’s Project Director).
- 1.3.11 “County Project Manager” as used herein shall have the same meaning as set forth in Paragraph 2.2 (County’s Project Manager).
- 1.3.12 “Day(s)” whether capitalized or not, shall mean calendar day(s), not business or working days, unless otherwise specified.
- 1.3.13 “Deficiency(ies)” as used herein shall mean and include defects in design, materials, or workmanship; error(s); omissions; deviations from , any of the Specifications or any Deliverables; which result in the system not performing in accordance with the provisions of this Agreement, including the Specifications.
- 1.3.14 “Department” as used herein shall mean the Los Angeles County Department of Registrar-Recorder/County Clerk.
- 1.3.15 “Deliverable” as used herein shall mean an item and/or a service to be provided by Contractor under this Agreement identified as a numbered Deliverable in Exhibit A (Statement of Work).
- 1.3.16 “Effective Date” as used herein shall mean the date of approval of this Agreement by the Board or the specified start date thereafter.
- 1.3.17 “Election” as used herein shall mean any Federal, state or local election conducted by County or its designees that utilizes Absentee Voter Ballot sorting.
- 1.3.18 “Election Day” as used herein shall mean the date of any Election as determined by County, or its designee or applicable Federal or state Authorities.
- 1.3.19 “Extension Year” as used herein shall have the meaning as set forth in Paragraph 5.2.
- 1.3.20 “Infringement Claim” as used herein shall have the meaning as set forth in Paragraph 22.1.
- 1.3.21 “Initial Term” as used herein shall have the same meaning as set forth in Paragraph 5.1.
- 1.3.22 “Interface(s)” as used herein shall mean the hardware and software mechanisms, including source code, object code and related

documentation, required to complete the interface(s) referred to in Exhibit A (Statement of Work).

- 1.3.23 "License" as used herein shall have the same meaning as set forth in Paragraph 13.2 (License).
- 1.3.24 "Invoice Discrepancy Report" or "IDR" as used herein shall have the same meaning as set forth in Paragraph 8.3 (Invoice Discrepancy Report).
- 1.3.25 "Minor Imperfection" as used herein shall have the same meaning as set forth in Paragraph 9.1 (Deficiencies).
- 1.3.26 "Option Term" as used herein shall have the same meaning as set forth in Paragraph 5.3.
- 1.3.27 "Other Professional Services" as used herein shall have the same meaning as set forth in Paragraph 11.2 (Other Professional Services).
- 1.3.28 "Party" or "Parties" as used herein shall have the same meaning as set forth in the Recitals.
- 1.3.29 "Response Level" as used herein shall have the same meaning as set forth in Exhibit A (Statement of Work).
- 1.3.30 "Registrar" as used herein shall mean the Director of the Department of the Registrar-Recorder/County Clerk.
- 1.3.31 "Registrar-Recorder/County Clerk" or "RR/CC" as used herein shall have the same meaning as set forth in the Recitals.
- 1.3.32 "Statement of Work" or "SOW" as used herein shall mean Exhibit A attached to this Agreement, which includes Tasks, subtasks, and Deliverables required under this Agreement.
- 1.3.33 "Specifications" as used herein means the specifications for Absentee Voter Ballot Sorting Process software and hardware, as applicable, as set forth in this Agreement and the SOW.
- 1.3.34 "Status Reports" as used herein shall have the same meaning as set forth in Paragraph 4.4 (Status Reports by Contractor).
- 1.3.35 "Subcontractor" as used herein shall mean any person, entity, or organization to which Contractor proposes to delegate or has delegated any of its obligations hereunder in accordance with Paragraph 21 (Subcontracting).

1.3.36 “Task” as used herein shall mean one or more major areas of work to be performed under this Agreement and identified as a numbered Task in the SOW.

1.3.37 “Term” as used herein shall have the same meaning as set forth in Paragraph 5.3.

1.3.38 “Updates” as used herein shall have the same meaning as set forth in Paragraph 11.1 (Updates).

1.3.39 “Warranty Period” as used herein shall mean one (1) year Acceptance.

1.3.40 “Work” as used herein shall mean any and all Tasks, subtasks, Deliverables, Custom Modifications, goods, and other Services performed by or on behalf of Contractor (including by Subcontractors, if any) pursuant to this Agreement, the SOW and all the Exhibits, change orders, and amendments hereto.

## **2. ADMINISTRATION OF AGREEMENT – COUNTY**

A listing of all County Administration referenced in the following paragraphs is designated in Exhibit C (County’s Administration). The County shall notify the Contractor in writing of any change in the names or addresses shown.

### **2.1. County’s Project Director**

Responsibilities of the County’s Project Director include:

2.1.1. Ensuring that objectives of this Agreement are met;

2.1.2 Making changes in the terms and conditions of this Agreement in accordance with Paragraph 6 (Change Notices and Amendments); and

2.1.3 Providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

### **2.2 County’s Project Manager**

Responsibilities of the County’s Project Manager include:

2.2.1 Meeting with the Contractor’s Project Manager on a regular basis; and

2.2.2 Inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

2.2.3 County's Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate County in any respect whatsoever.

### **2.3 County's Personnel**

All County personnel assigned to this Agreement shall be under the exclusive supervision of County. Contractor understands and agrees that all such County personnel are assigned only for the convenience of County. Contractor hereby represents that its price, maintenance schedule, and performance hereunder are not based on the use of County personnel except as otherwise expressly provided in this Agreement.

## **3. ADMINISTRATION OF AGREEMENT – CONTRACTOR**

### **3.1 Contractor's Project Director**

3.1.1 The Contractor's Project Director is designated in Exhibit D (Contractor's Administration). The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Director.

3.1.2 Contractor's Project Director shall be a full-time employee of Contractor.

3.1.3 Contractor's Project Director shall be responsible for Contractor's performance of all of Contractor's Tasks and subtasks, delivery of all Deliverables, and ensuring Contractor's compliance with this Agreement.

3.1.4 Contractor's Project Director shall be available to meet and confer with County's Project Director on a regular basis, either in person or by telephone, to ensure County goals and objectives relative to this Agreement are met.

### **3.2 Contractor's Project Manager**

3.2.1 The Contractor's Project Manager is designated in Exhibit D (Contractor's Administration). The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

- 3.2.2 Contractor's Project Manager shall be a full-time employee of Contractor.
- 3.2.3 Contractor's Project Manager shall be responsible for Contractor's day-to-day activities as related to this Agreement and for reporting to County in the manner set forth in Paragraph 4.4 (Status Reports by Contractor).
- 3.2.4 Contractor's Project Manager shall meet and confer, either in person or by telephone, with County's Project Manager on a regular basis as necessary for the successful completion of contract requirements.

### **3.3 Approval of Contractor Staff**

- 3.3.1 County has the absolute right to approve or disapprove any of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Director and Contractor's Project Manager.
- 3.3.2 Contractor shall endeavor to assure continuity during the Term of this Agreement. Contractor personnel performing key functions under this Agreement, together with Contractor Project Director and Contractor Project Manager, shall constitute the Contractor's Key Personnel. Contractor shall promptly replace any Key Personnel vacancies with personnel having qualifications a least equivalent to those being replaced.
- 3.3.3 County's Project Director may require the replacement or removal of any Contractor Key Personnel and may request replacement of any other staff member performing, or offering to perform, Work hereunder. For Contractor Key Personnel, Contractor shall provide County with a resume of each such proposed individual Contractor Key Personnel (or his or her replacement), and an opportunity to interview such person (or his or her replacement) prior to his performing any Work hereunder.
- 3.3.4 In the event Contractor should need to remove any Contractor Key Personnel from performing Work under this Agreement, Contractor shall provide County with notice at least fifteen (15) Days in advance, except in circumstances in which such notice is not reasonably possible (e.g., a removal for cause or other egregious act) in which event, Contractor shall provide notice as promptly as possible thereafter, and shall Work with County on a mutually agreeable transition plan so as to ensure project continuity.

- 3.3.5 Contractor shall promptly fill any vacancy in Contractor Key Personnel with individuals having qualifications at least equivalent to those of Contractor Key Personnel being replaced or removed, should any transition plan develop pursuant to Subparagraph 3.3.4 require filling such vacancy (or, alternatively, terminating such position) and subject further to County's Project Director's right to require replacement or removal of such personnel pursuant to Subparagraph 3.3.3.
- 3.3.6 All staff employed by and on behalf of Contractor (a) shall be (i) adults, or (ii) students working pursuant to general academic or student enrichment or intern programs that are consistently applied, and (b) shall be legally eligible to work. All Contractor Key Personnel and all other members of Contractor's staff who have direct contact with County (either by telephone, by electronic or written correspondence, or in person) shall be fully fluent in both spoken and written English.

### **3.4 Confidentiality**

- 3.4.1 The Contractor shall maintain the confidentiality of all records obtained from the County under this Agreement in accordance with all applicable federal, state, or local laws, ordinances, regulations and directives relating to confidentiality or which are marked "Confidential" by the County or which are marked "Confidential" by the County.
- 3.4.2 The Contractor shall inform all of its officers, employees, agents and Subcontractors providing services hereunder of the confidentiality provisions of this Agreement.
- 3.4.3 The Contractor shall cause each employee performing services covered by this Agreement to sign and adhere to the provisions of the Exhibit G1 (Contractor Employee Acknowledgement and Confidentiality Agreement).
- 3.4.4 The Contractor shall cause each non-employee performing services covered by this Agreement to sign and adhere to the provisions of the Exhibit G2 (Contractor Non-Employee Acknowledgement and Confidentiality Agreement).

### **3.5 Contractor's Staff Identification**

- 3.5.1 Contractor shall provide, at Contractor's expense, all staff providing services under this Agreement with a photo identification badge.

### **3.6 Background and Security Investigations**

- 3.6.1 At any time prior to or during term of this Agreement, the County may require that all Contractor's staff performing work under this Agreement undergo and pass, to the satisfaction of County, a background investigation, as a condition of beginning and continuing to work under this Agreement. 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 obtaining the background information shall be at the expense of the Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation.
- 3.6.2 County may request that the Contractor's staff be immediately removed from working on the County Agreement at any time during the term of this Agreement.
- 3.6.3 County may immediately, at the sole discretion of the County, deny or terminate facility access to the Contractor's staff who do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County facility access.
- 3.6.4 Disqualification, if any, of the Contractor's staff, pursuant to this Paragraph 3.6 (Background and Security Investigations), shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

## **4. WORK**

### **4.1 General**

Pursuant to the provisions of this Agreement, Contractor shall fully perform, complete and deliver to County on time, all Tasks, subtasks, Deliverables, goods, services, and other Work as set forth in this Agreement.

### **4.2 Approval of Work**

Contractor shall complete and deliver all Tasks, subtasks, Deliverables, goods and services in accordance with the requirements and Specifications set forth in the SOW, and must have written approval of County's Project Director. Written approval by the County's Project Director shall not be unreasonably delayed. In no event shall County be liable or responsible for any payment prior to such written approval.

### **4.3 Gratuitous Work**

If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, 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.

#### **4.4 Status Reports by Contractor**

In order to control expenditures and to ensure the reporting of all Tasks, subtasks, Deliverables, goods, services, and other Work provided by Contractor, Contractor's Project Director shall provide County's Project Director and County's Project Manager with written "Status Reports" as described in the SOW, which shall include the following information:

4.4.1 Period covered by the report.

4.4.2 Overview of the reporting period.

4.4.3 Status of Tasks, subtasks, Deliverables, goods, services and other Work scheduled for the reporting period.

4.4.4 Tasks, subtasks, Deliverables, goods, services and other Work to be completed in the next reporting period.

4.4.5 Issues to be resolved.

4.4.6 Issues resolved.

4.4.7 Summary of project status as of reporting date.

### **5. TERM**

5.1 The "Initial Term" of this Agreement shall be effective on August 1, 2007 or upon approval by County's Board of Supervisors, whichever comes later and will run for three (3) consecutive years, unless sooner terminated or extended, in whole or in part, as provided in this Agreement.

5.2 County authorizes the Registrar, or her designee, to exercise at her sole discretion, upon notice to Contractor, the option to extend this Agreement up to two (2) additional one-year periods ("Extension Year").

5.3 As used herein and except where expressly stated to the contrary, the "Term" shall mean the Initial Term, and if extended, each Extension Year ("Option Term"), as the case may be.

5.4 County further authorizes Registrar, or her designee, at her discretion, to authorize month-to-month extensions for a period not to exceed six (6) months, at the end of the Initial Term or each Extension Year, if exercised.



Contractor agrees that such extension(s) shall be at the same rate(s), terms and conditions. The total of all extensions shall not exceed six (6) months during the period inclusive of the Initial Term and all exercised Extension Years.

- 5.5 County shall notify Contractor of any determination to extend this Agreement not less than thirty (30) Days before any extension period is to begin.
- 5.6 Contractor shall notify RR/CC when this Agreement 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 RR/CC at the address herein provide in Exhibit C (County's Administration).

## **6. CHANGE NOTICES AND AMENDMENTS**

- 6.1 The County reserves the right to initiate Change Notices that do not materially affect the scope, Term, Contract Sum or payments under this Agreement. All such changes shall be accomplished with an executed Change Notice signed by the County's Project Director and Contractor's Project Director.
- 6.2 Except as otherwise provided herein, for any change which materially affects the scope of work, Term, Contract Sum, payments, or any Term or condition included under this Agreement, an Amendment to this Agreement shall be prepared and executed by the Contractor and by County's Board of Supervisors.
- 6.3 The County's Board of Supervisors or Chief Administrative Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the Term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Administrative Officer. To implement such changes, an Amendment to the Agreement shall be prepared and executed by the Contractor and by the Registrar, or her designee.
- 6.4 The Registrar may, at her sole discretion, authorize extensions of time as defined in Paragraph 5 (Term). The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, written notice of the Registrar's exercise of such extension shall be prepared and executed by the Registrar, or her designee, and delivered to Contractor as set forth on Exhibit D (Contractor's Administration).

## **7. CONTRACT SUM**

- 7.1 The "Contract Sum" under this Agreement shall be the total monetary amount payable by County to Contractor for supplying all Tasks, subtasks, Deliverables, goods, services and other Work specified under this Agreement. All work completed by Contractor must be approved in writing by County. If County does not approve work in writing, no payment shall be due to Contractor for that work. The Contract Sum for this Agreement, including all applicable taxes, authorized by County hereunder is Seven Hundred Forty-Seven Thousand, Eight Hundred Seventy-Seven Dollars and 00/100 (\$747,877.00).
- 7.2 In addition to the provisions set forth in this Paragraph 7 (Contract Sum), Registrar, or her designee, may increase the Contract Sum up to a maximum of 20 percent (20%) of the total Contract Sum over the Term of the Agreement, including any extensions thereof if exercised, to ensure the provision of Services. If the option to exercise an increase to the Contract Sum, the maximum contract sum shall not exceed Eight Hundred Ninety-Seven Thousand, Four Hundred Fifty-Two Dollars and 00/100 (\$897,452.00).
- 7.3 The Contract Sum may be adjusted in the Extension Year based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the Agreement anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Administrative Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries no cost of living adjustments will be granted. Contractor shall request said adjustment six (6) months prior to the then current Extension Year expiration date. If so approved by County, the adjusted rates shall take effective upon County's exercise of the subsequent Extension Year.
- 7.4 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.

- 7.5 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total Contract Sum authorized under this Agreement. Upon occurrence of this event, the Contractor shall send written notification to RR/CC at the address herein provided in Exhibit C (County's Administration).
- 7.6 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 Agreement. 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 Agreement 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 Agreement.

## **8. INVOICES AND PAYMENTS**

### **8.1 Approval of Invoices**

All invoices submitted by Contractor for payment must have the written approval of County's Project Director prior to any payment thereof. In no event shall County be liable or responsible for any payment prior to such written approval.

### **8.2 Submission of Invoices**

The Contractor shall invoice County only for completion of Tasks, subtasks, Deliverables, goods and services and other work which are specified in this Agreement or Exhibit A (Statement of Work), and which have been approved in writing by County pursuant to Subparagraph 8.1 (Approval of Invoices). The Contractor's payments shall be as provided in Exhibit B (Pricing Sheet), and the Contractor shall be paid only for the Tasks, subtasks, Deliverables, goods, and 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. All invoices and supporting documents under this Agreement shall be submitted in duplicate to the following address:

Financial Services  
Registrar-Recorder/County Clerk  
12400 Imperial Hwy, Room 7211  
Norwalk, CA 90650  
Attn: Fiscal Officer  
(562) 462-2680

Each invoice submitted by Contractor shall include:

8.2.1 The Agreement number under which services were performed.

8.2.2 The Tasks, subtasks, Deliverables, goods, services or other Work as described in the SOW for which payment is claimed;

8.2.3 The billing period;

8.2.4 Contractor discount, when applicable;

8.2.5 The net amount due;

8.2.6 Indication of any applicable withhold amount for payments claimed or reversals thereof.

8.2.7 Indication of any applicable credits due to County under the terms of this Agreement or reversals thereof, including credits for any liquidated damages assessed in accordance with Paragraph 19 (Liquidated Damages).

