

C O N T R A C T

This Contract entered into this 12<sup>th</sup> day of September 2023, by, and between, the County of Ventura, a political subdivision of the State of California, hereinafter called "County" and Constant and Associates, Inc., hereinafter called "Contractor."

W I T N E S S E T H

WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of producing a COVID- 19 After Action Report and Implementation Plan

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **SERVICES TO BE PERFORMED BY CONTRACTOR**

In consideration of the payments hereinafter set forth, Contractor will perform services for, and deliver such products to County in accordance with the terms, conditions and specifications set forth herein and Exhibit A, attached hereto.

2. **PAYMENTS**

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, County will make payment to Contractor in the manner specified in Exhibit B.

3. **INDEPENDENT CONTRACTOR**

No relationship of employer and employee is created by this Contract, it being understood that Contractor is an independent contractor, and neither Contractor nor any of the persons performing services for Contractor pursuant to this Contract, whether said person be member, partner, employee, subcontractor, or otherwise, will have any claim under this Contract or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

It is further understood and agreed by the parties hereto that, except as provided in this Contract, Contractor in the performance of its obligation hereunder is subject to the control or direction of County merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

If, in the performance of this Contract, any third persons are employed by Contractor, such persons will be entirely and exclusively under direction, supervision and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, will be determined by Contractor, and County will have no right or authority over such persons or the terms of such employment, except as provided in this Contract.

The Contractor will comply with all of the provisions of the Worker's Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments, thereto; and all similar State and Federal acts or laws applicable; and will indemnify and hold harmless the County from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney's fees and costs, presented, brought or recovered against the County, for or on account of any liability under any of said Acts which may be incurred by reasons of any work to be performed under this Contract.

4. **NON-ASSIGNABILITY**

Contractor will not assign this Contract or any portion thereof, to a third party without the prior written consent of County, and any attempted assignment without such prior written consent will be null and void and will be cause, at County's sole and absolute discretion, for immediate termination of this Contract.

5. **TERM**

This Contract will be in effect from September 12, 2023 through June 30, 2024 subject to all the terms and conditions set forth herein.

This Contract may, upon mutual agreement, be extended for up to two (2) additional one (1) year periods.

Time is of the essence in the performance of this contract.

Continuation of the Contract is subject to the appropriation of funds for such purpose by the County's Board of Supervisors. If funds to effect such continued payment are not appropriated, County may terminate this project as thereby affected and Contractor will relieve County of any further obligation therefor.

6. **TERMINATION**

The County Purchasing Agent may terminate this Contract at any time for any reason by providing 10 days' written notice to Contractor. In the event of termination under this paragraph, Contractor will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this Contract. On completion or termination of this Contract, County will be entitled to immediate possession of and Contractor will furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by Contractor for this particular Contract prior to any termination. Contractor may retain copies of said original documents for Contractor's files. Contractor hereby expressly waives any and all claims for damages or compensation arising under this Contract except as set forth in this paragraph in the event of such termination.

This right of termination belonging to the County of Ventura may be exercised without prejudice to any other remedy which it may be entitled at law or under this Contract.

7. **DEFAULT**

If Contractor defaults in the performance of any term or condition of this Contract, Contractor must cure that default by a satisfactory performance within 10 days after service upon Contractor of written notice of the default. If Contractor fails to cure the default within that time, then County may terminate this Contract without further notice.

The foregoing requirement for written notice and opportunity to cure does not apply with respect to paragraph 4 above.

8. **INDEMNIFICATION, HOLD HARMLESS AND WAIVER OF SUBROGATION**

All activities and/or work covered by this Contract will be at the risk of Contractor alone. Contractor agrees to defend, indemnify, and save harmless the County, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any and all claims, lawsuits, whether against Contractor, County or others, judgments, debts, demands and liability, including without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of the obligations herein described or undertaken or out of operations conducted or subsidized in whole or in part by Contractor, save and except claims or litigation arising through the sole negligence or wrongdoing and/or sole willful misconduct of County. Contractor agrees to waive all rights of subrogation against County for losses arising directly or indirectly from the activities and/or work covered by this Contract.

