

File No. 250074

Committee Item No. 5

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date February 12, 2025

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report  |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement  |
|                                     |                          | <ul style="list-style-type: none"><li>• Draft Standard Agreement</li><li>• Draft Contractor Certification Clause</li><li>• Draft CA Civil Rights Law Attachment</li><li>• Draft Iran Contracting Act Verification Form</li><li>• Draft Darfur Contracting Act Certification</li><li>• Draft GovtTINForm_000</li><li>• Draft State GenAI Disc and Fact Sheet</li></ul> |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application   |
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Completed by: Brent Jalipa Date February 6, 2025

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Contract Agreement - Retroactive - Department of State Hospitals - Early Access and  
2 Stabilization Services - \$3,315,647.10]

3 **Resolution retroactively approving a Contract Agreement between the City and County**  
4 **of San Francisco, acting by and through the San Francisco Sheriff's Office and San**  
5 **Francisco Department of Public Health, and the Department of State Hospitals for Early**  
6 **Access and Stabilization Services, for a term of three years from January 1, 2025,**  
7 **through December 31, 2027, and for a total not to exceed the amount of \$3,315,647.10.**  
8

9 WHEREAS, On June 30, 2022, Governor Gavin Newsom signed into law Senate  
10 Bill 184 ("SB 184"), codified in California Welfare and Institutions Code, Section 4361.7,  
11 requiring county jails to allow the Department of State Hospitals ("DSH") (and any of its  
12 contractors or designees) reasonable access to its facilities and individuals deemed  
13 incompetent to stand trial ("IST") on a felony charge to provide early access to treatment; and

14 WHEREAS, The State-funded Early Access and Stabilization Services ("EASS")  
15 Program is designed to quickly begin competency restoration treatment for individuals  
16 deemed IST on a felony charge while they are in jail awaiting transfer to DSH; EASS goals  
17 include: reduced wait times for a state hospital bed, more rapid stabilization of mental health  
18 symptoms, reduced acute care hospitalizations, decreased incidents of violence and use of  
19 force, streamlined processes for involuntary medication orders, increased access to in-  
20 custody care, and reduced delays in legal processes.; and

21 WHEREAS, Senate Bill (SB) 184 (Chapter 47, Statutes of 2022) established a growth  
22 cap for all counties for individuals committed as IST on felony charges pursuant to  
23 Section 1370 of the Penal Code; the growth cap program was deemed by the legislature as  
24 an actionable solution to address the increasing number of individuals with serious mental  
25 illness who become justice-involved and deemed IST on felony charges by helping to ensure

1 that the expansion of DSH-funded community-based care does not create unintended  
2 incentives that result in an increased number of individuals being found IST on felony  
3 charges; Welfare and Institutions Code, Section 4336, established a growth cap baseline for  
4 San Francisco for felony IST determinations in Fiscal Year 2021/2022; San Francisco has  
5 exceeded baseline numbers in each subsequent year and anticipates this trend continuing as  
6 the jail population increases; IST patients restored to competence through the EASS Program  
7 and not sent to DSH will not be included in the Felony IST Growth Cap count, resulting in  
8 reduced annual fines for the City and County of San Francisco; 100% of the costs of EASS  
9 services provided through the EASS Program, including psychotropic medications, are  
10 covered by the State of California; and

11 WHEREAS, By agreement between the DSH, the San Francisco Sheriff's Office  
12 ("SFSO"), and the Department of Public Health ("DPH") seeks to allow DSH access to its  
13 custodial facilities for the EASS Program, and DPH seeks to provide EASS Program services,  
14 on DSH's behalf, to individuals in the custody of SFSO deemed IST on a felony charge  
15 ("Contract"); and

16 WHEREAS, Charter, Section 9.118(a), requires Board of Supervisors' approval by  
17 Resolution of any contract which, when entered into, anticipates revenue to the City and  
18 County of San Francisco of one million dollars or more; and

19 WHEREAS, The proposed Contract Agreement contained in File No. 250074, is  
20 substantially in final form, with all material terms and conditions included, and only remains to  
21 be executed by the parties upon approval of this Resolution; now, therefore, be it

22 RESOLVED, That the Board of Supervisors hereby retroactively approves the Contract  
23 Agreement, in substantially the form contained in File No. 250074, for a term of three years  
24 from January 1, 2025, through December 31, 2027, and for a total not to exceed the amount  
25 of \$3,315,647.10; and, be it

1           FURTHER RESOLVED, That within thirty (30) days of the Contract Agreement being  
2 fully executed by all parties, the San Francisco Sheriff's Office shall submit to the Clerk of the  
3 Board of Supervisors a completely executed copy for inclusion in File No. 250074; this  
4 requirement and obligation resides with the San Francisco Sheriff's Office, and is for purposes  
5 of having a complete file only, and in no manner affects the validity of the approved Contract  
6 Agreement.