8.2.8 Any other information requested by County's Project Director.

### **8.3 Invoice Discrepancy Report**

County's Project Director or designee shall review all invoices for any Discrepancies and issue an "Invoice Discrepancy Report" ("IDR"), a sample of which is attached hereto as Exhibit M (Invoice Discrepancy Report) and incorporated herein by this reference, to Contractor within fifteen (15) Days of receipt of invoice if payment amounts are disputed. Contractor shall review the disputed charges and send a written explanation reasonably detailing Contractor's objection to the IDR within fifteen (15) Days of receipt of the IDR from County's Project Director. If County's Project Director does not receive a written response within fifteen (15) Days of County's notice to Contractor of an IDR, then County payment will be made, less the disputed charges. Notwithstanding any partial payments made by County, provided Contractor has timely responded to the IDR as set forth above, Contractor retains its right to seek payment, pursuant to Paragraph 45 (Notice of Dispute and Dispute Resolution Procedure), for any unpaid disputed portion of any invoice. If Contractor does not respond with a written objection to the IDR within the fifteen (15) Day period set forth above, Contractor waives its right to dispute the IDR and the partial payment by County.

## **9. DEFICIENCIES**

### **9.1 Deficiencies**

As used herein, the term “Deficiency” shall mean and include, as applicable to any Work provided by or on behalf of Contractor to County: any malfunction, error, or defect in the design, development, or implementation of Work; any error or omission, or deviation from the Specifications, including the provision of negligent workmanship, which results in the Absentee Voting Ballot Sorting Process or any part thereof, not performing in accordance with the provisions of this Agreement, including the SOW, as determined by County’s Project Director, in his reasonable judgment.

County shall also be entitled to the correction of Deficiencies which do not affect the performance of the Absentee Voting Ballot Sorting Process, or to any material extent (“Minor Imperfection”), provided, however, that the failure by Contractor to remedy such Minor Imperfection, so long as Contractor diligently continues to attempt to remedy such Minor Imperfection, shall not be deemed a breach of this Agreement unless the cumulative effect of such Minor Imperfections is material to the performance of the sorting process of Absentee Voting Ballots..

### **9.2 Approval**

No Deficiency shall be deemed remedied until all necessary remedial action has been completed and approved in writing by County’s Project Director, which approval shall not be unreasonably withheld.

## **10. REPRESENTATIONS AND WARRANTIES**

- 10.1 The County shall ensure that Contractor has access to, and use of, the software and equipment necessary for Contractor to perform any on-site sorter services Contractor is required to provide to County hereunder. Generally, this will require Contractor to install Criterion III Sorting System Software and provide a Criterion III Sorter System, which shall be the sole property of County, in a location designated by County, and may include use of the software and equipment by the County under the supervision, and at the direction, of Contractor. Unless such software and equipment is expressly sold or licensed to County, Contractor retains title of and/or license to such software and equipment.
- 10.2 Contractor hereby warrants to County that the Criterion III Sorting System Software, and hardware, as applicable, shall perform in accordance with the Specifications set forth in the SOW, this Agreement, and any related documentation, including any exhibits, change orders, or amendments

thereto, commencing the Effective Date until the expiration date of the Warranty Period.

- 10.3 All Tasks, subtask, Deliverables, goods and services, and other Work shall be performed in a timely and workmanlike manner by experienced, qualified and, if appropriate, licensed or certified personnel.
- 10.4 Contractor shall, in the performance of all Work strictly comply with the descriptions and representations (including Deliverable Documentation, performance capabilities, accuracy, completeness, characteristics, Specifications, configurations, functions and requirements) as set forth in the SOW.
- 10.5 Contractor shall supply sufficient staff to discharge its responsibilities here under in a timely and efficient manner, including as required to comply with Contractor's obligation under this Agreement, including the SOW.
- 10.6 All documentation developed under this Agreement shall be uniform in appearance.

## **11. MAINTENANCE, UPDATES AND OTHER PROFESSIONAL SERVICES**

### **11.1 Maintenance, Updates and Support Services**

Maintenance services includes any upgrades, updates, enhancements, revisions, improvements, bug fixes, patches, correction of any and all deficiencies, including minor imperfections and modifications, other than Custom Programming Modifications, which shall be provided by Contractor to County at no additional cost, excluding consumable supplies (ink, paper, labels, etc.) as described in Exhibit A (Statement of Work).

The Contractor may provide improvements that add to or change the software component providing sorting capability ("Upgrades"). Upgrades must satisfy the functionality requirements included in Exhibit A (Statement of Work) as such Exhibit may be revised. If incorporated at Contractor request there will be no additional charge to County.

The Contractor shall keep current with, and bring to the attention of County, technology that would improve and enhance the sorting process.

### **11.2 Other Professional Services**

Upon the written request of County's Project Director made at any time and from time to time during the Term, Contractor shall provide to County "Other Professional Services," including additional training, on-site support, and software and hardware enhancements beyond what is deemed required services pursuant to Exhibit A (Statement of Work).

11.2.1 Upon County's request for Other Professional Services, Contractor shall provide County, within seven (7) Days of receipt of such request, a written quotation of a maximum fixed price, which shall include Contractor staff level recommended, estimated man-hours for completion of the requested Other Professional Services, if applicable, and the cost of any applicable materials. Contractor's quotation shall be valid for sixty (60) Days from the date of its submission. In the event the requested Other Professional Services are completed by Contractor for an amount less than the quoted price, County shall owe Contractor the lesser of the maximum fixed price quoted to County, or the actual cost of completion. Approval of Other Professional Services, and payment therefore shall be in accordance with Paragraph 4 (Work) and Paragraph 8 (Invoices and Payments), respectively, of this Agreement.

11.2.2 Should the cumulative price for all approved and proposed Other Professional Services exceed the dollars available for Other Professional Services, Contractor shall not be required to provide the proposed Other Professional Services unless County modifies Paragraph 7 (Contract Sum), pursuant to Paragraph 6 (Change Notices and Amendments) to increase the Contract Sum by the amount of the excess proposed Other Professional Services.

## **12. WORK APPROVAL AND ACCEPTANCE**

### **12.1 General**

Work shall be completed in a timely manner and in accordance with the requirements and specifications set forth herein and must have written approval of County's Project Director. Upon the setup of the hardware and software necessary for the sorting process, in the location designated for the performance of such services, Contractor shall submit to County's Project Director for approval an Acceptance Certificate, in substantially the form attached hereto as Exhibit J (Acceptance Certificate), together with any supporting documentation reasonably requested by County. Written approval by County's Project Director shall not be unreasonably delayed or withheld. In no event shall County be liable or responsible for any payment to Contractor for such work prior to such written approval."

## **13. OWNERSHIP AND LICENSE**

### **13.1 Ownership**

The Criterion III Sorting System Software provided to County pursuant to this Agreement shall remain the property of Contractor, and all such

software is subject to the License granted to County pursuant to Paragraph 13.2 (License).

County shall own all Criterion III Sorting System Hardware as installed at County facility in accordance with Exhibit A (Statement of Work). Title of hardware shall automatically transfer from Contractor to County upon County's written approval as indicated in Exhibit A (Statement of Work).

## **13.2 License**

13.2.1 Contractor hereby grants to County, effective as of the Effective Date, a perpetual, nonexclusive license, unrestricted except as expressly restricted in this Agreement (the "License"):

13.2.2 The Contractor, where applicable, warrants (1) that it has full power and authority to grant the License and all other rights granted by this Agreement to County, (2) that no consent of any other person or entity is required by Contractor to grant such rights other than consents that have been obtained and are in effect, and (3) that neither the performance of this Agreement by Contractor, nor the license to, and use by, County or any part thereof in accordance with this Agreement will any way violate any non-disclosure agreement, nor constitute any infringement or other violation of any copyright, trade secret, trademark, service mark, patent, invention, proprietary information, or other rights of any third party.

## **14. WARRANTY AGAINST CONTINGENT FEES**

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

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

## **15. INDEPENDENT CONTRACTOR STATUS**

15.1 This Agreement is by and between County and 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 County and 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.

- 15.2 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 Contractor, including any Subcontractor personnel engaged directly or indirectly by Contractor in connection with Contractor's performance under this Agreement.
- 15.3 Contractor understands and agrees that all persons performing Work pursuant to this Agreement are not, for purposes of Workers' Compensation liability, employees of County. County shall not be liable or responsible for furnishing any 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 Contractor pursuant to this Agreement.
- 15.4 Contractor shall provide to County an executed Exhibit G1 (Contractor Employee Acknowledgment and Confidentiality Agreement) for each employee performing Work under this Agreement and for each Contractor employee having direct contact with County (either by telephone, by electronic or written correspondence, or in person) pursuant to this Agreement. Such agreements shall be delivered to County's Project Director.

## **16. INDEMNIFICATION**

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents 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 Agreement.

## **17. GENERAL INSURANCE REQUIREMENTS**

Without limiting the Contractor's indemnification of the County and during the term of this Agreement, the Contractor shall provide and maintain, and shall require all of its Subcontractors to maintain, the following programs of insurance specified in this Agreement. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the County. Such coverage shall be provided and maintained at the Contractor's own expense.

- 17.1 Evidence of Insurance:** Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to:

Registrar-Recorder/County Clerk  
Contracts Section  
12400 Imperial Highway, Room 5203  
Norwalk, CA 90650  
Attn: Contract Monitor

prior to commencing services under this Agreement. Such certificates or other evidence shall:

- Specifically identify this Agreement;
- Clearly evidence all coverages required in this Agreement;
- Contain the express condition that the County is to be given written notice by mail at least thirty (30) Days in advance of cancellation for all policies evidenced on the certificate of insurance;
- Include copies of the additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special Districts, its officials, officers and employees as insureds for all activities arising from this Agreement; and
- Identify any deductibles or self-insured retentions for the County's approval.

**17.2 Insurer Financial Ratings:** Insurance is to be provided by an insurance company acceptable to the County with an A.M. Best rating of not less than A:VII unless otherwise approved by the County.

**17.3 Failure to Maintain Coverage:** Failure by the Contractor to maintain the required insurance or provide evidence of insurance coverage acceptable to the County shall constitute a material breach of the Agreement upon which the County may immediately terminate or suspend this Agreement. The County, at its sole option, may obtain damages from the Contractor resulting from said breach.

**17.4 Notification of Incidents, Claims or Suits: Contractor shall report to the County:**

- Any accident or incident relating to services performed under this Agreement which involves injury or property damage which may result in the filing of a claim or lawsuit against the Contractor and/or the County. Such report shall be made in writing within 24 hours of occurrence.
- Any third party claim or lawsuit filed against the Contractor arising from or related to services performed by the Contractor under this Agreement.
- Any injury to a Contractor employee that occurs on County property. This report shall be submitted on a County "Non-employee Injury Report" to the County's Project Manager.
- Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies or securities entrusted to the Contractor under the terms of this Agreement.

**17.5 Compensation for County Costs:** In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Agreement, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

**17.6 Insurance Coverage Requirements for Subcontractors:** The Contractor shall ensure any and all Subcontractors performing services under this Agreement meet the insurance requirements of this Agreement by either:

- The Contractor providing evidence of insurance covering the activities of Subcontractors, or
- The Contractor providing evidence submitted by Subcontractors evidencing that Subcontractors maintain the required insurance coverage. The County retains the right to obtain copies of evidence of Subcontractor insurance coverage at any time.

## **18. INSURANCE COVERAGE REQUIREMENTS**

**18.1 General Liability** insurance written on ISO policy form CG 00 01 or its equivalent with limits of not less than the following:

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

**18.2 Automobile Liability** written on ISO policy form CA 00 01 or its equivalent with a limit of liability of not less than \$1 million for each accident. Such insurance shall include coverage for all “owned”, “hired” and “non-owned” vehicles, or coverage for “any auto”.

**18.3 Workers’ Compensation and Employers’ Liability** insurance providing workers’ compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which the Contractor is responsible. If the Contractor’s employees will be engaged in maritime employment, coverage shall provide workers’ compensation benefits as required by the U.S. Longshore and Harbor Workers’ Compensation Act, Jones Act or any other federal law for which the Contractor is responsible.

In all cases, the above insurance also shall include Employers’ Liability coverage with limits of not less than the following:

Each Accident:	\$1 million
Disease - policy limit:	\$1 million

Disease - each employee: \$1 million

**18.4 Professional Liability** from any error, omission, negligent or wrongful act of the Contractor, its officers or employees with limits of not less than \$1 million per occurrence and \$1 million aggregate. The coverage also shall provide an extended two year reporting period commencing upon termination or cancellation of this Agreement.

## **19. DAMAGES**

19.1 If, in the judgment of the Registrar, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Registrar, or her designee, at her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire payment or deduct pro rata from the Contractor's invoice for work not performed. 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 Registrar, or her designee, in a written notice describing the reasons for said action.

19.2 If the Registrar determines that there are Deficiencies in the performance of this Agreement that the Registrar deems are correctable by the Contractor over a certain time span, the Registrar 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 Registrar may:

- (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the 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 One Hundred Dollars (\$100) per Day per infraction, and that the Contractor shall be liable to the County for liquidated damages in said amount. The aggregate amount of liquidated damages under this Agreement for any year shall not exceed the fees payable to the Contractor hereunder for such period. 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.

19.3 The action noted in Paragraph 19.2 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 Agreement.

19.4 This Paragraph 19 (Damages) shall not, in any manner, restrict or limit the County's right to damages for any breach of this Agreement provided by law or as specified in Paragraph 19.2, and shall not, in any manner, restrict or limit the County's right to terminate this Agreement as agreed to herein.

## **20. COUNTY'S QUALITY ASSURANCE PLAN**

The County or its agent will evaluate the Contractor's performance under this Agreement 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 identified in this Agreement. Contractor Deficiencies which the County determines are severe or continuing and that may place performance of the Agreement 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 Agreement or impose other penalties as specified in this Agreement.

## **21. SUBCONTRACTING**

21.1 County has relied, in entering into this Agreement, on the reputation of and on obtaining the personal performance of Contractor itself. Consequently, no performance of this Agreement, or any portion thereof, shall be subcontracted by Contractor without the prior written consent of County as provided in this Paragraph 21 (Subcontracting). Any agreement (written or oral) by Contractor to subcontract any performance, obligation, or responsibility under this Agreement, without the prior written consent of County, shall be null and void and shall constitute a material breach of this Agreement.

21.2 If Contractor desires to subcontract any portion of its performance, obligations, or responsibilities under this Agreement, Contractor shall make a written request to County for written approval to enter into the particular subcontract. Contractor's request to County shall include:

21.2.1 The reason for the particular subcontract.

- 21.2.2 A detailed description of the Work to be performed by the proposed Subcontractor.
- 21.2.3 Identification of the proposed Subcontractor and a reasonable explanation of why and how the proposed Subcontractor was selected.
- 21.2.4 A draft copy of the proposed subcontract (price and other cost and financial information may be redacted) which shall contain, at a minimum, the provisions set forth in Exhibit F (Exemplary Subcontract). The provisions of Exhibit F (Exemplary Subcontract), or of any approved subcontract agreement between Contractor and a third party may be changed or amended, as applicable, only with the prior written approval of County's Project Director, which approval shall not be unreasonably withheld.
- 21.2.5 A certificate of insurance from the proposed Subcontractor which establishes that the Subcontractor maintains all the programs of insurance required by Exhibit F (Exemplary Subcontract).
- 21.2.6 Any other information and certifications reasonably requested by County.
- 21.2.7 County will review Contractor's request to subcontract and determine, in its reasonable discretion, whether or not to consent to such request on an individual basis. Without limiting in any way County's prior approval rights, Contractor shall deliver to County's Project Director a fully executed copy of each subcontract entered into by Contractor pursuant to this Paragraph 21(Subcontracting) (price and other cost and financial information may be redacted) on or immediately after the effective date of the subcontract but in no event later than the date any Work is performed under the subcontract.
- 21.3 Notwithstanding any County consent to any subcontracting, Contractor shall remain responsible for any and all performance required of it under this Agreement, including the obligation properly to supervise, coordinate, and perform, all Work required hereunder, and no subcontract shall bind or purport to bind County. Further, County approval of any subcontract shall not be construed to limit in any way Contractor's performance, obligations, or responsibilities, to County, nor shall such approval limit in any way any of County's rights or remedies contained in this Agreement.
- 21.4 In the event that County consents to any subcontracting, Contractor shall assure that any Subcontractor personnel shall be immediately removed from the provision of any services under the particular subcontract at the request of County. Further, in the event that County consents to any

subcontracting, such consent shall be subject to County's right to cause Contractor to terminate, in whole or in part, any subcontract at any time upon notice to Contractor when such Subcontractor is deemed by County to be in breach of this Agreement or to have caused Contractor to be in breach of this Agreement. County shall not be liable or responsible in any way to Contractor, to any Subcontractor, or to any directors, shareholders, officers, employees, or agents of Contractor or any Subcontractor, for any claims, demands, damages, liabilities, losses, costs, or expenses, including defense costs and legal, accounting and other expert, consulting or professional fees, in any way arising from or related to County's exercise of such rights.

- 21.5 In the event that County consents to any subcontracting, the Subcontractor, on behalf of itself, its successors and administrators, shall assume and be bound by and shall be deemed to have assumed and agreed to be bound by each and all of the provisions of this Agreement and any amendment hereto as it relates to or affects the Work performed by Subcontractor hereunder.
- 21.6 Contractor shall be solely liable and responsible for any and all payments and other compensation to all Subcontractors and their officers, employees, and agents. County shall have no liability or responsibility whatsoever for any payment or other compensation for any Subcontractors or their officers, employees, and agents.
- 21.7 In the event that County consents to any subcontracting, Contractor shall obtain an executed Subcontractor Employee Acknowledgment, Confidentiality & Assignment of Rights (attachment to Exhibit F (Exemplary Subcontract)) for each of Subcontractor's employees performing Work under the subcontract. Such Agreements shall be delivered to County's Project Director on or immediately after the effective date of the particular subcontract but in no event later than the date any such employee commences performing Work under the subcontract.

