

C O N T R A C T

The COUNTY OF SAN BENITO ("COUNTY") and Gavilan College CalWORKs Program
"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 1, 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: \$1,000,000
- (b) Professional liability insurance: \$1,000,000
- (c) Comprehensive motor vehicle liability insurance: N/A

6. Termination.

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

7. Specific Terms and Conditions (check one)

- ☐ 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: Enrique Arreola

Title: Deputy Director

Address: 1111 San Felipe Road, Suite 108

Hollister CA 95023

Telephone No.: (831) 634-4918

Fax No.: (831) 637-0996

Contract Administrator for CONTRACTOR:

Name: Susan Sweeney

Title: Director of CalWORKs, Gavilan College

Address: 5055 Santa Teresa Blvd

Gilroy, CA 95020

Telephone No.: (408) 848-4813

Fax No.: (408) 846-4934

SIGNATURES

APPROVED BY COUNTY:

Name: Robert Rivas

Title: Chair, Board of Supervisors

Date: _____

APPROVED BY CONTRACTOR:



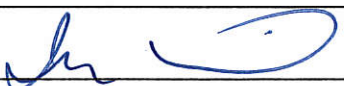
Name: Frederick E. Harris

Title: Vice President of Administrative Services
Gavilan Joint Community College District

Date: September 19, 2016

APPROVED AS TO LEGAL FORM:

Irma Valencia, San Benito County Counsel

By: 

Date: 9-21-2016

ATTACHMENT A – SCOPE OF WORK PROGRAM DESCRIPTION

The following definitions shall govern the terms used in this service agreement:

- **Participant** means an individual who has been certified eligible for CalWORKs services by County.
- **College CalWORKs staff** means the staff hired by each of the community colleges to provide services to the CalWORKs participants enrolled on each campus.
- **Enrollment** means enrollment in classes at community college based on County CalWORKs approved educational and/or vocational program.
- **Academic Advisement** means services designed to assist the CalWORKs participant identify potential barriers to successful attainment of academic goals.

CONTRACTOR RESPONSIBILITIES

1. Staff

Contractor shall make every effort to ensure that College CalWORKs staff and designated personnel are hired in accordance with this contract.

2. Services

Contractor shall provide the participants with the following services:

- a. Assist participants with registration at enrollment each term, identifying potential barriers to successful attainment of academic goals, and convey pertinent information to CalWORKs staff;
- b. Schedule new participants for placement testing, and/or other matriculation services;
- c. Provide information and assistance to each participant as to resources that can further the participant's educational, vocational and employment goals, such as tutorial services, EOPS, CARE, internships, work study, career exploration/placement, and personal counseling services;
- d. Verify and complete ancillary forms (to be developed) submitted by the student;
- e. Verify books required for each course, process book vouchers, and obtain SBC approval to release book voucher;
- f. Develop with the student each semester current class schedules to be announced (TBA hours schedule) for each participant, thereby facilitating verification of classes taken by CalWORKs participant;
- g. Provide 12-month educational services and/or activities to SIPs and Non-SIPs in accordance with welfare-to-work federal, state and local rules and regulations. This includes Winter, Spring, Summer and Fall breaks. Class schedules and activities may be

a combination of job skills training, in class and distance education, work experience, work study, volunteer employment focused activities and/or employment to satisfy the 20, 30 and/or 35 hour per week requirement. Contractor will locate and secure appropriate work experience and work study sites, preferably in state and federal funded work study program (WPR);

