

C O N T R A C T

The COUNTY OF SAN BENITO ("COUNTY") and Jose Vasquez ("CONTRACTOR") enter into this contract which shall be effective on the date stated in Paragraph 1.

1. Duration of Contract.

This contract shall commence on July 21, 2016, and end on June 30, 2017, unless sooner terminated as specified herein.

2. Scope of Services.

CONTRACTOR, for COUNTY's benefit shall perform the services specified on Attachment A to this contract. Attachment A is made a part of this contract.

3. Compensation for Services.

In consideration for CONTRACTOR's performance, COUNTY shall pay compensation to CONTRACTOR according to the terms specified in Attachment B. Attachment B is made a part of this contract.

4. General Terms and Conditions.

The rights and duties of the parties to this contract are governed by the general terms and conditions mutually agreed to and listed in Attachment C. Attachment C is made a part of this contract.

5. Insurance Limits.

CONTRACTOR shall maintain the following insurance policy limits of coverage consistent with the further insurance requirements specified in Attachment C.

- (a) Comprehensive general liability insurance: \$250,000
- (b) Professional liability insurance: \$250,000
- (c) Comprehensive motor vehicle liability insurance: California State Minimum

6. Termination.

The number of days of advance written notice required for termination of this contract is thirty (30) days.

7. Specific Terms and Conditions (check one)

- ☒ [X] There are no additional provisions to this contract.
- ☐ [] The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment D. Attachment D is made a part of this contract.
- ☐ [] The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment E. Attachment E is made a part of this contract.

8. Information about Contract Administrators.

The following names, titles, addresses, and telephone numbers are the pertinent information for the respective contract administrators for the parties.

Contract Administrator for COUNTY:

Name: James Rydingsword

Title: Director, SBC HHSA _____

Address: 1111 San Felipe Rd Ste 206 _____

Hollister, California 95023

E-Mail: jrydingsword@cosb.us _____

Telephone No.: (831)630-5124 _____

Fax No.: (831)637-9754 _____

Contract Administrator for CONTRACTOR:

Name: Jose Vasquez _____

Title: Consultant _____

Address: 21124 Valle San Juan Dr _____

Salinas, CA 93907 _____

E-Mail: sweetearth63@gmail.com _____

Telephone No.: (831)210-4405 _____

Fax No.: NA _____

SIGNATURES

APPROVED BY COUNTY:

Name: _____

Chair, San Benito County Board of Supervisors

Date: _____

APPROVED BY CONTRACTOR:

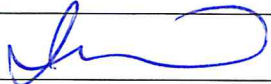
Name: Jose Vasquez

Title: Contractor

Date: 8/22/16

APPROVED AS TO LEGAL FORM:

Matthew W. Granger, San Benito County Counsel

By: 

Date: 8-24-16

ATTACHMENT A

Scope of Services

CONTRACTOR shall perform the following grant consulting services:

1. Grant Writing and /or Evaluation Services will be provided on an as needed basis under a task order process between the COUNTY and the CONTRACTOR. The task order process will consist of the COUNTY contacting CONTRACTOR and sending a Notice to Proceed as related to an individual grant and / or project. In this process, the CONTRACTOR may request the initiation of a task order by submittal and presentation of information related to a grant opportunity. The COUNTY shall be receptive to such information by electing to approve or deny a Task Order or alternatively request further information from the CONTRACTOR.
2. When grant application opportunities or evaluation needs arise, CONTRACTOR shall respond to a request for such services from the COUNTY within three (3) business days indicating whether or not the CONTRACTOR will submit a specific proposal. COUNTY will at that point provide CONTRACTOR with a specific proposal request within three (3) business days containing the task order, due date for scope of work submittal and time frame for the provision of services and any related work details.