9. **INSURANCE PROVISIONS**

A) Contractor, at its sole cost and expense, will obtain and maintain in full force during the term of this Contract the following types of insurance:

- 1) General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, and broad form blanket contractual.
- 2) Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
- 3) Professional Liability coverage in the minimum amount of \$1,000,000 each occurrence and \$2,000,000 aggregate.

B) All insurance required will be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.

C) County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.

- D) The County, and any applicable Special Districts are to be named as Additional Insured as respects to work done by Contractor under the terms of this Contract for General Liability Insurance.
- E) Contractor agrees to waive all rights of subrogation against the County, Its Boards, Agencies, Departments, any applicable Special Districts, Officers, Employees, Agents and Volunteers for losses arising from work performed by Contractor under the terms of this Contract.
- F) Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.
- G) Contractor agrees to provide County with the following insurance documents on or before the effective date of this Contract:
  - 1. Certificates of Insurance for all required coverage.
  - 2. Additional Insured endorsement for General Liability Insurance.
  - 3. Waiver of Subrogation endorsement (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others) for Workers' Compensation.

Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

10. **NON-DISCRIMINATION**

A) General.

No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Contract.

B) Employment.

Contractor will insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Contract. Contractor's personnel policies will be made available to County upon request.

11. **SUBSTITUTION**

If particular people are identified in Exhibit A as working under this Contract, the Contractor will not assign others to work in their place without written permission from the County Purchasing Agent. Any substitution will be with a person of commensurate experience and knowledge.

12. **INVESTIGATION AND RESEARCH**

Contractor by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this Contract is to be based upon such investigation and research, and not upon any representation made by the County or any of its officers, agents or employees, except as provided herein.

13. **CONTRACT MONITORING**

The County will have the right to review the work being performed by the Contractor under this Contract at any time during Contractor's usual working hours. Review, checking, approval or other action by the County will not relieve Contractor of Contractor's responsibility for the thoroughness of the services to be provided hereunder. This Contract will be administered by the Human Services Agency, Katherine Rhodes, or his/her authorized representative.

14. **ADDENDA**

County may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation which are mutually agreed upon by and between County and Contractor will be effective when incorporated in written amendments to this Contract.

15. **CONFLICT OF INTEREST**

Contractor covenants that Contractor presently has no interest, including, but not limited to, other projects or independent contracts, and will not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. Contractor further covenants that in the performance of this Contract no person having such interest will be employed or retained by Contractor under this Contract.

16. **CONFIDENTIALITY**

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this Contract which County requests in writing to be kept confidential, will not be made available to any individual or organization by Contractor without the prior written approval of the County except as authorized by law.

17. **NOTICES**

All notices required under this Contract will be made in writing and addressed or delivered as follows:

TO COUNTY: County of Ventura  
General Services Agency  
Procurement Services  
800 South Victoria Avenue, L#1080  
Ventura, CA 93009

TO CONTRACTOR: Constant and Associates, Inc.  
21250 Hawthorne Blvd, Suite 400  
Torrance, CA 90503

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons of departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

18. **MERGER CLAUSE**

This Contract supersedes any and all other contracts, either oral or written, between Contractor and the County, with respect to the subject of this Contract. This Contract contains all of the covenants and contracts between the parties with respect to the services required hereunder. Contractor acknowledges that no representations, inducements, promises or contracts have been made by or on behalf of County except those covenants and contracts embodied in this Contract. No contract, statement, or promise not contained in this Contract will be valid or binding.

19. **ORDER OF PRECEDENCE**

This Contract supersedes all previous agreements, understandings and representations of any nature whatsoever, whether oral or written, and constitutes the entire understanding between the parties hereto.

This Contract may not be altered, amended, or modified except by written instrument signed by the duly authorized representative of both parties. In the event of an inconsistency in this Contract, the inconsistency shall be resolved in the following order:

1. This Contract;
2. County of Ventura RFP 6132 dated May 19, 2023.
3. BAFO Response and negotiated revisions dated July 11, 2023;
4. Contractor's proposal to RFP 6132 dated May 19, 2023.

20. **GOVERNING LAW**

The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties under this Contract, will be construed pursuant to and in accordance with the laws of the State of California.