- h. Assign activities, monitor and verify participation monthly throughout the academic term and school breaks to assist clients in complying with the 20, 30, 35 hour per week requirement and assist the county in verifying monthly WPR participation rates;
- i. Leverage 25/75 funds with county subsidized funding to employ San Benito County (SBC) CalWORKs students enrolled at Gavilan by providing 25% of student's hourly wage funding and SBC providing 75% of student's hourly wage;
- j. Find, develop, provide and assign approved and appropriate distance learning activities to enhance and compliment academic and self-sufficiency goals and assist participants in complying with participation requirements (WPR);
- k. Liaisons will schedule a case conference with the client and case manager as needed, particularly during participation and progress problems. During the conference, the participants will review clients' progress as well as develop a success plan;
- l. Assist in coordinating on-site visitations, orientations and other CalWORKs college activities;
- m. Obtain and maintain release forms (for grades, transcripts, financial aid and other related information);
- n. Obtain and provide to County CalWORKs Program, college catalogs, schedules, and major/certificate sheets when available;
- o. Be responsible for clarifying and responding to questions regarding college policies and procedures, and other general questions relating to the participant's status;
- p. Serve as a resource for county educational policies and other policies as needed;
- q. Partner with SBC in providing family stabilization services by addressing barriers to success such as homelessness, mental health, vision, dental, drug and alcohol counseling, utilities, transportation, childcare, financial literacy, parenting, time management and Domestic Violence.

All services are subject to modification, due to State and Federal Legislative changes.

3. Development of Educational Plans

College CalWORKs Staff shall ensure that each participant receives an Educational Plan for the educational program. Each participant shall receive a TBA and Educational Plan at the initial counseling meeting. Contractor shall ensure that the Educational Plan is "reasonably attainable" and will include all Core and Non-Core Welfare-to-Work activities in accordance with state and local regulations. Contractor shall monitor whether the participant's classes correspond to the

Educational Plan. Any subsequent changes to the Educational Plan must be approved by the county. Educational Plan development is the responsibility of the CalWORKs Community College liaison/counselor and is to be approved by county staff as directed by state and local policies.

4. Progress Reporting

- a. College CalWORKs staff shall notify the ICW/Case Manager immediately if the client has a participation problem, attendance problem, and/or is "not progressing".
- b. College CalWORKs staff shall report mid-term on student academic progress by completing the college progress report and forwarding copy to SBC. This is for both satisfactory and unsatisfactory progress. If there is a problem detected College CalWORKs staff shall complete the college success plan to develop a plan to improve progress, copy will be given to SBC. A follow up meeting between the student and college staff will be set. At the follow up meeting, if progress is not satisfactory a case conference will be set up with SBC staff.
- c. College CalWORKs staff will assist participant in petition process for program completion.
- d. Initial TBA hour's schedule will be developed by College CalWORKs staff. Students will self-report to respected College CalWORKs staff and County staff any changes to their weekly schedule. It is then the responsibility of College CalWORKs staff to increase participant's hours of participation if they fall below 20, 30, 35 hours/week.

5. Participants with Learning Disabilities

College CalWORKs staff shall immediately notify county staff when a participant is detected as possibly having a learning disability, and shall coordinate with appropriate staff to determine a plan for the client, pending verification through testing provided by the Disability Resource Center (DRC) with results and recommendations. For clients who are certified as having a Learning Disability, Contractor shall provide necessary accommodations and services.

6. Participants Ready for Completion and Employment

College CalWORKs staff shall provide assistance to students who are scheduled to complete and provide employment support. These students will also be targeted into the earliest Job Services activity after completion of their academic program. The college CalWORKs staff and County staff will provide assistance to increase college job placements.

7. Maintenance of Participant Case Files

College CalWORKs staff agrees to maintain individual participant case files or as stated and make these files available to and open for inspection by appropriate County, State and Federal staff upon request. All participant case files shall not be disclosed except in accordance with the Welfare and Institutions Code Section 10850. Contractor and sub-contractors shall maintain the following source documents, which may include the following:

- a. Referral form
- b. Intake Form (if sent by SBC)
- c. Activity Agreements (TBA)
- d. Educational Plan/Employment Plan (EP)
- e. Attendance Form (attendance binder)
- f. Ancillary Expenses if applicable
- g. Evaluation/Assessment Tools (s)
- h. Grievance Procedure Form
- i. Orientation Verification
- j. Counseling Records (academic advisement, support service and tutorial records, barrier identification and all referrals)
- k. Progress Reports
- l. Student Success Form if applicable
- m. Termination Records/Status Change
- n. Evidence of Completion Standards/Grades
- o. Transcripts

8. Mandatory Participation and Sanctioning System

College CalWORKs staff agrees to comply with regulations governing mandatory participation, cause determination, formal and informal conciliation and financial sanction of CalWORKs program and testify at County and State Hearings in related matters.