SECTION 2A: Evaluation Services may include:

- 2.1.1 Contributing to the development of evaluation plans that demonstrate the impact of funding and associated programmatic efforts with clear outcomes tied to any applicable governmental developed framework;
- 2.1.2 Support the COUNTY'S creation of performance based measurement and reporting systems;
- 2.1.3 Developing outcome measures including identification and/or development of measurement tools related to evaluation activities;
- 2.1.4 Developing, planning and coordinating training for specific purposes;
- 2.1.5 Technical assistance, and other evaluation-related activities on an as-needed basis;
- 2.1.6 Developing databases and ensuring data input and / or extraction related to reporting requirements;
- 2.1.7 Conducting data and demographic analysis;

SECTION 2B: Assessment of Grant Opportunity Services may include:

- 2.1.8 Monitoring and scanning of sources and websites for notices of funding

availability, review of Requests for Proposals and any other funding announcements.

- 2.1.9 Attending meetings in person and/or by telephone as necessary to accomplish the required assessment of grant opportunities;
- 2.1.10 Attending conferences, training sessions, grant workshops and other events on behalf of the COUNTY for the purpose of furthering grant seeking opportunities for the COUNTY and for community partnership building;
- 2.1.11 Assessment and analysis of grant opportunities for determination as to relevancy and matching with County goals, objectives and identified community needs;
- 2.1.12 Be responsive to grant related announcements found and identified by COUNTY Staff and conduct appropriate assessment activity as described in 2.1.11;
- 2.1.13 Presentation of relevant and matched grant opportunities to the COUNTY for review and comment with an objective of making a mutual determination as to whether or not a Task Order and Notice to Proceed should be issued to CONTRACTOR;
- 2.1.14 Contacting funding sources for clarification of grant opportunity questions and program related issues;
- 2.1.15 Submit letters of intent, where necessary or appropriate to grant funding sources to assess feasibility of making a full grant submittal;
- 2.1.16 Conduct final assessment of grant opportunity with COUNTY in order to finalize pending task orders and secure a COUNTY decision of a Notice to Proceed to CONTRACTOR.

SECTION 2C: Grant Application Services may include:

- 2.1.17 Writing, preparation and editing of applications and proposals to grant sources;
- 2.1.18 Reviewing COUNTY and organization materials and conduct research/review of background information as necessary to answer specific and technical questions on applications or related forms;
- 2.1.19 Provide interim reports to COUNTY on status of grant preparation process and present any programmatic issues encountered in the grant writing process and seek a mutual resolution;
- 2.1.20 Coordinating the production and submission of complete grant application to

Grant Sources and meeting applicable deadlines. Assist COUNTY with questions from Grant Source.

SECTION 2D: Grant Award Contract Administration

At the request of COUNTY, CONTRACTOR shall perform grant award contract administration activities on behalf of COUNTY for those CSWD grants which require management oversight. Activities may include the creation of program policies, procedures and guidelines, the development of program plans, holding meetings with funding sources, submittal of required reports, advising staff on program recommendations, and ensuring compliance with all goals and objectives and contractual requirements of the grant award. COUNTY shall provide CONTRACTOR with a specific proposal request, including a task order, due date for scope of work submittal and the time frame for the provisions of services and related details.

3. **Pre-Approval** – CONTRACTOR shall not perform any service described in this contract without an approved task order with the exception of those services described in Section 2B of this Attachment.

ATTACHMENT B
Payment Schedule

B-1. BILLING

Charges for services rendered pursuant to the terms and conditions of this contract shall be invoiced on the following basis:

- ☒ One month in arrears.
☐ Upon the complete performance of the services specified in Attachment A.
☒ The basis specified in paragraph B-4.

B-2. PAYMENT

Payment shall be made by COUNTY to CONTRACTOR at the address specified in paragraph 8 of this contract, net thirty (30) days from the invoice date.

B-3. COMPENSATION

COUNTY shall pay to CONTRACTOR:

- ☐ a total lump sum payment of \$ _____, or
☒ a total sum not to exceed \$ 50,000,

for services rendered pursuant to the terms and conditions of this contract and pursuant to any special compensation terms specified in this attachment, Attachment B.