## **22. PATENT, COPYRIGHT & TRADE SECRET INDEMNIFICATION**

- 22.1 The Contractor shall indemnify, hold harmless and defend County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of the Contractor's work under this Contract. County shall inform the Contractor as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure, and shall support the Contractor's defense and settlement thereof.

- 22.2 In the event any equipment, part thereof, or software product becomes the subject of any complaint, claim, or proceeding alleging infringement or unauthorized disclosure, such that County's continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, the Contractor, at its sole expense, and providing that County's continued use of the system is not materially impeded, shall either:
- Procure for County all rights to continued use of the questioned equipment, part, or software product; or
  - Replace the questioned equipment, part, or software product with a non-questioned item; or
  - Modify the questioned equipment, part, or software so that it is free of claims.
- 22.3 The Contractor shall have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned product, either alone or in combination with other items not supplied by the Contractor, in a manner for which the questioned product was not designed nor intended by the Contractor.

## **23 ASSIGNMENT AND DELEGATION**

- 23.1 Contractor shall not assign its rights or delegate its duties under this Agreement, 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 Paragraph 23 (Assignment), County consent shall require a written amendment to the Agreement, which is formally approved and executed by the Parties. Any payments by the County to any approved delegate or assignee on any claim under the Agreement shall be deductible, at County's sole discretion, against the claims, which Contractor may have against County.
- 23.2 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 Agreement, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Agreement.
- 23.3 If 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 this Agreement which may result in the termination of this Agreement. 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.

## **24. AUTHORIZATION WARRANTY**

The Contractor represents and warrants that the person executing this Agreement 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 Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

## **25. 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 Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement 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 the Agreement.

## **26. COMPLAINTS**

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

- 26.1 Within thirty (30) Days after the Effective Date of the Agreement, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to User complaints.
- 26.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 26.3 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.
- 26.4 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.

- 26.5 The Contractor shall preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 26.6 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.
- 26.7 Copies of all written responses shall be sent to the County's Project Manager within three (3) business days of mailing to the complainant.

## **27. COMPLIANCE WITH APPLICABLE LAW**

- 27.1 The Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Agreement are hereby incorporated herein by reference.
- 27.2 The Contractor shall indemnify and hold harmless the County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the Contractor or its employees, agents, or Subcontractors of any such laws, rules, regulations, ordinances, or directives.

## **28. 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 Agreement or under any project, program, or activity supported by this Agreement. The Contractor shall comply with Exhibit E (Contractor's EEO Certification).

## **29. COMPLIANCE WITH COUNTY'S JURY SERVICE PROGRAM**

### **29.1 Jury Service Program**

This Agreement 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 (Jury Service Ordinance) and incorporated by reference into and made a part of this Agreement.

## **29.2 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 (5) 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 Paragraph 29 (Compliance with County's Jury Service Program), "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 Agreement, the subcontractor shall also be subject to the provisions of this Paragraph 29 (Compliance with County's Jury Service Program). The provisions of this Paragraph 29 (Compliance with County's Jury Service Program) 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 Agreement 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 Agreement 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 Paragraph 29 (Compliance with County's Jury Service Program) may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

### **30. CONFLICT OF INTEREST**

- 30.1 No County employee whose position with the County enables such employee to influence the award of this Agreement 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 Agreement. 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.
- 30.2 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 Agreement. 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 Paragraph 30 (Conflict of Interest) shall be a material breach of this Agreement.

### **31. 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 Agreement 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 Agreement.

### **32. CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS**

- 32.1 Should the Contractor require additional or replacement personnel after the Effective Date of this Agreement, 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.

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

### **33. CONTRACTOR RESPONSIBILITY AND DEBARMENT**

#### **33.1 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.

#### **33.2 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 Agreement, 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 years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

#### **33.3 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.

#### **33.4 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.

### **33.5 Subcontractors of Contractor**

These terms shall also apply to subcontractors of County contractors.

### **34. 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.

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

35.1 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.

35.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement 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).

**36. DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS**

- 36.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) Days after the occurrence.
- 36.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

**37. EMPLOYMENT ELIGIBILITY VERIFICATION**

- 37.1 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 Agreement 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.
- 37.2 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 Agreement.

**38. 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 Change Notices and Amendments prepared pursuant to Paragraph 6 (Change Notices and Amendments), and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Change Notices and Amendments to this Agreement, such that the Parties need not follow up facsimile transmissions of



such documents with subsequent (non-facsimile) transmission of “original” versions of such documents.

**39. 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.

**40. GOVERNING LAW, JURISDICTION, AND VENUE**

This Agreement 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 Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

**41. MOST FAVORED PUBLIC ENTITY**

If the Contractor's prices decline, or should the Contractor at any time during the term of this Agreement provide the same goods and 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 Agreement, then such lower prices shall be immediately extended to the County.

**42. NONDISCRIMINATION AND AFFIRMATIVE ACTION**

42.1 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.

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

42.3 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.

- 42.4 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, or physical or mental disability, marital status, or political affiliation.
- 42.5 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 Agreement or under any project, program, or activity supported by this Agreement.
- 42.6 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 Paragraph 42 (Nondiscrimination and Affirmative Action) when so requested by the County.
- 42.7 If the County finds that any provisions of this Paragraph 42 (Nondiscrimination and Affirmative Action) have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices 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 Agreement.
- 42.8 The Parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, 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 Agreement.

#### **43. NON EXCLUSIVITY**

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

#### **44. NOTICE OF DELAYS**

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

#### **45. NOTICE OF DISPUTE AND DISPUTE RESOLUTION PROCEDURE**

- 45.1 The Contractor shall bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Registrar, or her designee shall resolve it.
- 45.2 Contractor and County agree to act immediately to mutually resolve any disputes, which may arise with respect to this Agreement. All such disputes shall be subject to the provisions of this Paragraph 45 (Notice of Dispute and Dispute Resolution Procedure). Time is of the essence in the resolution of disputes.
- 45.3 Contractor and County agree that, the existence and details of a dispute notwithstanding, both Parties shall continue without delay their performance hereunder, except for any Contractor performance which County, reasonably determines should be delayed as a result of such dispute.
- 45.4 If Contractor fails to continue without delay its performance hereunder which County, reasonably determines should not be delayed as a result of such dispute, then any additional costs which may be incurred by Contractor or County as a result of Contractor's failure to continue to so perform shall be borne by Contractor, and Contractor shall make no claim whatsoever against County for such costs. Contractor shall promptly reimburse County for such County costs, as determined by County, or County may deduct or offset all such additional costs from any amounts due to Contractor from County.
- 45.5 If County fails to continue without delay to perform its responsibilities under this Agreement which County reasonably determines should not be delayed as a result of such dispute, then any additional costs incurred by Contractor or County as a result of County's failure to continue to so perform shall be borne by County, and County shall make no claim whatsoever against Contractor for such costs. County shall promptly reimburse Contractor for all such additional Contractor costs subject to the

approval of such costs by County.

- 45.6 In the event of any dispute between the Parties with respect to this Agreement, Contractor and County shall submit the matter to their respective Project Managers for the purpose of endeavoring to resolve such dispute.
- 45.7 In the event that the Project Managers are unable to resolve the dispute within a reasonable time, not to exceed two (2) Days from the date of submission of the dispute, then the matter immediately shall be submitted to the Parties' respective Project Directors (with a copy to County's Project Manager) for further consideration and discussion to attempt to resolve the dispute.
- 45.8 In the event that the Project Directors are unable to resolve the dispute within a reasonable time not to exceed three (3) Days from the date of submission of the dispute, then the matter shall be immediately submitted to Contractor's president and the Registrar. These persons shall have five (5) Days to attempt to resolve the dispute.
- 45.9 In the event that at these levels, there is not a resolution of the dispute acceptable to both Parties, then each Party may assert its other rights and remedies provided under this Agreement and/or its rights and remedies as provided by law.
- 45.10 All disputes utilizing this dispute resolution procedure shall be documented in writing by each Party and shall state the specifics of each alleged dispute and all actions taken. The Parties shall act in good faith to resolve all disputes. At all three (3) levels described in this Paragraph 45 (Notice of Dispute and Dispute Resolution Procedure), the efforts to resolve a dispute shall be undertaken by conference between the Parties' respective representatives, either orally, by face-to-face meeting or by telephone, or in writing by exchange of correspondence.
- 45.11 Notwithstanding any other provision of this Agreement, County's right to terminate this Agreement pursuant to Paragraph 58 (Termination for Insolvency), Paragraph 56 (Termination for Default), Paragraph 57 (Termination for Improper Consideration), Paragraph 55 (Termination for Convenience), or any other termination provision hereunder, and County's right to seek injunctive relief to enforce the provisions of Paragraph 13 (Ownership, License), and Paragraph 3.4 (Confidentiality), shall not be subject to this dispute resolution procedure. The preceding sentence is intended only as a clarification of County's rights, and shall not be deemed to impair any claims that Contractor may have against County or Contractor's rights to assert such claims after any such termination or such injunctive relief has been obtained.

45.12 Notwithstanding any provision to the contrary contained in this Agreement, the Contractor reserves the right to bring an action in a court of competent jurisdiction to determine the validity and extent of the County's actions to demand, collect or retain any amounts determined by the County to be due from Contractor for any Deficiency or other breach of any provision of this Agreement.

**46. 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 Exhibit L (Internal Revenue Service Notice No. 1015).

**47. 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 (Safely Surrendered Baby Law) of this Agreement and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

**48. NOTICES**

All notices or demands required or permitted to be given or made under this Agreement 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 C (County's Administration) and D (Contractor's Administration). Addresses may be changed by either Party giving fifteen (15) Days prior written notice thereof to the other Party. The Registrar shall have the authority to issue all notices or demands required or permitted by the County under this Agreement.

**49. PROHIBITION AGAINST INDUCEMENT OR PERSUASION**

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement 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.

**50. PUBLIC RECORDS ACT**

- 50.1 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 Paragraph 52 (Record Retention and Inspection/Audit Settlement) of this Agreement, 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.
- 50.2 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.
- 50.3 Notwithstanding the foregoing, Contractor retains all intellectual property rights, including without limitation copyrights, in any software object code and software source code delivered to the County under this Agreement.

## **51. PUBLICITY**

- 51.1 The Contractor shall not disclose any details in connection with this Agreement 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 Agreement within the following conditions:
- The Contractor shall develop all publicity material in a professional manner; and
  - During the term of this Agreement, 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 County's Project Director. The County shall not unreasonably withhold written consent.
- 51.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Paragraph 51 (Publicity) shall apply.

## **52. RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT**

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Agreement 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 Agreement. 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 Agreement. 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 Agreement 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.

- 52.1 In the event that an audit of the Contractor is conducted specifically regarding this Agreement 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 Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 52.2 Failure on the part of the Contractor to comply with any of the provisions of this Paragraph 52 (Record Retention and Inspection/Audit Settlement) shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.
- 52.3 If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, 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 Agreement 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 Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

52.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Agreement, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this Paragraph 52 (Record Retention and Inspection/Audit Settlement) relative to Contractor's employees who have provided services to the County under this Agreement is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, 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 Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time.

### **53. 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 Agreement.

### **54. 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 Paragraph 35 (Contractor's' Warranty of Adherence to County's Child Support Compliance Program), shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, 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 Agreement pursuant to Paragraph 56 (Termination for Default), and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

### **55. TERMINATION FOR CONVENIENCE**



- 55.1 This Agreement 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.
- 55.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:
- Stop work under this Agreement 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.
- 55.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the Contractor in accordance with Paragraph 52 (Record Retention and Inspection/Audit Settlement).
- 55.4 If this Agreement is terminated under Paragraph 55. County agrees to not purchase, lease or rent equipment performing functions similar to those performed by the Equipment for a period of 90 days following the end of the then current original Term or Renewal Term; provided this restriction shall not be applicable if the Equipment shall be sold, re-leased or otherwise disposed of by Company and the amount received from such disposition, less all costs of such sale or disposition, is sufficient to pay the then applicable Purchase Price. This Paragraph 55 shall survive any termination of this Agreement.
- 55.5 a. After termination pursuant to this Paragraph 55, the Contractor must submit to the County a termination claim in the form prescribed by the County. The claim must be submitted promptly, but in no event more than 180 days after the effective date of termination, unless an extension in writing is granted by the contracting officer. However, if the County determines that the facts justify such action, any termination claim may be received and acted upon at any time after the 180-day period. Upon failure of the Contractor to submit a termination claim within the time allowed, the County may determine, on the basis of information available, the amount, if any, due the Contractor by reason of the termination and will pay that amount.
- b. Subject to the provision of paragraph a above, the Contractor and the County may agree upon the whole or any part of the amount to be paid to the Contractor by reason of the termination.

c. If the Contractor and the County fail to agree on the amount with respect to cost, the County will determine, on the basis of information available, the amount, if any, due the Contractor and pay the Contractor as follows:

- (1) All costs and expenses reimbursable in accordance with this contract, not previously paid to the Contractor and such as may continue for a reasonable time after termination;
- (2) The cost of settling and paying claims arising out of the termination of work under subcontracts or non-cancelable orders;
- (3) The reasonable costs of settlement, including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims, together with reasonable storage, transportation, and other costs incurred in connection with protecting or disposing of the remaining equipment); and
- (4) A portion of the fee payable under the contract, equal to a percentage of completion of the work contemplated by this Agreement less fee payments previously made.

## **56. TERMINATION FOR DEFAULT**

56.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of County's Project Director:

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement 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.

56.2 In the event that the County terminates this Agreement in whole or in part as provided in Paragraph 56.1, 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 Agreement to the extent not terminated under the provisions of this Paragraph 56 (Termination for Default).

- 56.3 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 56.2 if its failure to perform this Agreement 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 56.3, the terms "Subcontractor" and "Subcontractors" mean Subcontractor(s) at any tier.
- 56.4 If, after the County has given notice of termination under the provisions of this Paragraph 56 (Termination for Default), it is determined by the County that the Contractor was not in default under the provisions of this Paragraph 56 (Termination for Default), or that the default was excusable under the provisions of Subparagraph 56.3, the rights and obligations of the Parties shall be the same as if the notice of termination had been issued pursuant to Paragraph 55 (Termination for Convenience).
- 56.5 The rights and remedies of the County provided in this Paragraph 56 (Termination for Default) shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

## **57. TERMINATION FOR IMPROPER CONSIDERATION**

- 57.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement 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 Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. 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.

- 57.2 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.
- 57.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

## **58. TERMINATION FOR INSOLVENCY**

- 58.1 The County may terminate this Agreement 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 which petition is not dismissed within ninety (90) days from the date of its filing;
  - The appointment of a Receiver or Trustee for the Contractor which appointment is not vacated within ninety (90) days from the date of such appointment; or
  - The execution by the Contractor of a general assignment for the benefit of creditors.
- 58.2 The rights and remedies of the County provided in this Paragraph 58 (Termination for Insolvency) shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

## **59. 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 Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

## **60. TERMINATION FOR NON-APPROPRIATION OF FUNDS**

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement 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.

**NONSUBSTITUTION:** To the extent permitted by law, if this Agreement is terminated under Paragraph 60, Customer agrees to not purchase, lease or rent equipment performing functions similar to those performed by the Equipment or obtain similar services for a period of 90 days following the end of the then current Original Term or Renewal Term

## **61. VALIDITY**

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

## **62. WAIVER**

No waiver by the County of any breach of any provision of this Agreement 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 Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Paragraph 62 (Waiver) shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

## **63. FORCE MAJEURE**

63.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Agreement, 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").

63.2 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 sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

- 63.3 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.

AGREEMENT BY AND BETWEEN THE COUNTY OF LOS ANGELES AND  
BOWE BELL + HOWELL COMPANY FOR  
ABSENTEE VOTER BALLOT SORTING SYSTEM AND  
MAINTENANCE AND SUPPORT

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

**BOWE BELL + HOWELL COMPANY**

By Michael Swift

Title PRESIDENT

Tax ID # \_\_\_\_\_

**COUNTY OF LOS ANGELES**

ATTEST:

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

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

By \_\_\_\_\_

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

By José Silva  
Principal Deputy County Counsel

**ABSENTEE VOTER BALLOT SORTING SYSTEM  
AND MAINTENANCE & SUPPORT SERVICES  
WITH BÖWE BELL + HOWELL COMPANY**

**I. PURPOSE**

Effective January 1, 2007, recently enacted Legislation (Assembly Bill (AB) 2770 – AV by Precinct) requires that, for any statewide election or special election to fill a vacancy in a congressional or legislative office, votes cast by absentee ballot shall be tabulated (counted and reported) by election precinct. Implementing the provisions of AB 2770 requires significant changes in operational processing procedures. Purchase and implementation of mail automation equipment (sorter) is critical in ensuring success in meeting provisions of this new law.