9. Contractor Holidays and School Breaks

During the term of this contract, Contractor shall submit to the County any request for additional breaks or change in break schedule. Said request must be submitted 6 weeks in advance. Breaks cannot be more than 10 consecutive days; The County will inform Contractor whether the school schedule is approved.

Contractor observes the following holidays:

Independence Day	July 4, 2016
Labor Day	September 5, 2016
Veteran's Day	November 11, 2016
Thanksgiving Day and the Next Day	November 24 & 25, 2016
Christmas Holiday	December 23 & 26, 2016
New Year's Holiday	Dec. 30, 2016 & Jan. 2, 2017
Martin Luther King's Birthday	January 16, 2017
President's Holiday	February 17 & 20, 2017
Memorial Day Observed	May 29, 2017

Below are other important dates:

- Fall 2016 Semester: Monday August 29, 2016 – Friday, December 16, 2016
- Winter Intersession: Tuesday, January 3, 2017 – Thursday, January 26, 2017
- Spring Semester: Monday, January 30, 2017 – Friday, May 26, 2017
- Summer 2017: Monday, June 19, 2017 – Friday, July 28, 2017

10. Performance Goals

College CalWORKs staff shall strive to achieve the goal of 70% positive completion/positive termination rate each quarter/semester at each college. The positive completion/positive termination rate will be based on the following:

A. Positive Terminations

1. Student completes an Educational Plan, receives a certificate and/or degree.
2. Student completes a course of study within the semester/quarter.
3. The client has retained unsubsidized part-time or full-time employment.
4. Transfers - To be determined by the College Liaison in consultation with the case manager. Based on set criteria and documentation: Good attendance and satisfactory progress reports.
5. Moved out of the area - Based on set criteria and documentation: Good attendance and satisfactory progress reports.
6. Deregistered by CWES-Based on set criteria and documentation: Good attendance and satisfactory progress reports.

B. Negative Terminations

1. Drop out/loss contact
2. Transfers -To be determined by the College Liaison in consultation with the case manager. Based on set criteria and documentation: did not have good attendance and did not have satisfactory progress reports.
3. Moved out of the area - Based on set criteria and documentation: did not have good attendance and did not have satisfactory progress reports.

College CalWORKs staff will submit an End of Term report to San Benito County Deputy Director. The report shall include outcomes for all students attending a school term.

11. Reports

College CalWORKs staff shall submit monthly reports tracking the number of clients who became part-time or full-time employed and the number of clients involved in their Work Experience/Work Study program. Additionally, Contractor shall submit a Matrix of approved degrees and certificates based on the labor market statistics and projections.

12. Services and Reporting

Services and reporting needs may be amended based on changes in program rules and regulations. Contractors shall be notified of all such changes in a timely manner.

COUNTY RESPONSIBILITIES

1. County will refer eligible, community college-ready CalWORKs participants to Contractor with the following referral paperwork for each participant:
 - a. Name of student;
 - b. Social Security Number;
 - c. Services needed;
 - d. County Integrated Case Worker (ICW) name and phone number;
 - e. Education start and end dates;
 - f. Self-Initiated Program (SIP) status (yes/no);
 - g. Case Number;
 - h. Exempt status;
 - i. Approved WTW plan with any revisions after changes to Court Plan are made;
 - j. Required Work Participation Rate hours;
 - k. Date of approval and referral;
2. County will notify Contractor if case management changes occur;
3. County will contact Contractor if problems related to participant attendance and performance occur, to work towards resolution plan;
4. County will manage supportive services (transportation, child care, vouchers) for participants.
5. County shall refer persons eligible for services set forth in this contract to Contractor, and County makes no assurance of any specific number of levels of referrals. Certification of eligibility for participation in services as provided in this contract shall be County's responsibility.