21. **SEVERABILITY OF CONTRACT**

If any term of this Contract is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract terms will remain in full force and effect and will not be affected.

22. **CUMULATIVE REMEDIES**

The exercise or failure to exercise of legal rights and remedies by the County in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this Contract.

23. **COMPLIANCE WITH LAWS**

Each party to this Contract will comply with all applicable laws.

24. **CONSTRUCTION OF COVENANTS AND CONDITIONS**

Each term and each provision of this Contract will be construed to be both a covenant and a condition.

25. **NON-EXCLUSIVITY**

The County reserves the right to contract with providers of similar services and/or equipment other than the Contractor when it is reasonably determined to be in the best interest of the County.

IN WITNESS WHEREOF the parties hereto have executed this Contract.

**COUNTY OF VENTURA**

**CONSTANT AND ASSOCIATES, INC.**



\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Samantha Crostic

\_\_\_\_\_  
Michelle Constant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Senior Buyer

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
09-05-2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
20-4057497

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
C2908036

\_\_\_\_\_  
Secretary of State Entity Number

**CONSTANT AND ASSOCIATES, INC.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\* If a corporation, this Contract must be signed by two specific corporate officers.

The first signature must be from either (1) the Chief Executive Officer, (2) the Chairman of the Board, (3) the President, or (4) a Vice President.

The second signature must be from either (a) the Secretary, (b) an Assistant Secretary, (c) the Chief Financial Officer(or Treasurer), or (d) and Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the company for this Contract.

## EXHIBIT "A"

### CONTRACTOR RESPONSIBILITIES

See Exhibit A Scope of Work

### COMPENSATION SCHEDULE

Payment terms are typically Net 30 Days, deliverable based as described in Exhibit B. Upfront payments are allowed in limited situations. Reimbursement for travel and expenses are to be in accordance with the County's expense reimbursement policy (Administrative Manual).

## Exhibit A - Scope of Work

The COVID-19 After Action Report will cover the period of January 2020 through February 2023 and will cover each of the 15 focus areas listed below. As part of the evaluation of each of these focus areas the diversity, equity and inclusion aspects of the focus area will also be reviewed and included in the area's list of strengths, gaps, and areas of improvement.

1. Coordination with the State, neighboring counties and local; Municipalities, Special Districts and Educational Institutions
2. Coordination with Community Based, Faith Based and Advocacy Organizations
3. Public Information Management and Dissemination
4. Community Testing & Vaccinations
5. Emergency Management / EOC Coordination
6. Hospital Preparedness and Response
7. Community Assistances and Recovery (Elderly, Renters, Farmworkers etc.)
8. Business Reopening and Recovery Efforts
9. Public Health Order and Guidance Development and Decision Making
10. Response Logistics & County Preparedness
11. County Department Coordination
12. County Staff and Operations (Impacts, Protections and Accommodations)
13. Emergency Procurement, Accounts Payable and Cost Recovery
14. Disaster Service Worker Program
15. Project Roomkey / Project Homekey Housing Efforts

### **Contractor Responsibilities:**

1. Contractor will conduct an initial project planning meeting with the County Project Manager. Discuss project scope and deliverables and validate the vendor's proposed work plan and staffing. Identify key agencies/stakeholders (including local government, healthcare systems, COVID-19 specific workgroups and our various community-based organizations) and County departments which should be interviewed to clarify the topics for discussion during the subsequent interviews, surveys, and discussions.

2. Contractor will establish list of primary and secondary points of contacts in each focus area.
3. Contractor will describe the process for conducting data, fact and feedback gathering related to the listed focus areas that may include but aren't limited to:
  - a. Previously written evaluations and notes
  - b. Key Response Documents
  - c. Agency and Department Provided Timelines
  - d. State Orders, Recommendations and Actions
  - e. Distribution and receiving of surveys or input from at least the following groups:
    - i. Response staff
    - ii. County Departments
    - iii. Key agencies / stakeholders
    - iv. Community based organizations
    - v. Residents and community members
  - f. Contractor will conduct a minimum of 15 facilitated discussions with County staff sufficient to cover the focus areas listed in the previous section. (Note: Some focus areas may be combined into a single discussion, other focus areas may require multiple discussions.
  - g. Contractor will conduct a minimum of 5 meetings/townhalls with the multiple external stakeholder organizations noted in the previous section, including other government jurisdictions and County; business, community-based, faith based, and advocacy organizations.
4. Contractor will assemble the collected information into a draft AAR which will document a summary of the County's response, assess strengths, gaps, lessons learned and areas for improvement along with a strategic "roadmap" for implementing recommended improvements.