The County of Los Angeles may have up to 1,000,000 absentee voters (AV) in a major Election. The Department of the Registrar-Recorder/County Clerk (RR/CC) intends to purchase one Böwe Bell + Howell Criterion III Sorting System to automate sorting and processing of returned Absentee Voter (AV) Ballots. The sorter equipment is needed to enable the RR/CC to successfully and efficiently process the immense volume of returned (AV) envelopes (containing ballots) and sort into precinct sequence beginning 15-20 days prior to an election.

Los Angeles County has approximately 5,000 voting precincts and anticipates processing more than 300,000 AV ballot applications during the 2007 UDEL Election, 800,000 AV ballot applications during the 2008 Presidential Primary Election, 2008 State Primary Election, and close to 1,000,000 AV ballot applications for the 2008 Presidential General Election.

Provisions of the AV by Precinct legislation must be implemented for the February 2008 Primary Election. Section 15360 of the Elections Code requires that during the official canvass of every election in which a voting system is used, the official conducting the election shall conduct a public manual tally of the ballots tabulated by those devices cast in 1% of the precincts chosen at random by the elections official. Effective January 1, 2007 provisions of SB 1235 amends this section and requires the inclusion of absent voter ballots in the 1% manual tally. Consequently this requires that the sorting process must be incorporated into the smaller election environment of the upcoming November 2007 Uniform District Election Laws (UDEL) Election, a precursor to the February 2008 Primary Election.



The sorting function will be a separate stand alone operation. RR/CC intends to, at a future date, integrate the Criterion III sorting system with current vendor-supported AV processing system. At a pre-determined date, Böwe Bell + Howell will be required to assist the RR/CC in designing the necessary interface.

### 1. *Significant Events*

Elections affecting the required services are as follows:

- Uniform District Election Law (UDEL) Elections are scheduled in November of odd numbered years.
- Primary Elections are scheduled in June of even numbered years.
- General Elections are scheduled in November of even numbered years.
- Special Elections are scheduled when called.
- 2008 Presidential Primary Elections is scheduled in February.

### 2. RR/CC Technical Systems and Interface Requirements

The RR/CC currently operates a Microsoft Windows NT4 domain server environment using TCP/IP as the primary network protocol and is planning to migrate to Windows 2003 Server/Active Directory by August 2007. The RR/CC uses Microsoft Windows 2000 and 2003 Server as its standard server operating system and Windows 2000 and XP for its desktops. Microsoft products (Office Suite, Project, Visio, SQL Server) are used for back office applications. Contractor shall provide all Deliverables and other work hereunder so as to remain compatible with County's existing IT infrastructure.

## II. SCOPE OF WORK

This document defines the requirements, Deliverables, Tasks, and scope of the work to be delivered by Contractor to the RR/CC. Acceptance testing shall occur after all of the components listed in Appendix A has been installed, configured, tested, and released by Contractor to RR/CC. The following Tasks, and associated Subtasks and Deliverables, shall be addressed in the Project Plan prepared pursuant to Task 1 - Project Planning and Management.

Contractor shall:

1. Provide the services necessary to accomplish all of the tasks and subtasks in this Statement of Work (SOW) to successfully install, configure, test, and implement all of the components listed in Appendix A (Component Listing) including, but not limited to, all associated hardware, software and/or firmware, patches/fixes, and interfaces, post implementation support, technical or end-user training, and onsite support

## EXHIBIT A

and on-call support (field support) during specified periods of the calendar year for the life of the agreement.

2. Be responsible for all acts, and services required to provide RR/CC with a fully functional Criterion III Sorter System in accordance with the Manufacturer's Specifications, whether or not the acts, or services required to do so are specifically identified as a Task, Subtask, or Deliverable in this Statement of Work. Unless otherwise expressly stated, all work described in this Statement of Work shall be performed by Contractor.
3. Use the standard RR/CC software set forth below when preparing and submitting documents identified as Deliverables. Standard software shall be confirmed and revised as necessary during Task 1 – Project Planning and Management.
4. Provide Deliverables in a file format importable to the standard RR/CC software. RR/CC standard software is as follows:
  - Microsoft Word Version 7.0 - Word Processing
  - Microsoft Excel Version 7.0 - Spreadsheet
  - Microsoft PowerPoint Version 7.0 - Project Presentations
  - Microsoft Access Version 7.0 - Database Manager
  - Visio 2000 - Illustrations, Flowcharts, and Drawings
  - Microsoft Project Version 4.0 - Project Manager

Appendix A (Component Listing) to this Statement of Work identifies all of the hardware and software that shall be installed by Contractor. Software and or other bundled items not listed in Appendix A that are deemed as bundled items by the Manufacturer shall be installed and implemented in accordance with Manufacturer's Specifications, whether or not they are specifically listed in Appendix A.

Contractor shall

1. Provide maintenance and support for the Criterion III sorter system software and hardware for the life of the agreement.
2. At a pre-determined and mutually agreeable date, assist RR/CC with designing an interface with existing internal AV processes and vendor-supported incoming and outgoing AV processing
3. Keep current with, and bring to the attention of RR/CC, technology that would improve and enhance the sorting needs of the department.

### **III. TASKS AND DELIVERABLES**

#### **TASK 1 PROJECT PLANNING AND MANAGEMENT**

Project planning and event management process are critical to track time-sensitive events that if not properly executed may compromise compliance with State mandates in processing of AV ballots. A comprehensive and detailed plan shall be developed by Contractor and delivered to RR/CC for each election. This plan shall be known as the Project Plan.

Contractor shall prepare and deliver the Project Plan with attachments as defined in the following subtasks, no later than 48 days prior to an election (E-48). RR/CC shall review and approve the Project Plan no later than 34 days prior to an election (E-34). Thereafter, RR/CC will monitor and oversee Contractor's and RR/CC's progress on the project based on the approved Project Plan, the Agreement, this Statement of Work, and Amendments to the Agreement.

The Project Plan shall incorporate all Contractor Tasks and Subtasks and RR/CC Subtasks as well as schedules and resources needed to complete such Tasks and Subtasks listed in the Agreement, SOW, and any amendments to the Agreement. Project Plan shall also include dependencies between tasks. Contractor shall prepare the Project Plan using RR/CC standard software as defined in this Statement of Work.

The Project Plan shall include the following.

1. A List of Contractor staff who will be assigned to provide onsite support for the following areas: a) Operations b) Administrative and c) Technical. Include a short description of duties and responsibilities for each staff member.
2. A list of Contractor tasks and subtasks required to successfully support the operation. Start and end dates and responsibility assignments shall be included. At a minimum, all of the tasks and subtasks in the Agreement, SOW, and Amendments to the Agreement shall be included in the list.
3. A list of Tasks and Subtasks that are to be executed by the RR/CC as determined by Contractor and after review and approval by RR/CC's Project Director.
4. If applicable, a list of sub-contractors that will be used by Contractor (including address, phone number, and main contact person) and a short description of services that shall be provided.

## EXHIBIT A

5. RR/CC shall provide Contractor with a list of RR/CC Project Team members, including names, telephone numbers, and email addresses of RR/CC Staff responsible for overseeing and approving Tasks, Subtasks and Deliverables along with their roles, and responsibilities.
6. Contractor shall provide to RR/CC with a list of Project Team members, including names, telephone numbers, and email addresses of Staff responsible for overseeing and approving Tasks, Subtasks and Deliverables along with their roles, and responsibilities.
7. A list of resources required by Contractor, to be provided by RR/CC, to successfully support the operation. Resources may include but not limited to office supplies, office space, administrative computers, printers, and other office or administrative related items.
8. A list showing dates and location of periodic meetings that are to be held to review the Project Plan and report on status of critical tasks, including a short description for each meeting.
9. Contractor shall prepare a description of its final project organization and include it as an attachment to the Project Plan based on the results of this meeting.

### 10. The Project Team and Organization Report

Without limiting Contractor's responsibility, RR/CC will be responsible for overall oversight and control of tasks identified in the Agreement, SOW and amendments to the Agreement. Contractor shall manage and coordinate all Tasks and Subtasks listed in the Project Plan. RR/CC shall coordinate and, working with Contractor, establish the final schedule for all project Tasks and subtasks, consistent with the Project Plan. Contractor shall provide sufficient staff to complete assigned Tasks and Subtasks as described in the Project Plan, and report progress to RR/CC's Project Director in writing. After the Project Plan is approved, Contractor shall update the Project Plan weekly beginning the first Monday after 20 days before an election (E-20) and every Monday thereafter ending at 10 days after an election (E+10). Contractor shall deliver the updated Project Plan to RR/CC for review and, if acceptable, receive approval by RR/CC's Project Director. Any changes to the Project Plan must be reviewed and approved by the RR/CC's Project Director.

**DELIVERABLE 1**

Contractor shall submit a Project Plan and periodic updates to the Plan in compliance with Project Management specifications and timelines set forth above and deliver it to RR/CC by E-48. RR/CC shall review the Project Plan and submit final changes to Contractor no later than E-34. Contractor shall make the changes requested by RR/CC and submit a final plan within 48 hours.

**TASK 2 – APPLICATION SOFTWARE**

Contractor shall provide AV processing Application Software that automates, the functions required to handle the high volume of AV applications in Los Angeles RR/CC. Contractor shall provide comprehensive and highly customized software that manages and controls the AV processing operation. Application Software functionality shall include but not be limited to: sound data integrity checks, exception reporting, formatting of print output, and allows for an optional enhancement for integration with RR/CC election management system, and automated tools for transfer of data to/from RR/CC election management system to be purchased at a negotiated rate should this feature be required by RR/CC at a later date. At a minimum, Application Software shall include:

1. WinSort In-Processing Software – A software application that provides access to almost 100 billion possible numeric combinations for sorting AV mail; identifies and separates high value mail; and allows for an optional enhancement, which would be purchased at a negotiated rate should this feature be required at a later date, for RR/CC to selectively endorse mail with a text string and/or date and time stamp, as proof of timely remittance process. Software provides report generation tools for job based reporting, historical reporting, productivity reporting, and in depth, critical process and operational information. Software allows report data to be exported to files through the following formats: Microsoft Excel spreadsheets, HTML (Hypertext Markup Language (web browser style); and Word for Windows or RTF (Rich Text Format document formats).
2. SABRE In-Processing reading Software – A software application that enables the sorter to effectively perform Optical character recognition and allows for an option, to be purchased at a negotiated rate should this feature be required by RR/CC at a later date, which reads hand written information on the AV envelope.
3. The WinSort In-Processing Software, in combination with the Sabre Incoming Applications, enables the RR/CC to sort AV mail by Barcode, Zip code, P.O. Box, Keyword, Name, Department, Mail Stop, and other customer defined fields without the use of a directory or database look-up.

## **EXHIBIT A**

4. The Application Software shall allow for the selection of sort order by precinct number and alert operator when bins of machine have reached maximum capacity. An optional enhancement, to be purchased at a negotiated rate should this feature be required by RR/CC at a later date, which provides a report that sorts by precinct and AV ID number, available at the RR/CC election management system level after sorter data is uploaded.
5. WinSort Application Software and associated physical components shall be scalable and able to meet RR/CC's requirements of being able to process 22,000 letters, 24,000 postcards, 29,000 barcoded postcards per hour.
6. Sorter Acceptance Testing by RR/CC shall consist of conducting a test using materials from a specified Election and Contractor agrees to provide a working version of the System (both hardware and software). RR/CC will work with Contractor in developing test plans, executing test plans, documenting any anomalies and coordinating the corrective action. After initial acceptance testing, subsequent testing per each election shall commence between 27 days prior to Election (E-27) to E-20. Contractor shall provide on-site technical and operational support beginning 15 to 20 days prior to an election through E+10.. Scope of Acceptance Testing shall include end-to-end processing of AV envelopes.

### **DELIVERABLE 2**

Contractor shall provide Application Software listed above and transfers all applicable licenses and warranties to the County.

### **TASK 3 – INCOMING PROCESS**

Contractor shall be required to provide technical support to process incoming AV envelopes returned by voters. The return process starts at approximately E-26 with volume of varying amounts and continues through E+2. The quantity of the incoming mail typically increases with each day.

Application Software in conjunction with System Hardware provided by Contractor shall be used to manage and track returned AV envelopes. County shall purchase System Hardware from Contractor to process the returned mail ballots. System Hardware shall be the sole property of County. Hardware configuration will be coordinated by Contractor and RR/CC staff. Contractor shall arrange for a stand-by sorter machine operator and maintenance/service technician from E-27 through E+10. County shall contact Contractor to dispatch operator and/or technician as needed at a cost set forth in Exhibit B (Price Schedule) of the Agreement.

1. Application Software together with System Hardware shall be capable of processing between 115,500-123,200 envelopes in a 7-hour processing period. Processing shall begin at the point envelopes are sorted and include time expended for handling error conditions such as misfeeds or jams, and any other condition that triggers manual counting and viewing of individual envelopes in a batch to verify counts and integrity of data.
2. Application Software shall automatically read and interpret data from barcodes printed on the envelopes. An optional enhancement that provides a system generated single electronic file containing AV IDs, in the order they were sorted, available for purchase at a negotiated rate should this feature be required by RR/CC at a later date.
3. Application Software shall have a verification mechanism for ensuring that the number of envelopes sorted into each tray matches the count of records saved to files. An optional enhancement that allows the same verification mechanism to verify that the records in these files are stored in the same order as when the envelopes were physically sorted, available for purchase at a negotiated rate should this feature be required by RR/CC at a later date.

**DELIVERABLE 3**

Services that conform to specifications and requirements of Incoming Process set forth above.

**TASK 4 - DELIVERY, UNPACK, STAGING, AND INSTALLATION SERVICES**

Contractor shall

1. Unpack, install, configure, connect, completely power-up, and perform installation testing in accordance with Manufacturer's Specifications and integrate all components listed in Appendix A including integration into existing RR/CC workspace environment.
2. At its expense, obtain any and all governmental licenses or permits that may be required for carrying out the installation at RR/CC Facilities.

## **EXHIBIT A**

3. Deliver and transfer any and all Documentation and licenses for software, firmware, utility programs, and any and all other software provided by the manufacturer as well as warranties for all of the components listed in Appendix A.
4. Upon completion of installation, submit to RR/CC the documents listed below, known as the Post Installation Documents.
  - a. A listing of all components that were installed including equipment type, model number, serial number, location, name, version number, and license number.
  - b. The manufacturer's warranties.
  - c. Certification that all components are installed and operating properly according to Manufacturer's specifications.
  - d. All reference and operating manuals and all other Documentation pertaining to the operation of the equipment.
  - e. Any and all manufacturer maintenance and technical support availability and telephone numbers.

### **DELIVERABLE 4**

Contractor shall deliver services according to the requirements and specifications listed above and shall coordinate IT related activities with the RR/CC Technical Services Bureau by September 24, 2007.

### **TASK 5 - TESTING, CONFIGURATION, AND TRAINING SERVICES**

Contractor shall provide all services related to testing, configuration, and training for the use of all components listed in Appendix A. Train operations staff in the use of operating the Criterion III sorting system. Provide one hard copy and a Word file of user manuals, operation/procedures manuals and systems manuals. Contractor shall provide updated documentation within 24 hours of any system enhancement/modification made. Activities under this subtask shall include, but not be limited to, the following services:

1. Recommend optimum configuration settings based on RR/CC's workspace and operating environment and anticipated future needs.
2. Discuss and demonstrate Criterion III Sorter System components with RR/CC Staff.



## **EXHIBIT A**

3. Provide one week on-site training between E-27 to E-20 in order for sorter operators to receive comprehensive training on WinSort (the operating system) and SABRE (how to set and adjust the reader for optimum performance), and the mechanical operation of the sorter. Training shall also include instructions to staff on the safety measures necessary to reduce property damage and personal injuries.
4. Provide recommendations and demonstrate optimum use of the Criterion III Sorter System including but not limited to:
  - a. Proper loading and unloading of sort bins.
  - b. Proper operation of switches, buttons, and interfaces.
  - c. Interpretation of alerts, lights, audible signals, and visual indicators
  - d. Proper setup, establishment, change and modification of sort schemes.
  - e. How to track data and how to print reports for outgoing mail (USPS) reports.
  - f. For the incoming process, how to track when a returned AV envelope was sorted, to what pocket and at what time should this optional enhancement become available at a later date.
  - g. Other critical operating component deemed crucial to the proper operation of the Criterion III Sorter System.
5. Discuss and demonstrate error-correction and troubleshooting procedures.

### **DELIVERABLE 5**

Contractor shall conduct testing, configuration, and training services set forth above for the sorting of AV election materials.

### **TASK 6 – MAINTENANCE & SUPPORT SERVICE (HARDWARE & SOFTWARE)**

#### **Hardware**

Contractor shall provide annually Full Coverage maintenance services including all interim Preventive Maintenance Inspections, Emergency Calls, Labor, and Parts during normal Contractor business hours (8:30 am – 5:00 pm). During

## EXHIBIT A

regular Contractor business hours, if requested by County, Contractor shall dispatch a technician to perform, pursuant to the Schedule, Preventive Maintenance inspections and Remedial Maintenance calls. Preventative maintenance shall include four (4) inspections per year, tied to RR/CC's processing requirements by election. During any Remedial Maintenance call or Preventive Maintenance call, the technician shall replace, without additional charge to County, as reasonably necessary, Non-Consumable Parts. Consumable parts are chargeable to the customer and available upon request. Operator error, routine set-up, and repeated operator training are not included within the Agreement. Contractor shall bill County, (at Contractor's then current rates for labor plus Contractor's price for any equipment parts) for any services required as a result of operator error, routine set-up and repeated operator training.