B-4. SPECIAL COMPENSATION TERMS:

- ☐ There are no additional terms of compensation.
☒ The following specific terms of compensation shall apply: (Specify)

- a) CONTRACTOR shall be paid at eighty dollars (\$80.00) per hour for grant writing services.
- b) CONTRACTOR shall only be paid for billable hours expended on pre-approved grant activity.
- c) CONTRACTOR shall submit monthly invoices for hourly work detailing all activities performed and time spent on each activity. Time shall be billed in 15 minute increments.
- d) Expenses for travel necessary for performance of contract services may be reimbursed up to a \$3,000 cap, and the total paid to CONTRACTOR including travel expenses shall not exceed the total contract amount.

- e) Mileage shall be reimbursed only for travel outside of San Benito County based on the current IRS allowable reimbursement rate.
- f) Travel time shall be paid only if traveling outside of San Benito County at a rate of \$30.00 per hour.
- g) CONTRACTOR shall submit receipts for all travel related expenses including but not limited to conference registration, lodging, meals, and car mileage for reimbursement by the COUNTY.

Accounting contact for COUNTY:

Name: Stephanie Churchill_____

Title: Accounting Technician_____

Address: 1111 San Felipe Rd Ste 206_____

Hollister, California 95023

E-Mail: schurchill@cosb.us_____

Telephone No.: (831) 634-4979_____

Fax No.: (831) 637-9754_____

Accounting contact for CONTRACTOR:

Name: Jose Vasquez_____

Title: Consultant_____

Address: 21124 Valle San Juan Dr_____

Salinas, CA 93907_____

E-Mail: sweetearth63@gmail.com

Telephone No.: (831) 210-4405

Fax No.: NA

END OF ATTACHMENT B

ATTACHMENT C

General Terms and Conditions

C-1. INDEMNIFICATION.

CONTRACTOR and COUNTY each agree to indemnify, defend and save harmless the other party and the other party's officers and employees, from and against any and all claims and losses whatsoever arising out of, or in any way related to, the indemnifying party's performance under this contract, including, but not limited to, claims for property damage, personal injury, death, and any legal expenses (such as attorneys' fees, court costs, investigation costs, and experts' fees) incurred by the indemnitee in connection with such claims or losses. A party's "performance" includes the party's action or inaction and the action or inaction of that party's officers and employees.

C-2. GENERAL INSURANCE REQUIREMENTS.

Without limiting CONTRACTOR's duty to indemnify COUNTY, CONTRACTOR shall comply with the insurance coverage requirements set forth in the contract and in this attachment. Those insurance policies mandated by Paragraph C-3 shall satisfy the following requirements:

- (a) Each policy shall be issued by a company authorized by law to transact business in the State of California.
- (b) Each policy shall provide that COUNTY shall be given notice in writing at least thirty (30) days in advance of any change, cancellation, or nonrenewal thereof.
- (c) The comprehensive motor vehicle and comprehensive general liability policies shall each provide an endorsement naming the County of San Benito and its officers, agents and employees as additional insureds.
- (d) The required coverage shall be maintained in effect throughout the term of this contract.

CONTRACTOR shall require all subcontractors performing work under this contract to obtain substantially the identical insurance coverage required of CONTRACTOR pursuant to this agreement.

C-3. INSURANCE COVERAGE REQUIREMENTS.

If required by paragraph 5 of the contract, CONTRACTOR shall maintain the following insurance policies in full force and effect during the term of this contract:

- (a) Comprehensive general liability insurance. CONTRACTOR shall maintain comprehensive general liability insurance, covering all of CONTRACTOR's operations with a combined single limit of not less than the amount set out in paragraph 5 of this contract.
- (b) Professional liability insurance. CONTRACTOR shall maintain professional liability insurance with liability limits of not less than the amount set out in paragraph 5 of this contract.

- (c) Comprehensive motor vehicle liability insurance. CONTRACTOR shall maintain comprehensive motor vehicle insurance covering all motor vehicles (including owned, non-owned and hired) used in providing services under this contract, with a combined single limit of not less than the amount set out in Paragraph 5 of this contract.
- (d) Workers' compensation insurance. CONTRACTOR shall maintain a workers' compensation plan covering all of its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If CONTRACTOR elects to be self-insured, the certificate of insurance otherwise required by this contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations.