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

24-79032-000

PURCHASING AUTHORITY NUMBER (If Applicable)

DSH-4440

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of State Hospitals

CONTRACTOR NAME

The County of San Francisco, by and through the San Francisco Sheriff's Office and San Francisco County Department of Public Health

2. The term of this Agreement is:

START DATE

January 1, 2025

THROUGH END DATE

December 31, 2027

3. The maximum amount of this Agreement is:

\$3,315,647.10

Three Million Three Hundred Fifteen Thousand Six Hundred Forty-Seven Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	10
Exhibit A-1	Program Elements	5
Exhibit B	Budget Detail and Payment Provisions	5
+ - Exhibit B-1	Sample Invoice	1
+ - Exhibit B-2	Sample Invoice	1
+ - Exhibit C	General Terms and Conditions (GTC 4/2017)	4
+ - Exhibit D	Special Terms and Conditions	10
+ - Exhibit E	Information Privacy and Security Requirements	10

*Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.**These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.***CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

The County of San Francisco, by and through the San Francisco Sheriff's Office and San Francisco County Department of Public Health

CONTRACTOR BUSINESS ADDRESS

1 Drive Carlton B. Goodlet Place, City Hall Room 456

CITY

San Francisco

STATE

CA

ZIP

94102

PRINTED NAME OF PERSON SIGNING

Lisa Pratt

TITLE

Director

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

24-79032-000

PURCHASING AUTHORITY NUMBER (If Applicable)

DSH-4440

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

Department of State Hospitals

CONTRACTING AGENCY ADDRESS

1215 O Street, MS-1

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Dominique Williams

TITLE

Chief, Business Management Branch

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

WIC Code 4361.7

**EXHIBIT A**  
**SCOPE OF WORK****1. CONTRACTED PARTIES:**

- A. The County of San Francisco, by and through the San Francisco Sheriff's Office and San Francisco County Department of Public Health, hereafter referred to as Contractor, agrees to provide Early Access and Stabilization Services (EASS) (hereafter referred to as "Services" as defined in Sections 6 and 7 of this Exhibit, and Exhibit A-1) to the Department of State Hospitals (DSH) pursuant to the terms and conditions of this Agreement.
- B. DSH is a Covered Entity under the Health Information Portability and Accountability Act of 1996, Public Law No. 104-191, as amended, and associated regulations. Individuals receiving Services under this Agreement are DSH patients. As a Covered Entity, DSH acknowledges its responsibility to protect patient protected health information in accordance with applicable law.
- C. EASS is statutorily mandated to be allowed reasonable access to county jail facilities to provide EASS services for DSH committed incompetent to stand trial ("IST") patients pursuant to Welfare and Institutions Code section 4361.7.

**2. SERVICE LOCATIONS AND SERVICE HOURS:**

- A. Services shall be performed at San Francisco County Jail No. 1 or 2, which are located at 425 7<sup>th</sup> Street in San Francisco and County Jail No. 3, which is located at 1 Moreland Dr. in San Bruno, California.
- B. Services are to be provided during normally scheduled business hours, to individuals identified by DSH and Contractor to require said Services.

**3. PROJECT REPRESENTATIVES:**

- A. The project representatives during the term of this Agreement will be:

*Contract Manager:*

Department of State Hospitals		City and County of San Francisco	
Section/Unit: Community Forensic Partnerships Division		Section/Unit: San Francisco Sheriff's Office	
Attention: Selene Mujica, Program Manager		Attention: Paul Miyamoto, Sheriff	
Address: 1215 O Street, MS-10 Sacramento, CA 95814		Address: 1 Dr. Carlton B. Goodlet Place City Hall Rm. 456 San Francisco, CA 94102	
Phone: 916-651-7913	Fax: 916-651-1168	Phone: 415-554-7225	Fax:
Email: <a href="mailto:Selene.Mujica@dsh.ca.gov">Selene.Mujica@dsh.ca.gov</a>		Email: <a href="mailto:Paul.Miyamoto@sfgov.org">Paul.Miyamoto@sfgov.org</a>	