The draft AAR shall be organized to include at a minimum, the following:

- Executive summary
- Description of the process used to develop the AAR
- Summary of the response, including key dates, milestones, etc.
- Summary narrative description of the environmental context, beginning-state, response progression and end-state in each focus area.

- Findings and analysis of findings (strengths, gaps and areas for improvement)
  - References to applicable plans and procedures (utilized or not utilized)
  - Recommendations for potential corrective actions to be considered for the Improvement Plan (to include primary agencies of responsibility, potential methods to effectively implement recommended improvements, prioritization, and resource estimations to complete concepts.
  - Conclusion
5. The AAR and Implementation Plan will be finalized by Contractor through incorporation of the corrections, clarifications and other feedback provided by a Project Steering Committee and partner agencies.
  6. Contractor will develop a PowerPoint Report Summary and present the final AAR and implementation Plan and PowerPoint Report Summary to the County Board of Supervisors.
  7. Contractor will conduct all communications and coordination utilizing a combination of virtual and in-person meetings.
  8. Contractor will submit, via email, project status reports to County project manager on a bi-weekly basis during contract execution.

**Deliverables:**

Contractor will furnish the following deliverables:

- Approval of Project Work Plan
- Approval of surveys (Internal and Response Partners)
- Completed survey responses (Internal and Response Partners)
- Facilitated discussions (15 minimum)
- Meetings/townhalls with (5 minimum)
- Summary report of input collected from community meetings/townhalls
- Draft and final AAR and Implementation Plan
- PowerPoint Presentation and Briefing to the County Board of Supervisors.

**Additional Options:**

Contractor will provide the following additional services at the sole discretion of the County:

1. Additional 3-day trips with up to 6 additional or follow-up facilitated discussions per trip.
2. Additional surveys, including all related translation, distribution and data collection associated with each additional survey.
3. In-person town-halls.
4. Additional town halls including all related preparatory and results collation and reporting.
5. Additional one-on-one interviews.
6. Additional attendees for town halls.

EXHIBIT A - SCHEDULE OF MILESTONES



**Schedule of Milestones**

CONSTANT provides a sample schedule of milestones in the chart below to develop Ventura County's COVID-19 AAR and IP, based on the assumption of contract approval by the BOS on September 12, 2023. The proposed timeline assumes that the COVID-19 AAR and IP and accompanying materials for the BOS Presentation will be finalized by March 15, 2024, but that the actual conduct of the BOS Presentation will occur in 2024 in alignment with the BOS schedule. The timeline will be solidified within the PMP provided during project initiation as an outcome of the Initial Project Planning Meeting. Any adjustments to timeline will continue to be codified within an updated PMP as required. This includes adjustments to deliverables, like townhalls, that coincide with winter holidays when County and stakeholder availability may be limited.

**Table 1.** Timeline. Our schedule features bi-weekly check-in meetings with deliverables executed concurrently where recommended. Gray bars show when significant work is performed on a subtask, red circles show draft deliverables or event material development, and blue circles show final deliverables or anticipated event conduct. We are happy to adjust this schedule as desired by the County and as an outcome of project initiation.

	Week of Project Conduct											
	Sept. 12- 29	Oct. 1- 15	Oct. 16- 31	Nov. 1- 15	Nov. 16- 30	Dec. 1- 15	Dec. 16- 31	Jan. 1- 15	Jan. 16- 31	Feb. 1- 15	Feb. 16- 29	Mar. 1- 15
<b>Project Initiation and Project Management</b>	<b>Phase I</b>											
<i>Implement Project Management Systems</i>	●											
<i>Initial Project Planning Meeting</i>	●											
<i>PMP/QAQC Plan</i>	●	●										
<i>Project Overview Flyer</i>	●	●										
<i>Project Steering Committee Roster</i>		●										
<i>Contact List Roster</i>		●										
<i>Bi-Weekly Check-Ins</i>	●	●	●	●	●	●	●	●	●	●	●	●
<i>Bi-Weekly Status Reports</i>	●	●	●	●	●	●	●	●	●	●	●	●
<b>Data Collection</b>	<b>Phase II</b>											
<i>Documentation Review</i>				●								
<i>Surveys</i>			●	●								
<i>Facilitated Discussions</i>				●	●	●						
<i>Townhalls</i>						●	●	●				
<i>Interviews</i>			●	●	●	●						