Contractor shall also provide custom Ramp-up (on-site) coverage specifically developed for the Criterion Sorting System. County shall provide written notification to Contractor at the start of each major election stating the on-site support needs to facilitate the County's start up processing specific to the Criterion Sorting System. Such notification shall be made no later than five (5) business days prior to date of service. The County will provide the specific number of consecutive days of coverage required, including dates, as part of each written notification for request of such services. It is understood that the Ramp-up Coverage is in addition to the Full coverage Agreement proposed by Contractor. This additional service is available to the County at the rates as specified in Exhibit B (Price Schedule) for a period of one year after installation of the Criterion Sorting System. Contractor shall be accessible 24 hours, 7 days a week for those periods that County requires service outside of the Full Coverage agreement.

Maintenance and changes or upgrades of the sorting equipment are to be as specified in the Agreement and Exhibit B (Price Schedule). RR/CC is aware that no two major elections are alike because of legal or other changes and requirements. Any changes due to legal requirements affecting AV ballot processing are to be covered by the maintenance contract as specified in the Agreement. The hourly rate for custom modification and/or improvements to the sorting equipment is also specified in the Agreement for "Support Services".

**Software**

Contractor shall provide software maintenance services at a cost set forth in Exhibit B (Price Schedule) of the Agreement.

Two Service Levels are expected in the Maintenance Contract(s).

- Level 1. Routine, non-critical work periods. Once the problem is reported, callback within one workday. Diagnosis and prognosis of the problem should occur within two workdays. Problem resolution should occur within two weeks.
- Level 2. Critical, election work periods. The RR/CC expects qualified technician on-site to support the work within one hour and resolve problems as they may occur. Vendor is expected to reassign staff to work on any problems that arise in order to bring resolution as soon as possible. AV Ballot processing critical times begins 15-20 days prior to Countywide and Special elections and continues through the completion of official canvass or recounts, whichever applies to the election through E+10,. The RR/CC will notify the vendor of special elections needing support as soon as an election is called.

Service levels are assigned by the RR/CC to problems as they occur. The RR/CC's Project Director has the authority to change the service level assigned to a problem at his/her discretion.

**DELIVERABLE 6**

Contractor provides maintenance and support services according to timetables set forth above.

**TASK 7- OPERATIONS/TECHNICAL ON-SITE SUPPORT SERVICES**

Contractor shall assist with the County's statutory responsibilities in the processing of AV mail. RR/CC shall provide access to RR/CC facilities for Contractor staff for the purpose of training, on-site support, maintenance, and general management/supervision of the entire operation.

RR/CC designated staff reserves the right to stop the operation if, at any time, it appears that specifications are not being met, and to hold up the operations until satisfied that the conditions are as specified. Any such stoppage will be resolved without undue delay so as to minimize the interruption of operations.

## **EXHIBIT A**

Contractor shall provide sufficient staff at the RR/CC's facility to ensure timely completion of Tasks and Subtasks listed in this Statement of Work.

1. Contractor shall provide personnel to maintain technical aspects of system, and associated peripheral equipment or operations that directly or indirectly support the processing of AV mail. Contractor shall submit list of staff who will be working onsite along with a short description of duties and responsibilities no later than E-34.
2. Contractor staff must be physically present and available at all times during RR/CC election cycle working hours including evenings, weekends and holidays. On E-27, Contractor staff shall report to RR/CC headquarters facility in Norwalk and shall be ready to support County staff in performing Tasks and Subtasks identified in this SOW. Contractor staff shall be needed E-27 to E+10.
3. Contractor shall arrange for availability of standby service technicians that are capable of fixing any machine malfunctions as needed at a cost not to exceed price listed in Exhibit B (Price Schedule) of the Agreement.
4. RR/CC staff shall monitor all processing of AV materials so it is essential that Contractor staff are actually assigned onsite and physically present during RR/CC working Hours.

### **DELIVERABLE 7**

Contractor shall provide personnel and on-site support services as required under Task 7 (Operations/ Technical On-site support service) from E-20 to E+10 to trouble shoot problems and ensure system functions appropriately including weekends and holidays to County's satisfaction.

### **TASK 8 - REPORTS AND RECORDS**

Contractor shall provide RR/CC with standard reports and ability to generate required reports with specified detail as described requested to RR/CC on a daily basis. These reports are needed to provide an audit trail of critical events and allow for quick identification of problems so that they can be resolved quickly. The reports shall also give the County, additional tools for reconciling/balancing workload.

Contractor shall maintain a file delivery log that contains at a minimum, filenames, processing dates/times, count of records accepted (by file), count of records rejected (by file), and total record count (running totals and grand total).

**DELIVERABLE 8**

Contractor shall provide required reports and ability for County to generate reports with specified detail as described above to County on a daily basis.

**TASK 9 - SECURITY**

RR/CC has statutory responsibilities in the maintenance of the voter ballots. Sorting of returned AV ballots, will be performed by RR/CC, who will be assisted by Contractor personnel. RR/CC will provide access to Contractor personnel at all times during the entire process for the purpose of training, on-site support, maintenance and general supervision.

- 1) The RR/CC must maintain controlled access to storage spaces where the ballots are stored with a record of all employees having access to the area and a sign-in/sign-out log for all persons entering the space, including Contractor personnel.
- 2) Contractor will provide RR/CC with a list of all employees authorized to have access to the ballots and secure areas.
- 3) Contractor personnel responsible for training and providing on-site support shall display on their person a valid photo identification card. Contractor shall ensure that Identification cards are not transferable.

**DELIVERABLE 9**

Contractor shall provide County with list of all employees with access to ballot secure area. Contractor staff displays photo ID badges and abides by all County security requirements at all times while on site.

## Appendix A

### Böwe Bell + Howell Criterion III Sorter System Components

- 2 tier sorter with sweeper trays above or below tray for immediate sort
- Magazine/Feeder Module
  - Width: 3'2"
  - Length: 7'2"
  - Height: 3'
  - Weight: 910lbs
  - Speed: 127 inches per second
- OCR Module
  - Width: 3'
  - Length: 6'6"
  - Height: 3'
  - Weight: 730lbs
  - Speed: 132 inches per second
- Ink Jet /Bar Code Reader Module
  - Width: 2'4"
  - Length: 8'9"
  - Height: 3"
  - Weight: 620lbs
  - Speed: 138 inches per second
- Standard-gap feeding
- Operating System
- Application Software(s) for Operating System
  - Reading Software
  - Precinct Sorting Software
  - Tracking Software
- 2 Computers, keyboard, monitor laser report printer
- 40 Standard capacity bins
- 40 High capacity bins
- LED bin displays for all 80 bins
- Overhead mail trays for upper tier 40 standard capacity bins
- Pullout tray sliding drawers for lower tier 40 high capacity bins
- Automatic shut down of full bin
- Clean air housing console
- Emergency back-up power package
- UL listed components
- Installation & operator training
- Sorting/Cycling speed capability of:
  - 22,000/hr for postcards
  - 29000/hr for envelopes

## PRICE MATRIX

Description of Service	Total Amount
<p>Criterion III Sorting System includes:</p> <ul style="list-style-type: none"> <li>• WinSort In-Processing software operating system</li> <li>• SAVRE In-Processing reading software</li> <li>• GRF (General Field Reader) software for precinct sorting</li> <li>• Intelligent tracking software</li> <li>• (2) Computers, keyboard, monitor, laser report printer</li> <li>• (4) High capacity X-Class bins</li> <li>• (40) Standard capacity X-Class bins</li> <li>• LED bin displays (all 80 bins)</li> <li>• Overhead mail trays (upper tier 40 standard capacity bins)</li> <li>• Pullout tray sliding drawers (lower tier 40 high capacity bins)</li> <li>• Clean air housing console</li> <li>• Emergency back-up power package</li> <li>• UL listed components</li> <li>• Installation &amp; operator training</li> </ul>	\$419,851.20
<p>Software Maintenance Agreement \$9,880/yr X 6yrs (if option years exercised)</p>	\$ 59,280.00
<p>Full Coverage Maintenance Agreement includes:</p> <ul style="list-style-type: none"> <li>• (4) Preventative Maintenance Inspections</li> <li>• All parts replacement at no additional charge, excluding consumable supplies</li> <li>• 7 X 24 access availability</li> <li>• Staff training and Ongoing training support (includes Contractor staff, travel, per diem, material, etc.)</li> </ul> <p>\$35,291.30/yr X 5yrs (if option years exercised)</p>	\$ 176,456.50
<p>Ramp Up (On-Site) Maintenance Agreement Daily Coverage 8:30AM – 5PM \$ 765/day 7:00AM – 9PM \$1,266/day</p>	\$35,291.00
Taxes	\$56,997.49
Contract Sum	\$747,876.19

## COUNTY'S ADMINISTRATION

AGREEMENT NO. \_\_\_\_\_

### COUNTY PROJECT DIRECTOR:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### COUNTY PROJECT MANAGER:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



## CONTRACTOR ADMINISTRATION

AGREEMENT NO. \_\_\_\_\_

### CONTRACTOR PROJECT DIRECTOR:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### CONTRACTOR PROJECT MANAGER:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**CONTRACTOR'S EEO CERTIFICATION**

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Contractor Name

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Address

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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 type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force.                                                                                   | Yes <input 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 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 type="checkbox"/> | No <input type="checkbox"/> |

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Authorized Official's Printed Name and Title

---

Authorized Official's Signature

---

Date

## Subcontract Agreement

### Recitals

THIS SUBCONTRACT AGREEMENT (hereafter “**Agreement**”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, located at \_\_\_\_\_ (hereafter “**CONTRACTOR**”), and \_\_\_\_\_, located at \_\_\_\_\_ (hereafter “**SUBCONTRACTOR**”).

WHEREAS, CONTRACTOR has entered into Los Angeles County Contract Number \_\_\_\_\_ (hereafter “**Prime Contract**”) with the County of Los Angeles, State of California (hereafter “**COUNTY**”) for the purpose of \_\_\_\_\_; and

WHEREAS, in order to fulfill all of its obligations to COUNTY under the Prime Contract, CONTRACTOR desires to engage SUBCONTRACTOR to perform Work in the area(s) of \_\_\_\_\_; and

WHEREAS, SUBCONTRACTOR desires to perform such Work in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, CONTRACTOR and SUBCONTRACTOR agree as follows:

1. **APPLICABLE DOCUMENTS:** Exhibits [ ] through [ ] are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents of any Task, subtask, Deliverable, goods, service, or other Work, or otherwise, between the Prime Contract and the body of this Agreement and the Exhibits hereto, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Prime Contract, then to the body of this Agreement, and then to the Exhibits according to the following priority:
  - 1.1 Exhibit [ ] - Statement of Work
  - 1.2 Exhibit [ ] - Additional Terms and Conditions
  - 1.3 Exhibit [ ] - Subcontractor Employee Acknowledgment, Confidentiality & Assignment Agreement
2. **DEFINITIONS:** Unless otherwise defined in this Agreement, all capitalized terms shall have the meanings as set forth in the Prime Contract.
  - 2.1 “Agreement” shall have the meaning set forth in the Recitals.
  - 2.2 “Contractor” shall have the meaning set forth in the Recitals.
  - 2.3 “County” shall have the meaning set forth in the Recitals.

- 2.4     “Prime Contract” shall have the meaning set forth in the Recitals.
- 2.5     “Subcontractor” shall have the meaning set forth in the Recitals.
3.     **PRIME CONTRACT:** Notwithstanding any other provision of this Agreement, this Agreement is a subcontract under the Prime Contract and SUBCONTRACTOR and CONTRACTOR agree that each and all of the provisions of the Prime Contract and any amendments thereto shall extend to and be binding upon SUBCONTRACTOR.
4.     **WORK:** SUBCONTRACTOR shall complete and deliver to CONTRACTOR all Tasks, subtasks, Deliverables, goods, services, and other Work required hereunder in a timely manner and in accordance with the requirements and specifications set forth in the Exhibits attached hereto, including Exhibit [ ] (Statement of Work). Time is of the essence of SUBCONTRACTOR’s performance hereunder.
5.     **PERSONNEL:**
- 5.1     All SUBCONTRACTOR personnel performing Work under this Agreement shall be subject to the right of CONTRACTOR and of COUNTY to disapprove of or require replacement of such personnel. If at any time during the term of this Agreement, CONTRACTOR or COUNTY disapproves of or requires the replacement of any SUBCONTRACTOR personnel, then SUBCONTRACTOR shall, immediately upon receipt of written or oral notice from CONTRACTOR or COUNTY, replace such personnel with substitute experienced, qualified, and, if appropriate, licensed or certified personnel or take such other action as requested by CONTRACTOR or COUNTY.
- 5.2     If at any time during the term of this Agreement, any SUBCONTRACTOR personnel ceases performance for any reason, including resignation or termination, then SUBCONTRACTOR shall promptly replace such personnel with substitute experienced, qualified, and, if appropriate, licensed or certified personnel.
- 5.3     CONTRACTOR and COUNTY shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, federal, state, and local taxes, or other compensation benefits, or taxes, for any personnel provided by or on behalf of SUBCONTRACTOR.
- 5.4     SUBCONTRACTOR understands and agrees that all persons performing Work under this Agreement are not, for purposes of workers’ compensation liability, employees of COUNTY or CONTRACTOR. SUBCONTRACTOR shall be solely liable and responsible for any and all workers’ compensation benefits to any person as a result of injuries arising from or connected with any Work performed by or on behalf of SUBCONTRACTOR pursuant to this Agreement.
- 5.5     SUBCONTRACTOR shall obtain an executed Subcontractor Employee Acknowledgment, Confidentiality & Assignment Agreement (a form of which is attached hereto as Exhibit [ ]) for each of its employees performing Work under

this Agreement. Such agreements shall be delivered to COUNTY's Project Director on or immediately after the effective date of this Agreement, but in no event later than the date any such employee commences Work under this Agreement.

6. **COMPENSATION:** All compensation to SUBCONTRACTOR (and its officers, employees, and agents) for its Work pursuant to this Agreement shall be paid by CONTRACTOR and shall be as set forth in the Exhibits attached hereto, including Exhibit [ ] (Additional Terms and Conditions). CONTRACTOR shall be solely liable and responsible for any and all payments and other compensation to SUBCONTRACTOR and its officers, employees, and agents. COUNTY shall have no liability or responsibility whatsoever for any payment or other compensation for SUBCONTRACTOR or its officers, employees, and agents. Without limitation of the foregoing, SUBCONTRACTOR disclaims any right to seek any payment from COUNTY for any and all compensation or recovery of any of its costs, or to assert any lien against COUNTY, its assets, or rights in the Integrated System or any component thereof, on account thereof.
7. **TERM:** The term of this Agreement shall commence on \_\_\_\_\_ and shall continue through \_\_\_\_\_ unless sooner terminated, in whole or in part, as provided in this Agreement.
8. **TERMINATION:** CONTRACTOR shall have the right to terminate this Agreement, in whole or in part, at any time by giving written notice to SUBCONTRACTOR when such action is deemed by CONTRACTOR to be in its best interest. Further, this Agreement shall terminate, in whole or in part, upon receipt by CONTRACTOR of written notice from COUNTY that COUNTY no longer approves the continuation, in whole or in part, of this Agreement.
9. **THIRD PARTY BENEFICIARY:** CONTRACTOR and SUBCONTRACTOR understand and agree that this Agreement is entered into for the benefit of COUNTY and that COUNTY is hereby expressly made a third party beneficiary of this Agreement.
10. **AMENDMENTS:** Neither CONTRACTOR nor SUBCONTRACTOR are authorized to change in any way the terms, obligations, or conditions of this Agreement or the Exhibits attached hereto without the prior written consent of COUNTY's Project Director, which consent shall not be unreasonably withheld. Any attempt to change this Agreement or the Exhibits attached hereto shall be invalid and ineffective unless such change is (a) made in the form of a written amendment formally executed by authorized officials of CONTRACTOR and SUBCONTRACTOR, and (b) approved in writing by COUNTY's Project Director, which approval shall not be unreasonably withheld.
11. **PROHIBITION AGAINST ASSIGNMENT AND DELEGATION:** This Agreement, or any interest herein, including any claim for monies due or to become due with respect thereto, shall not be assigned or delegated, or both, by CONTRACTOR or SUBCONTRACTOR. Any assignment or delegation shall be null and void, except that in the event of termination of the Prime Contract, COUNTY may elect on written notice

to SUBCONTRACTOR to assume all of CONTRACTOR's rights in this Agreement to COUNTY by CONTRACTOR.

12. **PROHIBITION AGAINST SUBCONTRACTING:** No performance of this Agreement, or any part thereof, shall not be subcontracted by SUBCONTRACTOR. Any subcontract shall be null and void and shall.

13. **INDEMNIFICATION, INSURANCE AND PERFORMANCE BOND:**

13.1 Indemnification: CONTRACTOR and SUBCONTRACTOR agree to indemnify, defend, and hold harmless each other, their officers, employees, and agents from and against any and all claims, demands, liabilities, losses, costs, and expenses, including defense costs and legal, accounting and other expert, consulting, or professional fees, arising from or connected with claims and lawsuits for damages or workers' compensation benefits relating to CONTRACTOR's or SUBCONTRACTOR's operations or their services contracted for herein, which result from bodily injury, death, personal injury, or property damage (including damage to property owned by or in the care, custody, or control of either party).