*Administrative Contacts (all administrative inquiries should be directed to):*

Department of State Hospitals		City and County of San Francisco	
Section/Unit: Community Forensic Partnerships Division		Section/Unit: Department of Public Health	
Attention: Andrea Delgadillo, Associate Governmental Program Analyst		Attention: Lisa Pratt, Director of Jail Health Services	
Address: 1215 O Street, MS-10 Sacramento, CA 95814		Address: 650 5 <sup>th</sup> Street, San Francisco, CA. 94107	
Phone: 916-562-2540	Fax: 916-651-1168	Phone: 415-995-1700	Fax:
Email: <a href="mailto:Andrea.Delgadillo@dsh.ca.gov">Andrea.Delgadillo@dsh.ca.gov</a>		Email: <a href="mailto:lisa.pratt@sfdph.org">lisa.pratt@sfdph.org</a>	

Either party may make changes to the contact names or information above by giving written notice to the other party. Said changes shall not require an amendment to this Agreement.

#### 4. PROGRAM IMPLEMENTATION FUNDS

- A. The DSH shall reimburse Contractor for initial program implementation costs incurred under this Agreement. The implementation costs shall include, but are not limited to:
- i. Desks, Computers, and tablets.

#### 5. SUMMARY OF WORK TO BE PERFORMED:

##### A. Overview:

Contractor shall provide EASS Services to individuals charged with felony offenses and found by the courts to be ("IST") pursuant to Penal Code section 1370, hereafter referred to as felony IST patients. Services will be provided to felony IST patients awaiting admission into a DSH facility or community-based program who are housed in a county jail. The county jail may or may not host a Jail Based Competency Treatment ("JBCT") program.

##### B. Services to be Performed:

By mutual agreement, in writing, and at the request of DSH, Contractor shall:

- i. Provide substantive treatment Services as outlined by DSH, to all felony IST patients referred to the Contractor by DSH,
- ii. Provide one-to-one clinical engagement to felony IST patients by using Contractor's clinical staff,
- iii. Provide forensic assessment of competency restoration.
- iv. Provide psychiatric services to felony IST patients including the assessment and identifying of appropriate psychotropic medication, initiation of the psychotropic medication prescription, initiation of an effective medication regimen, regular and consistent medication management, and regular and consistent follow-up, including the use of



long-acting injectable medications.

- v. Provide competency education to felony IST patients, as defined in section 6E below.

## 6. CONTRACTOR RESPONSIBILITIES:

- A. The Contractor shall provide Services to felony IST patients committed to DSH housed at San Francisco County Jail. Contractor shall provide a combination of services in a virtual format and in-person. All mental health and competency restoration services will comply with state and federal regulatory requirements, including any DSH EASS program policies and procedures, title 15 of the California Code of Regulations, and National Commission on Correctional Health Care ("NCCHC") correctional community standards for mental health care.

In providing EASS Services, Contractor shall adhere to the program outlines contained in Exhibit A-1, Program Elements. Substantive Treatment shall be defined as competency restoration-focused mental health services provided in addition to the local jail baseline mental health treatment. This may include, but is not limited to, any of the following, as clinically indicated: initiation, administration, and management of psychotropic medication with the goal of psychiatric stabilization and competency restoration; clinical contacts, mental health and competency restoration evaluations; competency restoration education, either in a group or individual format; and the development, monitoring, and modification of treatment plans.

- B. **Record Review:** Contractor shall ensure that an evaluation of each felony IST patient is conducted through, at a minimum, a review of the patient's available medical and mental health records.
- C. **General Mental Health Services:** Contractor shall conduct a general mental health assessment to ascertain the felony IST patient's mental health needs and provide individualized mental health support necessary to improve the felony IST patients' psychiatric stability.
- D. **Psychiatric Services:** Contractor shall provide psychiatric services, which shall include any of the following:
  - i. Psychiatric evaluation, medication initiation, and medication management services, and psychiatric follow up with a licensed psychiatric prescriber or advanced nurse practitioner,
  - ii. Administration of medication for IST patients with involuntary medication orders (IMOs), when clinically indicated,
  - iii. Draft Administrative Law Judge (ALJ) certifications necessary to acquire an IMO for IST patients, as necessary, pursuant to Penal Code section 1370, subdivision (a)(2)(C). DSH shall review and request edits as necessary.
  - iv. Provide psychiatric testimony in IMO hearings, as needed,

- v. Treatment planning,
- vi. Data tracking relative to offered services and restoration rates.

Regarding stabilization of psychiatric symptoms, treatment interventions will

- i. Focus on effective medication management and monitoring of psychiatric symptoms,
- ii. Ensure close monitoring of offered psychiatric services and the IST patient's responsiveness to treatment. If the IST patient is showing minimal responsiveness to treatment, in accordance with best practices, Contractor will appropriately modify and augment treatment with a focus on reasonably providing maximum treatment responsiveness for the felony IST patient.
- iii. Utilize the DSH Psychopharmacology Network (DSH PRN Consult) voluntarily and as directed by DSH to obtain consultation for difficult psychiatric cases.