END OF ATTACHMENT A

ATTACHMENT B

Payment Schedule

B-1. BILLING

Charges for services pursuant to the terms and conditions of this contract shall be invoiced on the following basis: (check one)

- ☐ 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 or 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: (check one)

- ☐ a total lump sum 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: (check one)

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

1. Contractor shall be paid on an accrual basis. Contractor shall submit invoices by the 15th of every month.
2. Monthly Invoices shall include back-up documentation to show the 25% non-federal match requirement (employer invoices and a current list of students).
3. Contractor shall provide detailed quarterly invoices and annual invoice which documents all participants. Said documentation may consist of attendance sheets, progress reports, grades, case conference reports, and year end statistical reports.
4. Payment will be held if appropriate documentation is not provided.

Invoices shall be submitted to:

Enrique Arreola
1111, San Felipe Road, Suite #108,
Hollister, CA 95023

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.

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, or after, the execution of this contract. For purposes of this paragraph, obligations arising prior to, or after, 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, at the time of making a reduced payment, shall give CONTRACTOR notice of the amount of any off-set and the reason for the reduction.

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.

ATTACHMENT E
SAN BENITO COUNTY
BUSINESS ASSOCIATE ADDENDUM

- (a) Contractor shall comply with, and assist the County in complying with, the privacy requirements of the Health Insurance Portability and Accountability Act (including but not limited to 42 U.S.C. 1320d et seq.; “HIPAA”) and its implementing regulations (including but not limited to 45 CFR Parts 142, 160, 162 and 164), hereinafter collectively referred to as the “Privacy Rule.” Terms used but not otherwise defined in this Addendum shall have the same meaning as those terms are used in the Privacy Rule.
- (b) Except as otherwise limited in this Addendum, Contractor may use or disclose Protected Health Information to perform functions, activities, or services for or on behalf of the County as specified in this Addendum, provided that such use or disclosure would not violate the Privacy Rule with which the County complies.
- (c) Contractor shall not use or further disclose Protected Health Information other than as permitted or required by this Addendum, or as required by law.
- (d) Contractor shall use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Addendum.
- (e) Contractor shall report to the County any use or disclosure of the Protected Health Information not provided for by this Addendum.
- (f) Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor as a result of a use or disclosure of Protected Health Information by Contractor which is in violation of the requirements of this Agreement.
- (g) Contractor shall ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, created, or received by Contractor on behalf of the County, agrees to the same restrictions and conditions that apply through this Agreement to Contractor with respect to such information.
- (h) Contractor shall provide access, at the request of the County, and in the time and manner designated by the County, to Protected Health Information in a Designated Record Set; this Protected Health Information will be released to the County or, as directed by the County, to an Individual, in order to meet the requirements under 45 CFR Section 164.524.
- (i) Contractor shall make any amendment(s) to Protected Health Information in a Designated Record Set that the County directs, pursuant to 45 CFR Section 164.526, at the request of the County or an Individual, and in the time and manner designated by the County.
- (j) Contractor shall document such disclosures of Protected Health Information and information related to such disclosures as would be required for the County, to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR Section 164.528.

- (k) Contractor shall provide to the County or an Individual, in the time and manner designated by the County, information collected in accordance with subsection (j), to permit the County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR Section 164.528.
- (l) Contractor shall make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Contractor on behalf of the County, available to the County; or at the request of the County, to the Secretary of the United States Department of Health and Human Services (“Secretary”), in a time and manner designated by the County or the Secretary, for purposes of the Secretary determining the County’s compliance with the Privacy Rule.
- (m) A breach by Contractor of any provision of this Addendum, as determined by County, shall constitute a material breach of the contract and shall provide grounds for immediate termination of the Contract by the County.
 - (1) Except as provided in subparagraph (2) of this section, upon termination of this Addendum for any reason, Contractor shall return or destroy all Protected Health Information received from the County, or created or received by Contractor on behalf of the County. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of the Contractor. Contractor, its agents and subcontractors shall retain no copies of the Protected Health Information.
 - (2) In the event that Contractor determines that returning or destroying the Protected Health Information is infeasible, Contractor shall provide to the County notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible, Contractor shall extend the protections of this Addendum to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Contractor, or any of its agents or subcontractors, maintains such Protected Health Information.
- (n) The Parties agree to take action to amend this Agreement from time to time as is necessary for the County to comply with the requirements for the Privacy Rule or any other requirements of HIPAA and its implementing regulations.