13.2 Insurance: Without limiting either party's indemnification of the other and during the term of this Agreement, SUBCONTRACTOR shall provide and maintain the following programs of insurance specified in this Agreement. Such insurance shall be primary to and not contributing with any other insurance or self-insurance maintained by COUNTY. Such coverage shall be provided and maintained at the SUBCONTRACTOR's own expense.

13.2.1. Certificates or other evidence of coverage satisfactory to COUNTY's risk manager, and evidence of such programs satisfactory to COUNTY, shall be delivered to COUNTY's:

Department of Registrar-Recorder/County Clerk  
Contracts Section  
12400 Imperial Hwy., Room 5203  
Norwalk, CA 90650  
Attn: Contract Monitor

prior to commencing services under this Agreement. Such certificates or other evidence shall:

- Specifically identify this Agreement;
- Clearly evidence all coverages required in this Agreement;
- Contain the express condition that COUNTY is to be given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance;
- Include copies of additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special

Districts, its officials, officers and employees as insureds for all activities arising from this Agreement; and

- Identify any deductibles or self-insured retentions for COUNTY's approval. The COUNTY retains the right to require SUBCONTRACTOR to reduce or eliminate such deductibles or self-insured retentions as they apply to the COUNTY, or, require SUBCONTRACTOR to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to , expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

13.3 Insurer Financial Ratings: Insurance is to be provided by an insurance company acceptable to COUNTY with an A.M. Best rating of not less than A:VII, unless otherwise approved by COUNTY.

13.4 Liability: Such insurance shall be endorsed naming the County of Los Angeles as an additional insured and shall include:

13.4.1. General liability insurance written on ISO policy for CG 00 01 or its equivalent with limits of not less than the following:

General Aggregate:	\$2 million
Products/Completed Operation Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

13.4.2. Professional liability insurance covering liability arising from any error, omission, negligent, or wrongful act of SUBCONTRACTOR, its officers or its employees with a limit of not less than one million dollars (\$1,000,000) per occurrence and \$1 million aggregate. The coverage also shall provide an extended two year reporting period commencing upon termination or cancellation of this Agreement..

13.4.3. Auto liability written on ISO policy form CA 00 01 or its equivalent with a limit of liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" or coverage for "any auto".

13.5 Workers' Compensation and Employers' Liability providing workers' compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which the SUBCONTRACTOR is responsible. If the SUBCONTRACTOR's employees will be engaged in maritime employment, coverage shall provide workers' compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other federal law for which the SUBCONTRACTS is responsible.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	\$1 million
Disease – policy limit:	\$1 million
Disease – each employee:	\$1 million

13.6 Notification of Incidents, Claims or Suits: SUBCONTRACTOR shall report to COUNTY and CONTRACTOR:

- 13.6.1. Any accident or incident relating to services performed under this Agreement which involves injury or property damage which may result in the filing of a claim or lawsuit against SUBCONTRACTOR, CONTRACTOR, and/or COUNTY. Such report shall be made in writing within twenty four (24) hours of occurrence.
- 13.6.2. Any third party claim or lawsuit filed against SUBCONTRACTOR arising from or related to services performed by SUBCONTRACTOR under this Agreement. Such report shall be made in writing within two (2) business days of the earlier of receipt of service of process of such claim or lawsuit, or actual knowledge by SUBCONTRACTOR of such claim or lawsuit. If the initial report to COUNTY is made orally, SUBCONTRACTOR shall thereafter provide a written report to COUNTY within three (3) business days.
- 13.6.3. Any injury to a SUBCONTRACTOR employee that occurs on COUNTY property. This report shall be submitted on a COUNTY "Non-employee Injury Report" to the COUNTY's Project Manager. Such report shall be made in writing within two (2) business days of occurrence.
- 13.6.4. Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of COUNTY property, monies or securities entrusted to SUBCONTRACTOR under the terms of this Agreement. Such report shall be made in writing within two (2) business days of SUBCONTRACTOR's actual knowledge of the occurrence.

13.7 Failure to Procure or Maintain Insurance: Failure by SUBCONTRACTOR to procure or maintain the required insurance or provide evidence of insurance coverage acceptable to the COUNTY shall constitute a material breach of this Agreement upon which COUNTY or CONTRACTOR may immediately terminate or suspend this Agreement. The COUNTY, at its sole option, may obtain damages from the SUBCONTRACTOR resulting from said breach. Alternatively, the COUNTY may purchase such required insurance and without further notice to the SUBCONTRACTOR, the COUNTY may deduct from sums due to the CONTRACTOR any premium costs advanced by the COUNTY for such insurance.



**14. PUBLIC RECORDS ACT:**

- 14.1 Any documents submitted by SUBCONTRACTOR; all information obtained in connection with COUNTY's right to audit and inspect SUBCONTRACTOR's documents, books, and accounting records pursuant to Paragraph 15 (Record Retention and Inspection/Audit Settlement) of this Agreement, become the exclusive property of 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". 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.
- 14.2 In the event 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", SUBCONTRACTOR agrees to defend and indemnify COUNTY from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.
- 14.3 Notwithstanding the foregoing, Contractor retains all intellectual property rights, including without limitation copyrights, in any software object code and software source code delivered to COUNTY under this Agreement.

**15. RECORDS RETENTION AND INSPECTION/AUDIT SETTLEMENT:**

- 15.1 SUBCONTRACTOR shall maintain accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. SUBCONTRACTOR shall also maintain accurate and complete employment and other records relating to its performance of this Agreement. SUBCONTRACTOR agrees that COUNTY, CONTRACTOR, or their respective 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 Agreement. 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 employment records, and proprietary data and information, shall be kept and maintained by SUBCONTRACTOR and shall be made available to COUNTY and CONTRACTOR during the term of this Agreement and for a period of five (5) years thereafter unless written permission of both COUNTY and CONTRACTOR is given to dispose of any such material prior to such time. All such material shall be maintained by SUBCONTRACTOR 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, , SUBCONTRACTOR shall pay COUNTY and CONTRACTOR for the respective travel, per diem, and other

costs incurred by them to examine, audit, excerpt, copy or transcribe such material at such other location.

- 15.2 In the event that an audit of SUBCONTRACTOR is conducted specifically regarding this Agreement by any Federal or State auditor or accountant employed by SUBCONTRACTOR or otherwise, then SUBCONTRACTOR shall file a copy of such audit report with COUNTY's Auditor-Controller within thirty (30) days of SUBCONTRACTOR's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 15.3 Failure on the part of SUBCONTRACTOR to comply with the provisions of this Paragraph 15 shall constitute a material breach of this Agreement upon which CONTRACTOR or COUNTY may immediately terminate or suspend this Agreement.
- 15.4 If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, representatives of COUNTY conduct an audit of SUBCONTRACTOR regarding the work performed under this Agreement, and if such audit finds that COUNTY's dollar liability for any such work is less than payments made by COUNTY to the SUBCONTRACTOR, then the difference shall be either: a) repaid by SUBCONTRACTOR to COUNTY by cash payment upon demand or b) at the sole option of COUNTY's Auditor-Controller, deducted from any amounts due to SUBCONTRACTOR from COUNTY, whether under this Agreement or otherwise. If such audit finds that COUNTY's dollar liability for such work is more than the payments made by COUNTY to SUBCONTRACTOR, then the difference shall be paid to SUBCONTRACTOR by COUNTY by cash payment, provided that in no event shall COUNTY's maximum obligation for this Agreement exceed the funds appropriated by COUNTY for the purpose of this Agreement.
- 15.5 In addition to the above, SUBCONTRACTOR agrees, should COUNTY or its authorized representatives determine, in COUNTY's sole discretion, that it is necessary or appropriate to review a broader scope of SUBCONTRACTOR's records (including, certain records related to non-County contracts) to enable COUNTY to evaluate SUBCONTRACTOR's compliance with COUNTY's Living Wage Program, that SUBCONTRACTOR shall promptly and without delay provide to COUNTY, upon the written request of COUNTY or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to COUNTY under this Agreement, including without limitation, records relating to work performed by said employees on SUBCONTRACTOR's non-County contracts. SUBCONTRACTOR further acknowledges that the foregoing requirement in this Paragraph 15 relative to SUBCONTRACTOR's employees who have provided services to the COUNTY under this Agreement is for the purpose of enabling the

COUNTY in its discretion to verify SUBCONTRACTOR's full compliance with and adherence to California labor laws and COUNTY's Living Wage Program. All such materials and information, 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 SUBCONTRACTOR and shall be made available to COUNTY during the term of this Agreement and for a period of five (5) years thereafter unless COUNTY's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by SUBCONTRACTOR at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at COUNTY's option, SUBCONTRACTOR shall pay the COUNTY for travel, per diem, and other costs incurred by COUNTY to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

**16. PROPRIETARY CONSIDERATIONS AND CONFIDENTIALITY:**

**THE FOLLOWING PARAGRAPH 16 SHALL APPLY ONLY TO MATERIALS, DATA AND INFORMATION, IF ANY, DEVELOPED UNDER THIS AGREEMENT.**

- 16.1 CONTRACTOR and SUBCONTRACTOR agree that all materials, data, plans, reports, acceptance test criteria, acceptance test plans, departmental procedures and processes, and information developed under this Agreement and all copyrights, patent rights, trade secret rights, and other proprietary rights therein shall become the sole property of COUNTY. SUBCONTRACTOR hereby assigns and transfers to COUNTY all of SUBCONTRACTOR's right, title, and interest in and to all such materials, data, plans, reports, acceptance test criteria, acceptance test plans, departmental procedures and processes, and information, provided that SUBCONTRACTOR may retain possession of all working papers prepared by SUBCONTRACTOR. During the term of this Agreement and for a minimum of seven (7) years subsequent to such term, COUNTY shall have the right to inspect any and all such working papers, make copies thereof, and use the working papers and the information contained therein.
- 16.2 Upon request of COUNTY, SUBCONTRACTOR shall execute all documents requested by COUNTY and shall perform all other acts requested by COUNTY to assign and transfer to, and vest in, COUNTY all of SUBCONTRACTOR's right, title and interest in and to the items described in Paragraph 16.1, including all applicable copyrights, patents, and trade secret rights. COUNTY shall have the right to register all copyrights and patents in the name of the County of Los Angeles. Further, COUNTY shall have the right to assign, license, or otherwise transfer any and all of COUNTY's right, title and interest, including applicable copyrights and patents, in and to the items described in Paragraph 16.1.

- 16.3 CONTRACTOR and SUBCONTRACTOR shall protect the security of and keep confidential all materials, data, plans, reports, acceptance test criteria, acceptance test plans, departmental procedures and processes, and information received or produced under this Agreement to the extent any such materials, data, plans, reports, acceptance test criteria, acceptance test plans, departmental procedures and processes, and information are of a confidential nature. Further, CONTRACTOR and SUBCONTRACTOR shall use all such security measures that prudent contractors operating in their respective industries would use to protect all such materials, data, plans, reports, acceptance test criteria, acceptance test plans, departmental procedures and processes, and information from loss or damage by any cause, including fire and theft, which measures shall at least equal the degree of care SUBCONTRACTOR applies to the treatment of its own similar materials.
17. **WARRANTY AGAINST CONTINGENCY FEES:**
- 17.1 SUBCONTRACTOR warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any Agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by SUBCONTRACTOR for the purpose of securing business.
- 17.2 For breach of this warranty, COUNTY shall have the right to terminate this Agreement and, in its discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.
18. **PATENT, COPYRIGHT AND TRADE SECRET INDEMNIFICATION:**
- 18.1 SUBCONTRACTOR shall indemnify, defend, and hold harmless CONTRACTOR, COUNTY, and their respective officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including defense costs and legal, accounting and other expert, consulting, or professional fees, as such are incurred, for or by reason of any actual or alleged infringement of any patent or copyright, or other rights of any third party, or any actual or alleged trade secret disclosure or misappropriation, arising from or related to the system or the operation and utilization of SUBCONTRACTOR's Work under this Agreement or to the Prime Contract (collectively referred to as "Infringement Claims"). SUBCONTRACTOR shall have no obligation to CONTRACTOR or COUNTY under this Paragraph 18 if any infringement claim is caused by use by COUNTY of VIMS other than in accordance with the Specifications and other applicable Documentation, including all applicable license agreements. Any legal defense pursuant to SUBCONTRACTOR's indemnification obligations under this Paragraph 18 shall be conducted by SUBCONTRACTOR and performed by counsel selected by SUBCONTRACTOR and approved by CONTRACTOR and COUNTY in

writing, such consent not to be unreasonably withheld. Notwithstanding the preceding sentence, COUNTY shall have the right to participate in any such defense at its cost and expense, except that in the event SUBCONTRACTOR fails to provide COUNTY with a full and adequate defense, as required by law and this Agreement, COUNTY shall be entitled to reimbursement for all such costs and expenses. COUNTY shall cooperate with and assist SUBCONTRACTOR, at SUBCONTRACTOR's expense, in connection with any claim, action, or lawsuit to which the above indemnity applies, including asserting all defenses, claims, or counterclaims reasonably requested by SUBCONTRACTOR, including that of sovereign immunity. In addition, SUBCONTRACTOR shall not, without COUNTY's prior written approval, accept any settlement, or enter a plea of guilty or nolo contendere, to any charge or claim that results in other than a monetary judgment against COUNTY, which monetary judgment in any event shall not exceed SUBCONTRACTOR's ability to pay and which shall be paid by SUBCONTRACTOR.

- 18.2 Without limiting the foregoing, in the event COUNTY's Project Director becomes aware that ongoing use of VIMS, or any part thereof, is the subject of any Infringement Claim that might preclude or impair COUNTY's use of VIMS or any component thereof (e.g., injunctive relief), or that COUNTY's continued use of VIMS may subject it to punitive damages or statutory penalties or other costs or expenses, COUNTY shall give notice to CONTRACTOR of such fact(s). Upon notice of such facts, CONTRACTOR shall, at no cost to COUNTY, either (a) procure the right, by license or otherwise, for COUNTY to continue to use the affected portion of VIMS, to the same extent of County's license under this Agreement, or (b) to the extent CONTRACTOR is unable to procure such right, replace or modify VIMS, in COUNTY's reasonable determination, to become non-infringing, non-misappropriating and/or non-disclosing. If CONTRACTOR (i) fails to complete the remedial acts set forth above within forty-five (45) Days of the date of the notice from COUNTY, or, (ii) if completion is not possible despite CONTRACTOR's commercially reasonable best efforts within such forty-five (45) Day period, CONTRACTOR fails to make substantial progress towards completing such remedial acts and COUNTY has not approved in writing (such approval not be unreasonably withheld or delayed) CONTRACTOR's plan of completing such remediation, then in either instance COUNTY shall have the right without limiting any other rights or remedies that COUNTY may have under the Agreement or at law or equity, to take such remedial acts it determines to be reasonable to mitigate any impairment of its use of VIMS or damages or other costs or expenses. CONTRACTOR shall indemnify COUNTY for all amounts paid and all-direct and indirect costs associated with such remedial acts. Failure by CONTRACTOR to pay such amounts and costs within ten (10) Days of invoice by COUNTY shall, in addition to, and cumulative to all other remedies entitle COUNTY to immediately withhold payments due to CONTRACTOR under this Agreement up to the total of the amounts and costs paid in connection with such remedial acts.

19. **WARRANTIES:**

- 19.1 SUBCONTRACTOR represents, warrants, covenants, and agrees that SUBCONTRACTOR shall promptly correct any and all defects, errors, or omissions in the Tasks, subtasks, Deliverables, goods, services, and other Work provided pursuant to this Agreement in order to conform and comply with all specifications, requirements, standards, and representations set forth in this Agreement and the Exhibits attached hereto, including Exhibit [ ] (Statement of Work). Unless the term of such warranty is extended by the terms of an Exhibit attached hereto, including Exhibit [ ] (Statement of Work), the term of such warranty shall coincide with the term of the corresponding warranty made by CONTRACTOR to COUNTY for such Tasks, subtasks, Deliverables, goods, services, and other Work.
- 19.2 SUBCONTRACTOR further represents, warrants, covenants, and agrees that:
- 19.2.1. SUBCONTRACTOR represents and warrants that (a) SUBCONTRACTOR has the full power and authority to enter into this Agreement with COUNTY and to perform all of its obligations hereunder, (b) the Work and Deliverables provided hereunder by SUBCONTRACTOR are neither subject to any liens, encumbrances, or pledges nor subordinate to any right or claim of any third party, including SUBCONTRACTOR's creditors, (c) during the term of this Agreement, CONTRACTOR shall not subordinate this Agreement or any of its rights hereunder to any third party without the prior written consent of COUNTY, and without providing in such subordination instrument for non-disturbance of COUNTY's use of the Integrated Systems, and any part thereof in accordance with this Agreement, and (d) the performance of this Agreement by SUBCONTRACTOR will not (i) violate, in any way, any non-disclosure Agreement, or (ii) constitute any infringement or other violation of any copyright, trade secret, trademark, service mark, patent, invention, proprietary information, or other rights of any third party.
- 19.2.2. SUBCONTRACTOR shall in the performance of its obligations under this Agreement strictly comply with the specifications, requirements, standards, and representations set forth in this Agreement.
- 19.2.3. All Tasks, subtasks, Deliverables, goods, services, and other Work shall be provided and performed in a timely and professional manner by experienced, qualified, and, if appropriate, licensed or certified personnel.
- 19.2.4. Any software or data analysis used by SUBCONTRACTOR shall be available to CONTRACTOR and COUNTY during the term of this Agreement and for a period of five (5) years thereafter, provided that this warranty shall only apply to software or data analysis owned by or under the control of SUBCONTRACTOR and related to this Agreement;

- 19.2.5. All Tasks, subtasks, Deliverables, goods, services and other Work shall be completed in accordance with this Agreement and the Exhibits attached hereto, the Prime Contract, industry standards, and hardware manufacturers' specifications.
- 19.2.6. All hardware and software provided under this Agreement shall perform according to the requirements as set forth in Exhibit [ ] (Statement of Work).
- 19.2.7. All documentation developed under this Agreement shall be uniform in appearance.
- 19.2.8. SUBCONTRACTOR shall not cause any unplanned interruption of the operations of, or accessibility to the Integrated Systems (as defined in the Prime Contract) or any component thereof through any Disabling Device, which has the potential or capability of compromising the security of COUNTY's confidential or proprietary information or of causing any unplanned interruption of the operations of, or accessibility of the Integrated Systems or any component thereof to COUNTY or any user or which could alter, destroy, or inhibit the use of the Integrated Systems or any component thereof, or the data contained therein, which could block access to or prevent the use of the Integrated Systems or any component thereof by COUNTY or users. SUBCONTRACTOR represents, warrants and agrees that it has not purposely placed, nor is it aware of, any Disabling Device on any Integrated System component provided to COUNTY under this Agreement or under the Prime Contract, nor shall SUBCONTRACTOR knowingly permit any subsequently delivered Integrated System component to contain any Disabling Device.