**E. Competency Education:** Contractor shall provide individual competency education as clinically appropriate. Contractor will also provide group competency education as applicable and available. Contractor will be responsible for providing felony IST patients a competency education workbook and learning materials for self-study provided to Contractor by DSH. Competency education will be commensurate with the felony IST patients' individual needs and barrier(s) to competency to stand trial. Competency education will be provided by a competency trainer, nursing discipline, or a clinician. The Contractor's designated staff providing competency education will reinforce mental health and competency restoration concepts with the goal of improving felony IST patients' factual and rational understanding of the criminal proceedings as well as the felony IST patients' ability to assist counsel in the conduct of a defense.

Felony IST patients may be offered competency restoration services in a group setting, in-person, through virtual telehealth technology and/or through any groups available in a JBCT program occurring at the facility, depending on suitability for the groups and logistical availability.

**F. Administrative Law Judge (ALJ) Support:** For felony IST patients who are refusing medication or are not medication adherent and do not have an IMO but require psychiatric medication, the Contractor's psychiatric prescriber or advanced nurse practitioner will notify DSH to obtain assistance and consultation in seeking to obtain an IMO through an ALJ hearing. The Contractor's psychiatric prescriber will then evaluate the patient and submit any necessary documentation to DSH for submission to the courts pursuant to Penal Code section 1370, subdivision (a)(2)(C) to obtain an IMO. The Contractor's treating psychiatric prescriber will also testify in ALJ hearings, as necessary.

**G. Coordination with DSH Patient Management Unit (PMU):** Contractor's treatment providers shall participate in clinical case conferences with PMU clinicians and care coordination staff at intervals defined in EASS policy and procedures manual. These conferences shall serve to share status updates regarding patients currently receiving Services and can be used to refer patients to other services available through DSH programs including but not limited to IST Evaluation or PRN consultation services. Contractor shall provide PMU clinicians and care coordination staff with access to patient medical and behavioral health records via a Secured File Transfer Protocol.

- H. **Coordination with DSH Evaluation Services:** If a patient is presumed to be restored to competency, Contractor will coordinate with DSH-Patient Management Unit to ensure the patient can be virtually evaluated for competency restoration through DSH evaluators. Contractor will ensure their clinical staff are available for collateral contacts with DSH evaluators, as needed.
- I. **Patient Record:** Contractor shall be responsible for maintaining a patient record that documents and demonstrates the occurrence of Services for each felony IST patient enrolled in the EASS program. Documentation shall include, but not be limited to, psychiatry progress notes, psychiatry evaluation, individual progress notes, and group progress notes.
- J. **Staffing Reports:**
- i. Contractor shall provide weekly reports indicating vacant and filled positions.
  - ii. Contractor shall submit staffing plans itemizing planned disciplines, position numbers, and recruitment and retention plans.
    1. DSH reserves the right to adjust Contractor staffing, dependent on the number of IST patients on the waitlist where Contractor has implemented an Early Access and Stabilization Services program.
  - iii. DSH will assess staffing levels annually, or as needed, and may adjust commensurate with felony IST referrals.
- K. Should Contractor determine based on clinical considerations, patient history, or other factors that a felony IST patient is, or likely shall be, violent and a significant danger to others participating in Services, Contractor shall inform the DSH Contract Manager, or designee, and the DSH-Patient Management Unit Care Coordinator, in writing. Contractor agrees that the decision to remove such a felony IST patient from Services is at the sole discretion of the DSH, and the DSH shall not unreasonably withhold such permission.
- L. Contractor shall be paid for providing these Services throughout the Agreement term based on the budgeted monthly allocation outlined in Exhibit B, Budget Detail, and Payment Provisions.
- M. **Information Technology (IT Access)**
- iv. Contractor shall maintain and manage their own Active Directory (AD) environment for users who will interface with the DSH application list.
  - v. Contractor shall complete authentication services through DSH's Azure Active Directory using the Contractor's invited identity.
  - vi. Contractor shall ensure telehealth clinical staff have high speed internet connectivity sufficient to accomplish the required administrative and treatment services, including DSH applications for patient tracking, uploading, and downloading.
  - vii. In the event of application performance issues, Contractor shall comply with any and

all application performance testing procedures required by the DSH.