C-4. CERTIFICATE OF INSURANCE.

Prior to the commencement of performance of services by CONTRACTOR and prior to any obligations of COUNTY, CONTRACTOR shall file certificates of insurance with COUNTY, showing that CONTRACTOR has in effect the insurance required by this contract. CONTRACTOR shall file a new or amended certificate promptly after any change is made in any insurance policy which would alter the information on the certificate then on file. In lieu of providing proof of insurance, CONTRACTOR may provide proof of self-insurance meeting requirements equivalent to those imposed herein. CONTRACTOR warrants that CONTRACTOR's self-insurance provides substantially the same protection to COUNTY as the insurance required herein. CONTRACTOR further agrees to notify COUNTY in the event any change in self-insurance occurs that would alter the obligations undertaken in this contract within thirty (30) days of such change.

C-5. RECORDS TO BE MAINTAINED.

CONTRACTOR shall keep and maintain accurate records of all costs incurred and all time expended for work under this contract. CONTRACTOR shall contractually require that all of CONTRACTOR's subcontractors performing work called for under this contract also keep and maintain such records. All such records, whether kept by CONTRACTOR or any subcontractor, shall be made available to COUNTY or its authorized representative, or officials of the State of California for review or audit during normal business hours, upon reasonable advance notice given by COUNTY, its authorized representative, or officials of the State of California.

C-6. RETENTION OF RECORDS.

CONTRACTOR shall maintain and preserve all records related to this contract for a period of three years from the close of the fiscal year in which final payment under this contract is made. CONTRACTOR shall also contractually require the maintenance of such records in the possession of any third party performing work related to this contract for the same period of time. Such records shall be retained beyond the three-year period, if any audit involving such records is then pending, until the audit findings are resolved. The obligation to insure the maintenance of the records beyond the initial three year period shall arise only if the COUNTY notifies CONTRACTOR of the commencement of an audit prior to the expiration of the three year period.

C-7. TITLE TO DOCUMENTS; COPYRIGHT.

All reports and other materials collected or produced by the CONTRACTOR or any subcontractor of CONTRACTOR shall, after completion and acceptance of the contract, become the property of COUNTY, and shall not be subject to any copyright claimed by the CONTRACTOR, subcontractor, or their agents or employees. CONTRACTOR may retain copies of all such materials exclusively for administrative purposes. Any use of completed or uncompleted documents for other projects by CONTRACTOR, any subcontractor, or any of their agents or employees, without the prior written consent of COUNTY is prohibited.

C-8. INDEPENDENT CONTRACTOR.

CONTRACTOR and its officers and employees, in the performance of this contract, are independent contractors in relation to COUNTY and not officers or employees of COUNTY. Nothing in this contract shall create any of the rights, powers, privileges or immunities of any officer or employee of COUNTY. CONTRACTOR shall be solely liable for all applicable taxes or benefits, including, but not limited to, federal and state income taxes, Social Security taxes, or ERISA retirement benefits, which taxes or benefits arise out of the performance of this contract. CONTRACTOR further represents to COUNTY that CONTRACTOR has no expectation of receiving any benefits incidental to employment.

C-9. CONFLICT OF INTEREST.

CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. CONTRACTOR further covenants that, in the performance of this contract, no subcontractor or person having such an interest shall be used or employed. CONTRACTOR certifies that no one who has or will have any financial interest under this contract is an officer or employee of COUNTY.

C-10. COMPLIANCE WITH APPLICABLE LAWS.

CONTRACTOR shall comply with all applicable federal, state and local laws now, or hereafter, in force, and with any applicable regulations, in performing the work and providing the services specified in this contract. This obligation includes, without limitation, the acquisition, and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this contract.

C-11. NONDISCRIMINATION.

CONTRACTOR shall not discriminate in the employment of persons necessary to perform this contract on any legally impermissible basis, including on the basis of the race, color, national origin, ancestry, religion, age, sex, or disability of such person.

C-12. BANKRUPTCY.