	Week of Project Conduct											
	Sept. 12- 29	Oct. 1- 15	Oct. 16- 31	Nov. 1- 15	Nov. 16- 30	Dec. 1- 15	Dec. 16- 31	Jan. 1- 15	Jan. 16- 31	Feb. 1- 15	Feb. 16- 29	Mar. 1- 15
<i>Data Summary</i>								●	●			
<b>AAR and IP Development</b>						<b>Phase III</b>						
<i>Annotated Outline</i>							●					
<i>Draft 1</i>									●			
<i>Draft 2</i>										●		
<i>After Action Meeting</i>									●	●		
<i>Final Draft</i>												●
<i>BOS Presentation Materials</i>												●

# Exhibit B

## Attachment "B" - Fee Proposal Schedule

### County of Ventura RFP 6132

Vendors shall fill in all boxes under the columns marked – Cost Per Deliverable, Total, Contractor Staff Title (as applicable), Hourly Rate (as applicable), and Estimated Hours (as applicable). County of Ventura is requesting that this Fee Proposal Schedule list the costs for this project by deliverables as stated in the RFP document. Please provide a fee schedule following the information listed below.

Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 1: Project Work Plan Development and Approval</u></b>		
Materials	\$0.00	
Software	\$111.11	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$17,621.04	
		\$17,732.15
Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	16
Project Manager - Cindy Beard, MPH, PhD	\$114.46	44
Deputy Project Manager - Manny Rodriguez	\$101.36	44
Project Support - Tracy To, MPH, CPH	\$101.35	16
Project Support - TBD	\$125.00	32

Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 2: Survey(s) Development and Approval (Internal and Response Partners)</u></b>		
Materials	\$0.00	
Software	\$111.11	
Outsourced Services	\$4,500.00	
Travel Cost	\$0.00	
Labor	\$25,035.40	
		\$29,646.51
Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	10
Project Manager - Cindy Beard, MPH, PhD	\$114.46	65
Deputy Project Manager - Manny Rodriguez	\$101.36	65
Project Support - Tracy To, MPH, CPH	\$101.35	50
Project Support - TBD	\$125.00	35
Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 3: Survey responses (Internal and Response Partners) collated and documented.</u></b>		
Materials	\$0.00	
Software	\$111.11	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$22,423.10	
		\$22,534.21

Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	10
Project Manager - Cindy Beard, MPH, PhD	\$114.46	50
Deputy Project Manager - Manny Rodriguez	\$101.36	50
Project Support - Tracy To, MPH, CPH	\$101.35	50
Project Support - TBD	\$125.00	40
Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 4: Facilitated Discussions (15 minimum)</u></b>		
Materials	\$3,600.00	
Software	\$111.11	
Outsourced Services	\$0.00	
Travel Cost	\$14,500.00	
Labor	\$51,144.75	
		\$69,355.86
Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	50
Project Manager - Cindy Beard, MPH, PhD	\$114.46	100
Deputy Project Manager - Manny Rodriguez	\$101.36	100
Project Support - Tracy To, MPH, CPH	\$101.35	85
Project Support - TBD	\$125.00	105

Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 5: Meetings/Townhalls (5 minimum)</u></b>		
Materials	\$0.00	
Software	\$111.11	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$18,237.90	
		\$18,349.01
Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	10
Project Manager - Cindy Beard, MPH, PhD	\$114.46	40
Deputy Project Manager - Manny Rodriguez	\$101.36	40
Project Support - Tracy To, MPH, CPH	\$101.35	30
Project Support - TBD	\$125.00	40
Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 6: Summary Report of Input Collected From Community Meetings/Townhalls</u></b>		
Materials	\$0.00	
Software	\$111.11	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$6,789.72	
		\$6,900.83

Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	6
Project Manager - Cindy Beard, MPH, PhD	\$114.46	18
Deputy Project Manager - Manny Rodriguez	\$101.36	18
Project Support - Tracy To, MPH, CPH	\$101.35	12
Project Support - TBD	\$125.00	6

Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 7: DRAFT After Action Report and Implementation Plan</u></b>		
Materials	\$0.00	
Software	\$111.11	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$41,035.90	
		\$41,147.01

Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	25
Project Manager - Cindy Beard, MPH, PhD	\$114.46	95
Deputy Project Manager - Manny Rodriguez	\$101.36	95
Project Support - Tracy To, MPH, CPH	\$101.35	90
Project Support - TBD	\$125.00	60

Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 8: FINAL Action Report and Implementation Plan</u></b>		
Materials	\$0.00	
Software	\$111.11	
Outsourced Services	\$3,000.00	
Travel Cost	\$0.00	
Labor	\$9,052.70	
		\$12,163.81
Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	10
Project Manager - Cindy Beard, MPH, PhD	\$114.46	30
Deputy Project Manager - Manny Rodriguez	\$101.36	30
Project Support - Tracy To, MPH, CPH	\$101.35	10
Project Support - TBD	\$125.00	0
Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 9: Powerpoint Presentation Development/Delivery</u></b>		
Materials	\$0.00	
Software	\$111.11	
Outsourced Services	\$0.00	
Travel Cost	\$2,200.00	
Labor	\$7,607.56	
		\$9,918.67

Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	10
Project Manager - Cindy Beard, MPH, PhD	\$114.46	28
Deputy Project Manager - Manny Rodriguez	\$101.36	28
Project Support - Tracy To, MPH, CPH	\$101.35	0
Project Support - TBD	\$125.00	0
<b>TOTAL. Proposed Project Cost</b>		\$227,748.07

# Exhibit B

## BAFO Options

### Attachment "B" - Fee Proposal Schedule

### County of Ventura RFP 6132

Vendors shall fill in all boxes under the columns marked – Cost Per Deliverable, Total, Contractor Staff Title (as applicable), Hourly Rate (as applicable), and Estimated Hours (as applicable). County of Ventura is requesting that this Fee Proposal Schedule list the costs for this project by deliverables as stated in the RFP document. Please provide a fee schedule

**Q1: Additional three (3) day trip to accommodate six (6) additional facilitated discussions**

**\$23,227.32**

Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 4: Facilitated Discussions (15 minimum)</u></b>		
Materials	\$1,440.00	
Software	\$0.00	
Outsourced Services	\$0.00	
Travel Cost	\$7,250.00	
Labor	\$14,537.32	
		\$23,227.32
		This total is for an additional three (3) day trip to accommodate six (6) additional facilitated discussions.
Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	12
Project Manager - Cindy Beard, MPH, PhD	\$114.46	40
Deputy Project Manager - Manny Rodriguez	\$101.36	40
Project Support - Tracy To, MPH, CPH	\$101.35	20
Project Support - TBD	\$125.00	16

<b>Q2: Development, approval, and analysis of an additional survey</b>		<b>\$10,635.39</b>	
<b>Deliverables</b>	<b>Cost Per Deliverable</b>	<b>Total</b>	This total includes development and approval of an additional survey.
<b><u>Deliverable 2: Survey(s) Development and Approval (Internal and Response Partners)</u></b>			
Materials	\$0.00		
Software	\$0.00		
Outsourced Services	\$900.00		
Travel Cost	\$0.00		
Labor	\$5,151.35		
		<b>\$6,051.35</b>	
<b>Contractor Staff Title</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	5	
Project Manager - Cindy Beard, MPH, PhD	\$114.46	15	
Deputy Project Manager - Manny Rodriguez	\$101.36	15	
Project Support - Tracy To, MPH, CPH	\$101.35	5	
Project Support - TBD	\$125.00	5	