**20. COMPLIANCE WITH APPLICABLE LAW:**

- 20.1 SUBCONTRACTOR shall comply with all applicable Federal and State and local, laws, rules, regulations, ordinances, guidelines, and directives, and all provisions required thereby to be included in this Agreement are hereby incorporated herein by reference.
- 20.2 SUBCONTRACTOR shall indemnify, defend, and hold harmless CONTRACTOR and COUNTY from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of SUBCONTRACTOR or its employees, agents, of any such laws, rules, regulations, ordinances or directives.

**21. FAIR LABOR STANDARDS:** SUBCONTRACTOR shall comply with all applicable provisions of the Federal Fair Labor Standards Act, and shall indemnify, defend, and hold harmless CONTRACTOR and COUNTY, their respective officers, 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 the Federal Fair Labor Standards Act, for Work performed by SUBCONTRACTOR's employees for which the CONTRACTOR or COUNTY may be found jointly or solely liable.

22. **RESTRICTIONS ON LOBBYING:** SUBCONTRACTOR and each COUNTY lobbyist or COUNTY lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by SUBCONTRACTOR, shall fully comply with COUNTY's lobbyist ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of SUBCONTRACTOR, or any COUNTY lobbyist or COUNTY lobbying firm retained by SUBCONTRACTOR while acting on behalf of SUBCONTRACTOR with respect to COUNTY, to fully comply with COUNTY's lobbyist ordinance shall constitute a material breach of this Agreement upon which COUNTY may immediately terminate or suspend this Agreement.
23. **NONDISCRIMINATION AND AFFIRMATIVE ACTION:**
- 23.1 SUBCONTRACTOR certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental handicap, in compliance with all applicable federal and state anti-discrimination laws and regulations.
- 23.2 SUBCONTRACTOR shall certify to, and comply with, the provisions of Exhibit [] SUBCONTRACTOR's EEO certification.
- 23.3 SUBCONTRACTOR shall take affirmative actions to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, or 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.
- 23.4 SUBCONTRACTOR certifies and agrees that it will deal with its bidders or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status or political affiliation.
- 23.5 SUBCONTRACTOR 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 Agreement or under any project program, or activity supported by the Agreement.



- 23.6 The SUBCONTRACTOR shall allow COUNTY representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 23 when so requested by the COUNTY.
- 23.7 If the COUNTY finds that any provisions of this Paragraph 23 have been violated, such violation shall constitute a material breach of this Agreement upon which the COUNTY may terminate or suspend this Agreement. While the COUNTY reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the SUBCONTRACTOR has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the COUNTY that the SUBCONTRACTOR has violated the anti-discrimination provisions of this Agreement.
- 23.8 The Parties agree that in the event the SUBCONTRACTOR violates any of the anti-discrimination provisions of this Agreement, 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 Agreement.
24. **EMPLOYMENT ELIGIBILITY VERIFICATION:** SUBCONTRACTOR 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 Agreement meet the citizenship or alien status requirements set forth by federal and state statutes and regulations. SUBCONTRACTOR 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 as they currently exist and as they may be hereafter amended. SUBCONTRACTOR shall retain all such documentation for the period prescribed by law. SUBCONTRACTOR shall indemnify and hold harmless CONTRACTOR and COUNTY, their officers and employees, from and against any claims, demands, liabilities, losses, costs, and expenses, including defense costs and legal, accounting and other expert, consulting, or professional fees, which may be assessed against SUBCONTRACTOR, CONTRACTOR or COUNTY 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 hereunder.
25. **LICENSES, PERMITS, REGISTRATIONS, ACCREDITATION, AND CERTIFICATES:** SUBCONTRACTOR shall obtain and maintain in effect during the term of this Agreement all licenses, permits, registrations, accreditation, and certificates required by all federal, state, and local laws, ordinances, rules, regulations, guidelines, and directives, which are applicable to SUBCONTRACTOR's services under this Agreement. SUBCONTRACTOR shall further ensure that all of its officers and employees who perform services hereunder, shall obtain and maintain in effect during the term of this Agreement all licenses, permits, registrations, accreditation, and certificates which are applicable to their performance hereunder. A copy of each such license,

permit, registration, accreditation, and certificate required by all applicable federal, state, and local laws, ordinances, rules, regulations, guidelines, and directives shall be provided, in duplicate, to department of Registrar-Recorder/County Clerk, Management Services, 12400 Imperial Hwy., 7<sup>th</sup> Floor, Norwalk, California 90650, Attention: Ngozi Ume, Section Head.

26. **CAPTIONS AND PARAGRAPH HEADINGS:** Captions and paragraph headings used in this Agreement are for convenience only and are not a part of this Agreement and shall not be used in construing this Agreement.
27. **WAIVER:** No waiver by the COUNTY of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of COUNTY to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Paragraph 27 (WAIVER) shall not be exclusive and are in addition to any other rights and remedies provided at law, in equity, or under this Agreement.
28. **GOVERNING LAW, JURISDICTION AND VENUE:** This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. CONTRACTOR and SUBCONTRACTOR agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agree and consent that venue of any action brought hereunder shall be exclusively in the County of Los Angeles, California.
29. **SEVERABILITY:** If any provision of this Agreement is adjudged void or invalid for any reason whatsoever, but would be valid if part of the wording thereof were deleted or changed, then such provision shall apply with such modifications as may be necessary to make it valid and effective. In the event that one or more of the provisions of this Agreement is found to be invalid, illegal or unenforceable in any respect, such provision shall be deemed deleted herefrom and the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
30. **AUTHORIZATION WARRANTY:** SUBCONTRACTOR represents and warrants that the person executing this Agreement for SUBCONTRACTOR is an authorized agent who has actual authority to bind SUBCONTRACTOR to each and every term, condition, and obligation of this Agreement and that all requirements of SUBCONTRACTOR have been fulfilled to provide such actual authority.
31. **NOTICES:** All notices or demands required or permitted to be given or made under this Agreement, 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, with a copy in all cases to COUNTY, at the following addresses. Addresses may be changed by either party giving fifteen (15) Days prior written notice thereof to the other party. The Registrar shall have the authority to issue all notices or demands required or permitted by the COUNTY under this Agreement.

If to CONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With a copy to COUNTY, addressed as follows:

- (1) Registrar-Recorder/County Clerk  
Election Preparation Bureau  
12400 Imperial Hwy. Room 7213  
Norwalk, California 90650  
Attention: Lorraine Patterson, Project Manager  
Facsimile: (562) 863-2039
- (2) Registrar-Recorder/County Clerk  
Finance & Management Division  
12400 Imperial Hwy., Room 7201  
Norwalk, California 90650  
Attention: Ngozi Ume, Manager  
Facsimile: (562) 868-8109
- (3) County Counsel, Los Angeles County  
Kenneth Hahn Hall of Administration, 6<sup>th</sup> Floor  
500 W. Temple Street  
Los Angeles, California 90012  
Attention: Judy Whitehurst  
Facsimile: (213)617-7182

If to SUBCONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

With a copy to COUNTY, addressed as follows:

- (1) Registrar-Recorder/County Clerk  
Election Preparation Bureau  
12400 Imperial Hwy. Room 7213  
Norwalk, California 90650  
Attention: Lorraine Patterson, Project Manager  
Facsimile: (562) 863-2039
- (2) Registrar-Recorder/County Clerk  
Finance & Management Division  
12400 Imperial Hwy., Room 7201  
Norwalk, California 90650  
Attention: Ngozi Ume, Manager  
Facsimile: (562) 868-8109
- (3) County Counsel, Los Angeles County  
Kenneth Hahn Hall of Administration, 6<sup>th</sup> Floor  
500 W. Temple Street  
Los Angeles, California 90012  
Attention: Judy Whitehurst  
Facsimile: (213) 617-7182

32. **RECYCLED BOND PAPER:**

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

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

Failure of the SUBCONTRACTOR to maintain compliance with the requirements set forth in the Contractor's' Warranty of Adherence to COUNTY's Child Support Compliance Program, shall constitute default under this Agreement. Without limiting the rights and remedies available to the COUNTY under any other provision of this Agreement, failure of the SUBCONTRACTOR to cure such default within ninety (90) calendar Days of written notice shall be grounds upon which the COUNTY may terminate this Agreement pursuant to Paragraph 8 (Termination), and pursue debarment of the SUBCONTRACTOR, pursuant to County Code Chapter 2.202.

34. **TERMINATION FOR IMPROPER CONSIDERATION:**

34.1 COUNTY may, by notice to SUBCONTRACTOR, immediately terminate the right of SUBCONTRACTOR to proceed under this Agreement, if it is found that consideration, in any form, was offered or given by SUBCONTRACTOR, either directly or through an intermediary, to any COUNTY officer, employee or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment or extension of this Agreement or the making of

any determination with respect to SUBCONTRACTOR's performance pursuant to this Agreement. In the event of such termination, COUNTY shall be entitled to pursue the same remedies against SUBCONTRACTOR as it could pursue in the event of default of SUBCONTRACTOR.

- 34.2 SUBCONTRACTOR shall immediately report any attempt by a COUNTY officer or employee to solicit such improper consideration. The report shall be made either to COUNTY manager charged with the supervision of the employee or to COUNTY Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
- 34.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.
- 35. **COUNTY'S QUALITY ASSURANCE PLAN:** COUNTY or its agent will evaluate SUBCONTRACTOR's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing SUBCONTRACTOR's compliance with all contract terms and conditions and performance standards. SUBCONTRACTOR deficiencies which COUNTY determines are severe or continuing and that may place performance of the Prime Contract in jeopardy if not corrected will be reported to COUNTY's Board of Supervisors. The report will include improvement/corrective action measures taken by COUNTY, CONTRACTOR and SUBCONTRACTOR. If improvement does not occur consistent with the corrective action measures, COUNTY may terminate this Agreement or impose other penalties as specified in this Agreement or in the Prime Contract.
- 36. **SUBCONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:**
  - 36.1 SUBCONTRACTOR acknowledges that COUNTY has established a goal of ensuring that all individuals who benefit financially from 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 COUNTY and its taxpayers.
  - 36.2 As required by COUNTY's Child Support Compliance Program (County Code Chapter 2.200) and without limiting SUBCONTRACTOR's duty under this Agreement to comply with all applicable provisions of law, SUBCONTRACTOR warrants that it is now in compliance and shall during the term of this Agreement 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 COUNTY's 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).

37. **SUBCONTRACTOR'S ACKNOWLEDGMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW:** SUBCONTRACTOR acknowledges that COUNTY places a high priority on the Safely Surrendered Baby Law. SUBCONTRACTOR understands that it is COUNTY's policy to encourage all COUNTY contractors and subcontractors to voluntarily post COUNTY's "Safely Surrendered Bay Law" poster in a prominent position at the CONTRACTOR's or SUBCONTRACTOR's place of business. COUNTY's Department of Children and Family Services will supply SUBCONTRACTOR with the poster to be used.
38. **DAMAGE TO COUNTY FACILITIES, BUILDINGS, OR GROUNDS:**
- 38.1 SUBCONTRACTOR shall repair, or cause to be repaired, at its own cost, any and all damage to COUNTY facilities, buildings or grounds caused by SUBCONTRACTOR or employees or agents of SUBCONTRACTOR. Such repairs shall be made immediately after SUBCONTRACTOR has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- 38.2 If SUBCONTRACTOR fails to make timely repairs COUNTY may make any necessary repairs. All costs incurred by COUNTY, as determined by COUNTY, for such repairs shall be repaid by SUBCONTRACTOR by cash payment upon demand, or without limitation of all COUNTY's other rights and remedies provided at law or equity, or under this Agreement, COUNTY may deduct any such costs not repaid by SUBCONTRACTOR from any amounts due to CONTRACTOR from COUNTY under the Prime Contract.
39. **CONFIDENTIALITY:**
- 39.1 SUBCONTRACTOR shall maintain the confidentiality of all records obtained from the COUNTY or CONTRACTOR under this Agreement in accordance with all applicable Federal, State, or local laws, ordinances, regulations and directives relating to confidentiality.
- 39.2 SUBCONTRACTOR shall inform all of its officers, employees, and agents providing services hereunder of the confidentiality provisions of this Agreement.
40. **CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST:** Should the SUBCONTRACTOR require additional or replacement personnel after the Effective Date of this Agreement to perform the services set forth herein, the SUBCONTRACTOR 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 Agreement.
41. **CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS :**
- 41.1 Should SUBCONTRACTOR require additional or replacement personnel after the Effective Date of this Agreement, SUBCONTRACTOR shall give consideration for any such employment openings to participants in COUNTY's

Department of Public Social Services' Greater Avenues for Independence (GAIN) program or General Relief Opportunity for Work (GROW) Program who meet SUBCONTRACTOR's minimum qualifications for the open position. For this purpose, consideration shall mean that the SUBCONTRACTOR will interview qualified candidates. COUNTY will refer GAIN/GROW participants by job category to SUBCONTRACTOR.

- 41.2 In the event that both laid-off COUNTY employees and GAIN/GROW participants are available for hiring, COUNTY employees shall be give first priority.
42. **NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT:** SUBCONTRACTOR shall 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 1015.
43. **COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM**
- 43.1 Jury Service Program: This Agreement is subject to the provisions of COUNTY 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 of the Prime Contract and incorporated by reference into and made a part of this Agreement.
- 43.2 Written Employee Jury Service Policy
- 43.2.1. Unless SUBCONTRACTOR has demonstrated to COUNTY 's satisfaction either that SUBCONTRACTOR is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that SUBCONTRACTOR qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), SUBCONTRACTOR shall have and adhere to a written policy that provides that its Employees shall receive from SUBCONTRACTOR, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with SUBCONTRACTOR or that SUBCONTRACTOR deduct from the Employee's regular pay the fees received for jury service.
- 43.2.2. For purposes of this Paragraph 43, "subcontractor" means a person, partnership, corporation or other entity which has 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 COUNTY , or  
2) SUBCONTRACTOR 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.

43.2.3. If SUBCONTRACTOR is not required to comply with the Jury Service Program when the Agreement commences, SUBCONTRACTOR shall have a continuing obligation to review the applicability of its “exception status” from the Jury Service Program, and SUBCONTRACTOR shall immediately notify COUNTY if SUBCONTRACTOR at any time either comes within the Jury Service Program’s definition of “contractor” or if SUBCONTRACTOR no longer qualifies for an exception to the Jury Service Program. In either event, SUBCONTRACTOR shall immediately implement a written policy consistent with the Jury Service Program. COUNTY may also require, at any time during the Agreement and at its sole discretion, that SUBCONTRACTOR demonstrate to COUNTY ’s satisfaction that SUBCONTRACTOR either continues to remain outside of the Jury Service Program’s definition of “subcontractor” and/or that SUBCONTRACTOR continues to qualify for an exception to the program.

43.2.4. SUBCONTRACTOR’s violation of this Paragraph 43 may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar SUBCONTRACTOR from the award of future County contracts for a period of time consistent with the seriousness of the breach.

44. **NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW:** The SUBCONTRACTOR shall 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 the Prime Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

45. **SUBCONTRACTOR RESPONSIBILITY AND DEBARMENT:**

45.1 Responsible SUBCONTRACTOR: A responsible SUBCONTRACTOR is a SUBCONTRACTOR who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is COUNTY ’s policy to conduct business only with responsible SUBCONTRACTORS.

45.2 Chapter 2.202 of the County Code: The SUBCONTRACTOR is hereby notified that, in accordance with Chapter 2.202 of the County Code, if COUNTY acquires information concerning the performance of the SUBCONTRACTOR on this or other contracts which indicates that the SUBCONTRACTOR is not responsible,



COUNTY may, in addition to other remedies provided in the Agreement, debar the SUBCONTRACTOR 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 years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the SUBCONTRACTOR may have with COUNTY .

