

C O N T R A C T

This Contract entered into this 4th day of October, 2016, by, and between, the County of Ventura, a political subdivision of the State of California, hereinafter called "County" and C.A.S.A. of Ventura County, Inc. (Court Appointed Special Advocates for Children), 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 performing expert services hereinafter described: "Contract Services"

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 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 A**.

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.

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 of Ventura 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 of Ventura, 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 July 1, 2016, through June 30, 2018 on the terms and conditions set forth herein.

Continuation of the Contract is subject to the award of funds relating to the XC grant by the California Office of Emergency Services. If funds to effect such continued payment are not appropriated, County may terminate this Contract as thereby affected and CONTRACTOR will relieve the COUNTY of any further obligation therefor.

Contractor acknowledges that it is the policy of the Ventura County Board of Supervisors that, upon termination of the XC grant funding this contract, the County will not be obligated to continue to provide funding nor will it absorb any costs related to this program or contract. The County assumes no obligation to continue funding any costs associated with a grant upon termination of the grant and/or loss of funding, and Contractor agrees to hold County harmless in such an event.

6. **TERMINATION**

The County 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 subject to all 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. **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 of Ventura, 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.

**8. 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) 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.
  - 2) 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) Contractor agrees to waive all rights of subrogation against the County of Ventura, Its Boards, Agencies, Departments, Officers, Employees, Agents and Volunteers for losses arising from work performed by Contractor under the terms of this contract.
- E) 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.
- F) 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. 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.

9. **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.

10. **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.

11. **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.

12. **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.

13. **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.

**14. NOTICES**

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

**TO COUNTY:**

Michael Jump  
District Attorney's Office  
County of Ventura  
800 South Victoria Avenue  
Ventura, California 93003

**TO CONTRACTOR:**

C.A.S.A. of Ventura County, Inc.  
P.O. Box 1135  
Camarillo, California 93011

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons or 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.

**15. INVOICES**

Contractor shall submit their billing statements no later than the 20th day of the month following the month service was rendered. All billing statements shall be directed to:

Barbara Dixon  
District Attorney's Office  
County of Ventura  
646 County Square Drive, Suite 300  
Ventura, California 93003

**16. MERGER CLAUSE**

This Contract supersedes any and all other contracts, either oral or written, between Contractor and the County of Ventura, 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.

17. **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.

18. **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.

19. **CUMULATIVE REMEDIES**

The exercise or failure to exercise of legal rights and remedies by the County of Ventura 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.

20. **COMPLIANCE WITH LAWS**

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

21. **CONSTRUCTION OF COVENANTS AND CONDITIONS**

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

IN WITNESS WHEREOF the parties hereto have executed this Contract.

**COUNTY OF VENTURA**

**CONTRACTOR\***

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

\_\_\_\_\_  
AuthorizedSignature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

## **EXHIBIT "A"**

### **TO AGREEMENT BETWEEN COUNTY OF VENTURA (COUNTY) AND C.A.S.A OF VENTURA COUNTY, INC. (CONTRACTOR)**

#### **PROGRAM DESCRIPTION XC GRANT SERVICES**

##### **XC Grant Services:**

CONTRACTOR shall provide services under this Agreement in accordance with all applicable laws, regulations, and individual client treatment plans, which are incorporated herein by this reference.

C.A.S.A. of Ventura County's Program Manager, Case Supervisor and Training Coordinator positions will serve as CASA's Commercially Sexually Exploited Children (CSEC) team. The team will provide resources and support to all CASA advocates and volunteers. This will include screening for high-risk CSEC clients leading to specialized CSEC case management prevention strategies, resources and referrals.

- A. Services provided by CONTRACTOR will consist of training and support of volunteers and advocates dedicated to the detection and prevention of the sexual exploitation of children.
- B. CONTRACTOR will assign a Program Manager and dedicate 260 hours per year for two years to CSEC team related projects and tasks.
- C. CONTRACTOR will assign a Case Supervisor and dedicate 260 hours per year for two years to CSEC team related projects and tasks.
- D. CONTRACTOR will assign a Training Coordinator and dedicate 260 hours per year for two years to CSEC team related projects and tasks.
- E. CONTRACTOR will assign a Data Analyst solely dedicated to CSEC team related projects and tasks at up to 208 hours per year for two years.
- F. CONTRACTOR will assign an Executive Director solely dedicated to CSEC team related projects and tasks at up to 208 hours per year for two years.
- G. CONTRACTOR shall train 200 CSEC volunteer advocates. Of the 200 volunteers, CSEC must demonstrate that 100 volunteers are newly recruited.
- H. CONTRACTOR shall create programs to prevent 100 at-risk youth from becoming victims, focusing on children 10 years or older, who are in group homes, congregate care, or is absent without leave.