Keenan & Associates
1740 Technology Drive, Suite 300
San Jose, CA 95110

MAIL DOCUMENT

Certificate of Insurance Delivery by **ecertsonline™**

San Benito County; Health & Human Services
Attn: Tracey Belton, Deputy Director
1111 San Felipe Road, Suite 206
Hollister CA 95023

Sender: Marcia Malone

Phone: 408-441-0754

Subject: Cert No. 30685591 - Certificate of Coverage:
Gavilan Joint Community College District -

Date: 6/29/2016

No. of Pages: 3

URL: www.keenan.com

Attached is the 2016/2017 renewal certificate issued on behalf of the district for your records. If you are no longer in need of this certificate, please notify me via email at mmalone@keenan.com or by fax to my attention at 408-436-9308.

Thank you and have a wonderful day!

Marcia Malone
Keenan & Associates


This document was created by eCertsONLINE.

The attached document(s) contain certification of insurance coverage for the insured named in the subject above. Your company is listed as the organization requesting receipt of these documents.

If this document is sent via e-mail, you must click on the attached PDF document. The document is in a pdf format, and you must have Adobe Acrobat Reader installed on your system. To download the Adobe Reader for free, visit www.Adobe.com.

If you have any questions regarding the content of this message, you should contact the Producer/Agency listed on the attached/linked documents.

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Statewide Association of Community Colleges Protected Insurance Program for Schools					CERTIFICATE OF COVERAGE		Issue Date <div style="text-align: right;">6/29/2016</div>	
ADMINISTRATOR: Keenan & Associates 1740 Technology Drive, Suite 300 San Jose, CA 95110 408-441-0754 www.keenan.com				LICENSE # 0451271		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.		
COVERED PARTY: Gavilan Jt. Community College District Bay Area CCD JPA 5055 Santa Teresa Boulevard Gilroy CA 95020				ENTITIES AFFORDING COVERAGE: ENTITY A: Statewide Association of Community Colleges ENTITY B: Protected Insurance Program for Schools ENTITY C: ENTITY D: ENTITY E:				
THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.								
ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS			
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input type="checkbox"/> ERRORS & OMISSIONS	SWC 00901-22	7/1/2016 7/1/2017	\$ 100,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000			
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	SWC 00901-22	7/1/2016 7/1/2017	\$ 100,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000			
A	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	SWC 00901-22	7/1/2016 7/1/2017	\$ 250,000	\$ 250,250,000 EACH OCCURRENCE			
A	STUDENT PROFESSIONAL LIABILITY	SWC 00901-22	7/1/2016 7/1/2017	\$ 5,000	\$ Included EACH OCCURRENCE			
B	WORKERS COMPENSATION <input checked="" type="checkbox"/> EMPLOYERS' LIABILITY	PIPS10013	7/1/2016 7/1/2017	\$	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER \$ 1,000,000 E.L. EACH ACCIDENT			
	EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ 1,000,000 E.L. DISEASE - EACH EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMITS			
	OTHER			\$				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS: As respects to Gavilan shall provide services to CalWORKS participants enrolled at college during the current coverage period.								
CERTIFICATE HOLDER: CalWorks San Benito County; Health & Human Services Attn: Tracey Belton, Deputy Director 1111 San Felipe Road, Suite 206 Hollister CA 95023				CANCELLATION..... SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/JPA, ITS AGENTS OR REPRESENTATIVES.				
				 John Stephens AUTHORIZED REPRESENTATIVE				

ENDORSEMENT

ADDITIONAL COVERED PARTY

COVERED PARTY	COVERAGE DOCUMENT	ADMINISTRATOR
Gavilan Jt. Community College District Bay Area CCD JPA	SWC 00901-22	Keenan & Associates

Subject to all its terms, conditions, exclusions, and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the covered party described under "as respects" below.

Additional Covered Party:

San Benito County; Health & Human Services
Attn: Tracey Belton, Deputy Director
1111 San Felipe Road, Suite 206
Hollister CA 95023

As Respects:

As respects to Gavilan shall provide services to CalWORKS participants enrolled at college during the current coverage period.

San Benito County, its officers, agents and employees are named as additional covered partys.



Authorized Representative

Issue Date: 6/29/2016