Deliverables	Cost Per Deliverable	Total	
<b><u>Deliverable 3: Survey responses (Internal and Response Partners) collated and documented.</u></b>			
Materials	\$0.00		
Software	\$0.00		
Outsourced Services	\$0.00		
Travel Cost	\$0.00		
Labor	\$4,584.04		
		\$4,584.04	This total includes analysis of responses from an additional survey.
Contractor Staff Title	Hourly Rate	Estimated Hours	
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	4	
Project Manager - Cindy Beard, MPH, PhD	\$114.46	20	
Deputy Project Manager - Manny Rodriguez	\$101.36	10	
Project Support - Tracy To, MPH, CPH	\$101.35	4	
Project Support - TBD	\$125.00	2	

<b>Q3: In-person conduct of five (5) town halls</b>		<b>\$24,058.55</b>
<b>Deliverables</b>	<b>Cost Per Deliverable</b>	<b>Total</b>
<b><u>Deliverable 5: Meetings/Townhalls (5 minimum)</u></b>		
Materials	\$0.00	
Software	\$0.00	
Outsourced Services	\$0.00	
Travel Cost	\$14,000.00	
Labor	\$10,058.55	
		<b>\$24,058.55</b>
<b>Contractor Staff Title</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>
<b>Executive Sponsor - Ali Hochreiter, MPH</b>	<b>\$156.46</b>	<b>15</b>
<b>Project Manager - Cindy Beard, MPH, PhD</b>	<b>\$114.46</b>	<b>20</b>
<b>Deputy Project Manager - Manny Rodriguez</b>	<b>\$101.36</b>	<b>20</b>
<b>Project Support - Tracy To, MPH, CPH</b>	<b>\$101.35</b>	<b>15</b>
<b>Project Support - TBD</b>	<b>\$125.00</b>	<b>15</b>

This total is for in-person conduct of 5 town halls.

<b>Q3: Virtual Conduct of two (2) additional town halls</b>		<b>\$10,005.66</b>
<b>Deliverables</b>	<b>Cost Per Deliverable</b>	<b>Total</b>
<b><u>Deliverable 5: Meetings/Townhalls (5 minimum)</u></b>		
Materials	\$0.00	
Software	\$0.00	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$7,289.72	
		<b>\$7,289.72</b>
<b>Contractor Staff Title</b>		<b>Hourly Rate</b>
<b>Executive Sponsor - Ali Hochreiter, MPH</b>		<b>\$156.46</b>
<b>Project Manager - Cindy Beard, MPH, PhD</b>		<b>\$114.46</b>
<b>Deputy Project Manager - Manny Rodriguez</b>		<b>\$101.36</b>
<b>Project Support - Tracy To, MPH, CPH</b>		<b>\$101.35</b>
<b>Project Support - TBD</b>		<b>\$125.00</b>
<b>Deliverables</b>	<b>Cost Per Deliverable</b>	<b>Total</b>
<b><u>Deliverable 6: Summary Report of Input Collected From Community Meetings/Townhalls</u></b>		
Materials	\$0.00	
Software	\$0.00	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$2,715.94	

This total is for virtual conduct of two (2) additional town halls

Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	2
Project Manager - Cindy Beard, MPH, PhD	\$114.46	6
Deputy Project Manager - Manny Rodriguez	\$101.36	6
Project Support - Tracy To, MPH, CPH	\$101.35	6
Project Support - TBD	\$125.00	4

\$2,715.94

This total is for virtual conduct of two (2) additional town halls

<b>Q3: In-person conduct of two (2) additional town halls conducted as part of a the trip for the five (5) in-person town halls</b>		<b>\$11,084.76</b>
<b>Deliverables</b>	<b>Cost Per Deliverable</b>	<b>Total</b>
<b><u>Deliverable 5: Meetings/Townhalls (5 minimum)</u></b>		
Materials	\$0.00	
Software	\$0.00	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$8,347.76	
		<b>\$8,347.76</b>
<b>Contractor Staff Title</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>
<b>Executive Sponsor - Ali Hochreiter, MPH</b>	<b>\$156.46</b>	<b>6</b>
<b>Project Manager - Cindy Beard, MPH, PhD</b>	<b>\$114.46</b>	<b>25</b>
<b>Deputy Project Manager - Manny Rodriguez</b>	<b>\$101.36</b>	<b>25</b>
<b>Project Support - Tracy To, MPH, CPH</b>	<b>\$101.35</b>	<b>10</b>
<b>Project Support - TBD</b>	<b>\$125.00</b>	<b>8</b>
<b>Deliverables</b>	<b>Cost Per Deliverable</b>	<b>Total</b>
<b><u>Deliverable 6: Summary Report of Input Collected From Community Meetings/Townhalls</u></b>		
Materials	\$0.00	
Software	\$0.00	
Outsourced Services	\$0.00	