CONTRACTOR shall immediately notify COUNTY in the event that CONTRACTOR ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

C-13. PROHIBITION AGAINST ASSIGNMENT AND DELEGATION OF DUTIES.

Except as specifically authorized herein, no rights under this contract may be assigned and no duties under this contract may be delegated by CONTRACTOR without the prior written consent of COUNTY, and any attempted assignment or delegation without such consent shall be void.

C-14. NEGOTIATED CONTRACT.

This contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this contract within the meaning of California Civil Code Section 1654.

C-15. SEVERABILITY.

Should any provision herein be found or deemed to be invalid, this contract shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect. To this end, the provisions of this contract are declared to be severable.

C-16. ENTIRE CONTRACT.

This contract is the entire agreement of the parties. There are no understandings or agreements pertaining to this contract except as are expressly stated in writing in this contract or in any document attached hereto or incorporated herein by reference.

C-17. TIME IS OF THE ESSENCE.

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

C-18. TERMINATION.

Either party may terminate this contract, with or without cause, at any time. In order to terminate this contract, the terminating party shall give advance written notice to the other party. The termination shall be effective no earlier than the expiration of the number of days specified in paragraph 6 of this contract. The termination notice shall be made as specified in paragraph C-19, below. In the event of termination, COUNTY shall pay CONTRACTOR for all work satisfactorily performed prior to the effective date of the termination.

C-19. NOTICES.

Notices to the parties in connection with the administration of this contract shall be given to the parties' contract administrator personally, by regular mail, or by facsimile transmission as more particularly specified in this paragraph. Notices will be deemed given on:

- (a) The day the notice is personally delivered to the contract administrator or the office of the party's contract administrator; or
- (b) Five days after the date the notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, with first-class postage fully prepaid; or
- (c) On the day that the notice is transmitted by facsimile to a party's facsimile number specified in paragraph 8 of this contract, provided that an original of

such notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, on the same day as the facsimile transmission is made.

C-20. RESPONSIBILITY OF CONTRACT ADMINISTRATORS.

All matters concerning this contract which are within the responsibility of the parties shall be under the direction of, or shall be submitted to, the respective contract administrators or to the party's employee specified, in writing, by the contract administrator. A party may, in its sole discretion, change its designation of its contract administrator and shall promptly give written notice to the other party of any such change.

C-21. MATERIALITY.

The parties consider each and every term, covenant, and provision of this contract to be material and reasonable.

C-22. WAIVER.

Waiver by either party of a breach of any covenant of this contract will not be construed to be a continuing waiver of any subsequent breach. COUNTY's receipt of consideration with knowledge of CONTRACTOR's violation of a covenant does not waive its right to enforce any covenant of this contract. The parties shall not waive any provisions of this contract unless the waiver is in writing and signed by all parties.

C-23. AUTHORITY AND CAPACITY.

CONTRACTOR and CONTRACTOR's signatory each warrant and represent that each has full authority and capacity to enter into this contract.

C-24. BINDING ON SUCCESSORS.

All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of CONTRACTOR. CONTRACTOR and all of CONTRACTOR's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under this contract.

C-25. CUMULATION OF REMEDIES.

All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.

C-26. INDEPENDENT ADVICE.

Each party hereby represents and warrants that in executing this contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with

respect to the matters set forth in this contract and the rights and duties arising out of this contract, or that such party willingly foregoes any such consultation.

C-27. NO RELIANCE ON REPRESENTATIONS.

Each party hereby represents and warrants that it is not relying, and has not relied, upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this contract may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

C-28. REDUCTION OF CONSIDERATION.

CONTRACTOR agrees that COUNTY shall have the right to deduct from any payments specified in Attachment B any amount owed to COUNTY by CONTRACTOR as a result of any obligation arising prior to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, without limitation, any property tax, secured or unsecured, which tax is in arrears. If COUNTY exercises the right to reduce the consideration specified in Attachment B, COUNTY shall give CONTRACTOR notice of the amount of any offset and the reason for the deduction.

C-29. COUNTERPARTS.

This contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original. The counterparts shall together constitute one contract.

END OF ATTACHMENT C.