- I. CONTRACTOR shall conduct eight CSEC training sessions for 200 volunteers.
- J. CONTRACTOR shall provide 24,000 hours of CSEC advocate time with appointees.
- K. Services provided by CONTRACTOR through this agreement will be funded through the Cal OES XC grant. CONTRACTOR agrees to provide matching funding in the amount of \$11,000 annually. Matching funding includes, but is not limited to, salaries, benefits, supplies, office space, volunteer hours, and equipment purchases.
- L. CONTRACTOR shall ensure adherence to and fulfill all data reporting associated with the XC grant and otherwise proscribed by COUNTY.
- M. CONTRACTOR will ensure that there is dedicated staff to assist with the education and training described in the XC grant application.
- N. CONTRACTOR shall administer and complete data entry of the mandatory performance measures or any other measures or data as requested by COUNTY. COUNTY shall provide CONTRACTOR with assistance in establishing necessary system for data collection. CONTRACTOR may petition the COUNTY to accept alternative performance measures. The CONTRACTOR is responsible for the mandatory measures until written acceptance of the proposed alternative measures from the DISTRICT ATTORNEY or designee has been received.
- O. COUNTY and CONTRACTOR agree to meet related to this Agreement, including but not limited to on an ongoing basis to negotiate any concerns regarding treatment coordination, service utilization and outcomes, documentation and reporting requirements.
- P. CONTRACTOR shall provide services under this Agreement in accordance with all applicable laws, regulations, and individual client treatment plans, which is incorporated herein by this reference.

## EXHIBIT “B”

### PAYMENT TERMS

- A. In consideration of the services specified in EXHIBIT “A” PROGRAM DESCRIPTION, performed in a manner acceptable to COUNTY, COUNTY shall pay CONTRACTOR monthly, in arrears, for approved services approved by Cal OES via the approved XC grant application provided hereunder to District Attorney at the agreed upon provisional rates below.
- B. CONTRACTOR shall bill the County within twenty (20) days following the end of each month, unless this Contract is terminated earlier according to provisions set elsewhere. If terminated earlier, the bill shall be within twenty (20) days following termination. CONTRACTOR shall be paid within thirty (30) days of submission of an invoice. CONTRACTOR shall maintain a record of all approved activities billed during the billing period, and all financial/ services records in accordance with generally accepted accounting principles which clearly support and reflect the time, or type of services for which payment is claimed and in compliance with all federal, state, and county record maintenance requirements be submitted with the bill. These records shall be submitted to the unit SCPO along with the monthly Invoice.

Description of Services	Total Ventura County Service Units	Contract Amount Reimbursed	Cal OES Required Cash Match	TOTAL PROJECT COST
Program Manager .0625 FTE (overhead at 18.2%)	260 hours/annually (\$20.00/hour)	\$12,292	\$0	\$12,292
Case Supervisor .0625 FTE (overhead at 18.2%)	260 hours/annually (\$18.50/hour)	\$11,370	\$0	\$11,370
Training Coordinator .0625 FTE (overhead at 18.2%)	260 hours/annually (\$18.00/hour)	\$11,063	\$0	\$11,063
Data Analyst .100 FTE (overhead at 18.2%)	208 hours/annually (\$17.00/hour)	\$8,359	\$0	\$8,359
Executive Director .035 FTE (overhead at 18.2%)	83.2 hours/annually (\$48.07/hour)	\$9,453	\$0	\$9,453
Webinar Development	\$145/month \$1740 annually	\$3,480	\$0	\$3,480
In-service Training Development and Presentations	\$90/session x 4 presentations annually	\$720	\$0	\$720

<b>Description of Services</b>	<b>Total Ventura County Service Units</b>	<b>Contract Amount Reimbursed</b>	<b>Cal OES Required Cash Match</b>	<b>TOTAL PROJECT COST</b>
Outside Presentations	\$72/session x 4 presentations annually	\$576	\$0	\$576
Ongoing Advocate Training	225 advocates training x \$2500/year x 2.4% annually	\$27,000	\$0	\$27,000
Volunteers	400 hours/annually \$26.87/hour	\$0	\$21,496	\$21,496
Insurance D&O	\$6300 x .04 FTE annually	\$0	\$504	\$504
Telecommunications (Telephone/internet )	\$160/month x .04 FTE annually	\$154	\$0	\$154
Facilities (Rent, Parking, Utilities, Equipment Rental, Storage)	\$2188/month x .045 FTE annually	\$2,363	\$0	\$2,363
Office Supplies	\$1500 x .04 FTE annually	\$120	\$0	\$120
Computer IT Support	\$10600 x .04 FTE annually	\$848	\$0	\$848
Printing & Postage	\$2526 x .04 FTE annually	\$202	\$0	\$202
<b>Total</b>		<b>\$88,000</b>	<b>\$22,000</b>	<b>\$110,000</b>

- C. The maximum amount to be reimbursed for this Agreement shall not exceed **\$44,000 per fiscal year**, subject to the terms of this agreement, for the term beginning July 1, 2016, through June 30, 2018.

**Anticipated funding sources:**

Cal OES XC Grant	\$88,000
Cal OES Required Cash Match	<u>\$22,000</u>
Total	\$110,000

Payment for actual and allowable costs shall not exceed the amount as allocated and described above in accordance with this Agreement without written approval from the District Attorney.

- D. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from support documentation to be accounting records to the financial reports and billings. These records shall be maintained for a minimum of three (3) years after the date of

completion of this Contract of the final audit, whichever is later, and shall be subject to examination and audit by the State Auditor General.

- E. All CONTRACTOR records relevant to this Contract shall be preserved a minimum of three (3) years after the completion of contract activities or the final audit, whichever is later, and shall be subject at all responsible times to inspection, monitoring, copying and audit by county, state or federal government.