- 45.3 Non-responsible SUBCONTRACTOR: COUNTY may debar a SUBCONTRACTOR if the Board of Supervisors finds, in its discretion, that the SUBCONTRACTOR has done any of the following: (1) violated a term of a contract with COUNTY or a nonprofit corporation created by COUNTY , (2) committed an act or omission which negatively reflects on the SUBCONTRACTOR's quality, fitness or capacity to perform a contract with COUNTY , any other public entity, or a nonprofit corporation created by 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 COUNTY or any other public entity.
- 45.4 Contractor Hearing Board:
- 45.4.1. If there is evidence that the SUBCONTRACTOR may be subject to debarment, the Department will notify the SUBCONTRACTOR in writing of the evidence which is the basis for the proposed debarment and will advise the SUBCONTRACTOR of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 45.4.2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The SUBCONTRACTOR and/or the SUBCONTRACTOR'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 SUBCONTRACTOR should be debarred, and, if so, the appropriate length of time of the debarment. The SUBCONTRACTOR and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 45.4.3. 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.
- 45.4.4. If a SUBCONTRACTOR has been debarred for a period longer than five (5) years, that SUBCONTRACTOR 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 SUBCONTRACTOR 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.

45.4.5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the SUBCONTRACTOR 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.

45.4.6. 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.

46. **ENTIRE AGREEMENT:** The body of this Agreement and the Exhibits hereto constitutes the complete and exclusive statement of understanding between CONTRACTOR and SUBCONTRACTOR which supersedes all previous agreements, written or oral, and all communications relating to the subject matter of this Agreement.
47. **CONSTRUCTION:** Whenever examples are used in this Agreement with the words "including," "for example," "e.g.," "such as," "etc.," or any derivation of such words, such examples are intended to be illustrative and not limiting.

**SUBCONTRACT AGREEMENT TO  
COUNTY AGREEMENT NUMBER \_\_\_\_\_**

IN WITNESS WHEREOF, CONTRACTOR and SUBCONTRACTOR have caused this Agreement to be subscribed by their duly authorized officers on the day, month and year first above written.

**CONTRACTOR**

**SUBCONTRACTOR**

*[Name of Contractor]*

*[Name of Subcontractor]*

By \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_  
Name:  
Title:

**Exhibit 1  
Statement of Work**

(To be prepared by CONTRACTOR  
and SUBCONTRACTOR)

**Exhibit 2**  
**Additional Terms and Conditions**

(To be prepared by CONTRACTOR  
and SUBCONTRACTOR)

**Exhibit 3**  
**SUBCONTRACTOR EMPLOYEE ACKNOWLEDGEMENT,  
CONFIDENTIALITY & ASSIGNMENT OF RIGHTS**

PROJECT NAME: \_\_\_\_\_

SUBCONTRACTOR/EMPLOYER NAME: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

LA COUNTY CONTRACT NUMBER: \_\_\_\_\_

Your employer referenced above has entered into a subcontract with the above referenced Contractor to provide certain services to the County of Los Angeles ("County") under the above-referenced County contract ("Prime Contract"). County requires your signature on this Subcontractor Employee Acknowledgement, Confidentiality & Assignment of Rights ("Agreement").

**EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Subcontractor referenced above is my sole employer for purposes of the above referenced Prime 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 Prime 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 Prime 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.

**CONFIDENTIALITY AGREEMENT:**

You may be involved with Work pertaining to services provided by the County of Los Angeles and, if so, you may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, you 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. If you are to be involved in County Work, the County must ensure that you, too, will protect the confidentiality of such data and information. Consequently, you must sign this Agreement as a condition of your Work to be provided by your employer for the County. Please read this Agreement and take 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 related to the above referenced Prime Contract. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

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 the Prime Contract by myself and/or by any other person of which I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of Work related to the Prime Contract, or termination of my employment with my employer, whichever occurs first.

#### **ASSIGNMENT OF PROPRIETARY RIGHTS:**

As used in this Agreement, "Works" means (a) any inventions, trade secrets, ideas, original works of authorship or Confidential Information (as defined below) that I conceive, develop, discover or make in whole or in part during my employment with Subcontractor which relates to the Prime Contract, (b) any inventions, trade secrets, ideas, original works of authorship or Confidential Information (as defined below) that I conceive, develop, discover or make in whole or in part during or after my employment with Subcontractor which are made through the use of any of Subcontractor's equipment, facilities, supplies, trade secrets or time, or which result from any work I perform for Subcontractor, and (c) any part or aspect of any of the foregoing. "Confidential Information" means all information or material disclosed to or known by me as a consequence of my employment with Subcontractor, including third party information or information disclosed by County that Subcontractor treats as confidential, and any information disclosed to or developed by me or embodied in or relating to the Works.

All Works shall belong exclusively to Subcontractor whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be "works made for hire" under the United States Copyright Act, and Subcontractor shall be deemed to be the author thereof.

If and to the extent any Works are determined not to constitute "works made for hire," or if any rights in the Works do not accrue to Subcontractor as a work made for hire, I irrevocably assign and transfer to Subcontractor to the maximum extent permitted by law all right, title and interest in the Works, including all copyrights, patents, trade secret rights, and other proprietary rights in or relating to the Works. Without limiting the foregoing, I irrevocably assign and transfer to Subcontractor all economic rights to the Works, including the exclusive and unrestricted right to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, import, export, transfer, convey and otherwise exploit the Works.

I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works.

I expressly approve any and all modifications, uses, publications and other exploitation of the Works that Subcontractor or any successor or transferee of Subcontractor may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation, or will be deemed to constitute a distortion or mutilation of the Works.

I agree to provide any assistance reasonably requested by Subcontractor, now and in the future, to obtain United States or foreign letters patent and copyright registrations covering inventions and original works of authorship belonging or assigned to Subcontractor. I shall execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the U.S. Copyright Office, the U.S. Patent and Trademark Office, or any other entity). If Subcontractor is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated to transfer or assign, I irrevocably designate and appoint Subcontractor and its duly authorized officers and agents as my agent and attorney in fact, to act for and on its behalf and stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest and is irrevocable.

This Agreement shall be construed in accordance with the provisions of Section 2870 of the California Labor Code (the text of which follows) relating to inventions made by an employee. Accordingly, this Agreement is not intended and shall not be interpreted to assign to or vest in Subcontractor any of my rights in any inventions developed entirely on my own time without using Subcontractor's equipment, supplies, facilities, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the invention to Subcontractor's business or the actual or demonstrably anticipated research or development of Subcontractor, or result from any work I performed for Subcontractor.

California Labor Code Section 2870. Employment Agreements; Assignment of Rights

(a) Any provision in an employment agreement which provides that an employee shall assign or offer to assign any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.



(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

I acknowledge that violation of this Agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed: \_\_\_\_\_

Position: \_\_\_\_\_

**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: \_\_\_\_\_

**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: \_\_\_\_\_

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.

**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

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

6. A purchase card 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.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard as determined by the chief administrative officer or the contractor has a long-standing practice that defines a full-time schedule as less than 40 hours per week.

**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.

**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.

**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.

### **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.

### **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.

### **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.

**SAFELY SURRENDERED BABY LAW**

Posters and Fact Sheets are available in English and Spanish for printing purposes at the following website:

[www.babysafela.org](http://www.babysafela.org)

# **No shame. No blame. No names.**

**Newborns can be safely given up  
at any Los Angeles County  
hospital emergency room or fire station.**



**In Los Angeles County:  
1-877-BABY SAFE  
1-877-222-9723  
[www.babysafela.org](http://www.babysafela.org)**



**State of California**  
Gray Davis, Governor

**Health and Human Services Agency**  
Grantland Johnson, Secretary

**Department of Social Services**  
Rita Saenz, Director



**Los Angeles County Board of Supervisors**  
Gloria Molina, Supervisor, First District  
Yvonne Brathwaite Burke, Supervisor, Second District  
Zev Yaroslavsky, Supervisor, Third District  
Don Knabe, Supervisor, Fourth District  
Michael D. Antonovich, Supervisor, Fifth District

This initiative is also supported by First 5 LA and INFO LINE of Los Angeles.



### What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn 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 give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs 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, workers 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.

### What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their newborns 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?

In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.

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

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

### Does a parent have to tell anything to the people taking the baby?

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

### What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

### What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

### Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts 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 nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

### A baby's story

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

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**Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.**

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***It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in any Los Angeles County hospital ER or fire station.***

# **Sin pena. Sin culpa. Sin peligro.**

**Los recién nacidos pueden ser entregados  
en forma segura en la sala de emergencia de  
cualquier hospital o en un cuartel de bomberos  
del Condado de Los Angeles.**



**En el Condado de Los Angeles:**

**1-877-BABY SAFE**

**1-877-222-9723**

**[www.babysafela.org](http://www.babysafela.org)**



**Estado de California**  
Gray Davis, Gobernador

**Agencia de Salud y Servicios Humanos**  
(Health and Human Services Agency)  
Grantland Johnson, Secretario

**Departamento de Servicios Sociales**  
(Department of Social Services)  
Rita Saenz, Directora



**Consejo de Supervisores del Condado de Los Angeles**

Gloria Molina, Supervisora, Primer Distrito

Yvonne Brathwaite Burke, Supervisora, Segundo Distrito

Zev Yaroslavsky, Supervisor, Tercer Distrito

Don Knabe, Supervisor, Cuarto Distrito

Michael D. Antonovich, Supervisor, Quinto Distrito

Esta Iniciativa tambien esta apollada por First 5 LA y INFO LINE de Los Angeles.



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

La Ley de Entrega de Bebés Sin Peligro de California permite a los padres entregar a su recién nacido confidencialmente. Siempre que el bebé no haya sufrido abuso ni negligencia, padres pueden entregar a su recién nacido sin temor a ser arrestados o procesados.

### ¿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 del nacimiento. El bebé debe ser entregado a un empleado de una sala de emergencias o de un cuartel de bomberos del Condado de Los Angeles. 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 brazalete y el padre/madre recibirá un brazalete igual.

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

Los padres que cambien de opinión pueden empezar el proceso de redamar 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 Angeles, al 1-800-540-4000.

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

En la mayoría de los casos, los padres son los que llevan al bebé. La ley permite que otras personas lleven al bebé si tienen la custodia legal del menor.

### ¿Los padres deben llamar antes de llevar al bebé?

No. El padre/madre puede llevar a su bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, mientras que entregue a su bebé a un empleado del hospital o de un cuartel de bomberos.

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

No. Sin embargo, el personal del hospital le pedirá que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para los cuidados que recibirá el bebé. Es recomendado llenar este cuestionario, pero no es obligatorio hacerlo.

### ¿Qué ocurrirá con el bebé?

El bebé será examinado y, de ser necesario, recibirá tratamiento médico. Luego el bebé se entregará a un hogar preadoptivo.

### ¿Qué pasará con el padre/madre?

Una vez que los padres hayan entregado a su bebé en forma segura, serán libres de irse.

### ¿Por qué California hace esto?

La finalidad de la Ley de Entrega de Bebés Sin Peligro es proteger a los bebés del abandono por parte de sus padres y de la posibilidad de que mueran o sufran daños. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Es posible que los padres que cometieron estos actos hayan estado atravesando dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus recién nacidos porque tenían miedo y no tenían adonde recurrir para obtener ayuda. El abandono de un recién nacido lo pone en una situación de peligro extremo. Además es ilegal. Muy a menudo el abandono provoca la muerte del bebé. Ahora, gracias a la Ley de Entrega de Bebés Sin Peligro, esta tragedia ya no debe suceder nunca más en California.

### Historia de un bebé

A las 8:30 a.m. del jueves 25 de julio de 2002, se entregó un bebé recién nacido saludable en el St. Bernardine Medical Center en San Bernardino, en virtud de las disposiciones de la Ley de Entrega de Bebés Sin Peligro. Como lo establece la ley, la madre del bebé no se tuvo que identificar. Cuando el bebé llegó a la sala de emergencias, un pediatra lo revisó y determinó que el bebé estaba saludable y no tenía problemas. El bebé fue ubicado con una buena familia, mientras se iniciaban los trámites de adopción.

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Cada recién nacido merece una  
oportunidad de tener una vida saludable.  
Si alguien que usted conoce está pensando  
en abandonar a un recién nacido, infórmele  
qué otras opciones tiene.

---

*Es mejor que las mujeres busquen ayuda para recibir atención médica y asesoramiento adecuado durante el embarazo. Pero al mismo tiempo, queremos asegurarles a los padres que optan por no quedarse con su bebé que no irán a la cárcel si dejan a sus bebés en buenas manos en cualquier sala de emergencia de un hospital o en un cuartel de bomberos del Condado de Los Angeles.*

(Contractor Name and Address)		<b>1 TRANSMITTAL DATE</b>
<b>1.1.1 TASK/DELIVERABLE ACCEPTANCE CERTIFICATE</b>		<b>2 CONTRACT NUMBER</b>
		<b>TITLE</b>
		<b>3</b>
<b>3.1 FROM:</b> <b>3.2</b> _____ <b>3.3 CONTRACTOR PROJECT DIRECTOR</b> (Signature Required)	<b>3.4 TO: MICHAEL PETRUCELLO</b> <b>COUNTY PROJECT DIRECTOR</b> Asst. Registrar-Recorder/County Clerk	
<b>3.5</b> CONTRACTOR HEREBY CERTIFIES TO COUNTY THAT AS OF THE DATE OF THIS TASK/DELIVERABLE ACCEPTANCE CERTIFICATE, IT HAS SATISFIED ALL CONDITIONS PRECEDENT IN THE AGREEMENT, INCLUDING THE EXHIBITS THERETO TO THE COMPLETION OF THE TASKS AND DELIVERY OF THE DELIVERABLES SET FORTH BELOW, INCLUDING SATISFACTION OF THE COMPLETION CRITERIA APPLICABLE TO SUCH TASKS AND DELIVERABLES AND COUNTY'S APPROVAL OF THE WORK PERFORMED IN CONNECTION WITH THE ACHIEVEMENT OF SUCH TASK. CONTRACTOR FURTHER REPRESENTS AND WARRANTS THAT THE WORK PERFORMED IN RESPECT OF SUCH TASKS AND DELIVERABLES HAS BEEN COMPLETED IN ACCORDANCE WITH THE EXHIBIT A (STATEMENT OF WORK). COUNTY'S APPROVAL AND SIGNATURE CONSTITUTES AN ACCEPTANCE OF THE TASKS AND DELIVERABLES LISTED BELOW.		
<b>4 TASK DESCRIPTION</b> (including Task and subtask numbers as set forth in the Statement of Work)	<b>5 DELIVERABLES</b> (including Deliverable numbers as set forth in the Statement of Work)	
<b>Comments:</b>  		
Attached hereto is a copy of all supporting documentation required pursuant to the Agreement and Exhibit A (Statement of Work), including any additional documentation reasonably requested by County.		
<b>5.1.1.1 County Acceptance:</b> <b>5.1.1.1.1</b> NAME _____ SIGNATURE _____ DATE _____ County Project Director		

## County of Los Angeles – Community Business Enterprise Program (CBE)

### Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

**1. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: \_\_\_\_\_

- ☐ **I AM NOT** A Local SBE certified by the County of Los Angeles Office of Affirmative Action  
☐ **I AM** Compliance as of the date of this proposal/bid's submission.  
☐ As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.

**My County (WebVen) Vendor Number:** \_\_\_\_\_

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to gender, race, creed, or color.

<b>Business Structure:</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Please Specify) _____						
<b>Total Number of Employees</b> (including owners): _____						
<b>Race/Ethnic Composition of Firm.</b> Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian/Alaskan Native						
Filipino American						
White						

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian/Alaskan Native	Filipino American	White
Men						
Women						

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.**

<b>Authorized Signature</b>	<b>Title:</b>	<b>Date:</b>
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Department of the Treasury  
Internal Revenue Service

## Notice 1015

(Rev. December 2005)

### Have You Told Your Employees About the Earned Income Credit (EIC)?

#### What Is the EIC?

The EIC is a refundable tax credit for certain workers.

#### Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

**Note.** You are encouraged to notify each employee whose wages for 2005 are less than \$37,263 that he or she may be eligible for the EIC.

#### How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2006.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice by calling 1-800-829-3676, or from the IRS website at [www.irs.gov](http://www.irs.gov).

#### How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2005 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

#### How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2005 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2005 and owes no tax but is eligible for a credit of \$799, he or she must file a 2005 tax return to get the \$799 refund.

#### How Do My Employees Get Advance EIC Payments?

Eligible employees who expect to have a qualifying child for 2006 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

**INVOICE DISCREPANCY REPORT****1. ISSUE:**

Today's Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Subject Invoice: \_\_\_\_\_

Invoice Number of Subject Invoice: \_\_\_\_\_

Total Value of Subject Invoice: \_\_\_\_\_

Disputed Value of Subject Invoice: \_\_\_\_\_

Description of Disputed Charges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. REVIEWED/SIGNED:**

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

County Project Director (CPD)

**3. CONTRACTOR RESPONSE (completed by Contractor's Project Manager):**

Date received from CPD: \_\_\_\_\_

Explanation regarding Disputed Charges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Contractor Project Director