This total is for in-person conduct of two (2) additional town halls conducted as part of a the trip for the five (5) in-person town halls

Travel Cost	\$0.00	
Labor	\$2,737.00	
		\$2,737.00
<b>Contractor Staff Title</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	2
Project Manager - Cindy Beard, MPH, PhD	\$114.46	4
Deputy Project Manager - Manny Rodriguez	\$101.36	4
Project Support - Tracy To, MPH, CPH	\$101.35	8
Project Support - TBD	\$125.00	6

This total is for in-person conduct of two (2) additional town halls conducted as part of a the trip for the five (5) in-person town halls

<b>Q4: Conduct of single virtual interview - per interview price</b>		<b>\$647.46</b>
<b>Deliverables</b>	<b>Cost Per Deliverable</b>	<b>Total</b>
<b><u>Deliverable 4: Facilitated Discussions (15 minimum)</u></b>		
Materials	\$0.00	
Software	\$0.00	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$647.46	
		<b>\$647.46</b>
		<b>This total is for virtual conduct of an interview. This is a per interview price.</b>
<b>Contractor Staff Title</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	0
Project Manager - Cindy Beard, MPH, PhD	\$114.46	3
Deputy Project Manager - Manny Rodriguez	\$101.36	3
Project Support - Tracy To, MPH, CPH	\$101.35	0
Project Support - TBD	\$125.00	0

<b>Q6: Town Hall Participation increased to up to 75 participants at all five (5) virtual town halls</b>		<b>\$3,125.00</b>
<b>Deliverables</b>	<b>Cost Per Deliverable</b>	<b>Total</b>
<b><u>Deliverable 5: Meetings/Townhalls (5 minimum)</u></b>		
Materials	\$0.00	
Software	\$0.00	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$3,125.00	
		<b>\$3,125.00</b>
<b>Contractor Staff Title</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>
<b>Executive Sponsor - Ali Hochreiter, MPH</b>	<b>\$156.46</b>	<b>0</b>
<b>Project Manager - Cindy Beard, MPH, PhD</b>	<b>\$114.46</b>	<b>0</b>
<b>Deputy Project Manager - Manny Rodriguez</b>	<b>\$101.36</b>	<b>0</b>
<b>Project Support - Tracy To, MPH, CPH</b>	<b>\$101.35</b>	<b>0</b>
<b>Project Support - TBD</b>	<b>\$125.00</b>	<b>25</b>

This total is for accommodating up to 75 participants, as opposed to the 50 originally scoped, at all five (5) virtual town halls

**Q6: Town Hall Participation increased to up to 100 participants at all five (5) virtual town halls**

**\$6,250.00**

Deliverables	Cost Per Deliverable	Total
<b><u>Deliverable 5: Meetings/Townhalls (5 minimum)</u></b>		
Materials	\$0.00	
Software	\$0.00	
Outsourced Services	\$0.00	
Travel Cost	\$0.00	
Labor	\$6,250.00	

		\$6,250.00
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This total is for accommodating up to 100 participants, as opposed to the 50 originally scoped, at all five (5) virtual town halls

Contractor Staff Title	Hourly Rate	Estimated Hours
Executive Sponsor - Ali Hochreiter, MPH	\$156.46	0
Project Manager - Cindy Beard, MPH, PhD	\$114.46	0
Deputy Project Manager - Manny Rodriguez	\$101.36	0
Project Support - Tracy To, MPH, CPH	\$101.35	0
Project Support - TBD	\$125.00	50
<b>TOTAL. Optional Project Cost</b>		\$89,034.14

<b>TOTAL. Proposed Project Cost</b>	\$227,748.07
<b>TOTAL. Optional Project Cost</b>	\$89,034.14
<b>TOTAL POSSIBLE PROJECT COST</b>	<b>\$316,782.21</b>