- viii. Contractor shall provide testing data to the DSH's Technology Services Division to assist with identification of issues with application performance.
  - 1. Contractor shall be responsible for remediating issues identified relating to Contractor's infrastructure/security.
  - 2. Contractor shall be responsible for any configuration required to access the DSH's applications.
- ix. Contractor shall provide end user training on use of DSH applications/systems. Upon request, the DSH shall provide instruction via an initial train-the-trainer format to Contractor's trainers. Contractor shall be responsible to pay for any expenses related to training Contractor staff for DSH applications/systems.
- x. Contractor shall utilize supported internet browsers (Google Chrome, Microsoft Edge, Mozilla Firefox, or Apple Safari) within the latest three versions to ensure compatibility and security for DSH applications. The DSH and Contractor shall develop a Test Plan that includes DSH applications using Contractor's internet browser.
- xi. Contractor shall whitelist (unblock) any DSH information and information systems that may be blocked by Contractor's internet filtering (web viewing content control software).
- xii. Contractor shall transmit Protected Health Information (PHI) through a Secure File Transfer DSH web-based applications (example: Early Application Stabilization Services, a.k.a. EASS), or via a mutually agreed-upon secure method which has been approved by Contractor and DSH Information Security Officers (example: SharePoint; WatchDox; SFTP). Contractor shall ensure that any and all emails containing PHI or PII are encrypted in accordance with HIPAA standards.
- xiii. Contractor shall provide their own multifactor authentication solution and enforcement for access to all DSH applications.
- xiv. Contractor shall provide transcription services, if necessary.
- xv. Contractor shall comply with Exhibit E, Confidentiality and Information Security Provisions, also known as Security and Privacy Addendum of this Agreement.
- xvi. Contractor shall sign a Business Associates Agreement (BAA) with the DSH and comply with the Health Insurance Portability and Accountability Act (HIPAA). Contractor shall ensure current National Institute of Standards and Technology (NIST) Special Publication 800-53 controls are in place for any Contractor systems which store data sourced from DSH applications within this Agreement.
- xvii. Contractor shall provide Microsoft Teams, WebEx, Zoom, and/or other telepresence for online/video meetings or patient visitation as appropriate.
- xviii. Contractor shall ensure that only authorized and appropriately-privileged users have

access to DSH applications and that users do not share accounts.

1. No shared accounts shall be created to access DSH applications.
2. All AD accounts accessing DSH applications shall be assigned to a unique, active employee.
3. Contractor shall be responsible for training and onboarding all new employees as it relates to DSH applications.
4. Contractor shall only allow users to access DSH applications from Contractor's facility.

N. Information Technology (IT) Help Desk

- i. Contractor shall contact DSH Client Services for any issues relating to the DSH applications by one of the following methods:
  1. Submit by email to: [ClientServices.TSD@dsh.ca.gov](mailto:ClientServices.TSD@dsh.ca.gov); or
  2. Submit by phone at (844) 217-4018.
- ii. Contractor shall create a service ticket within their organization prior to submitting a service request to DSH.
- iii. Contractor shall provide the following items to the DSH upon submitting a service request:
  1. Name
  2. Phone Number
  3. Contractor's Service Ticket Number
  4. Summary of Issue

O. The Contractor shall participate in any job-related training provided or required by DSH.

P. Contractor and its subcontractors shall procure and keep in full force and effect during the term of this Agreement all permits, registrations and licenses necessary to accomplish the work specified in this Agreement and shall give all notices necessary and incident to the lawful prosecution of the work. Contractor shall provide proof of any such license(s), permits(s), and certificate(s) upon request by the DSH. Contractor agrees that failure by itself or its subcontractors to provide evidence of licensing, permits, or certifications shall constitute a material breach for which the DSH may terminate this Agreement with cause.

Q. Contractor shall provide services as outlined in this Agreement. Contractor shall be responsible to fulfill the requirements of the Agreement and shall incur expenses at its own risk and invest sufficient amount of time and capital to fulfill the obligations as contained herein.

R. Contractor and its subcontractors shall keep informed of, observe, comply with, and cause all of its agents and employees to observe and to comply with all prevailing Federal, State, and local laws, and rules and regulations made pursuant to said Federal, State, and local laws, which in any way affect the conduct of the work of this Agreement. If any conflict arises between provisions of the plans and specifications and any such law above referred to, then the Contractor shall immediately notify the state in writing.

- S. The DSH may terminate the Agreement pursuant to section 7 of Exhibit C if the Contractor or its subcontractors fails to comply with a federal, state or local law and the noncompliance, based on the facts and circumstances would constitute a material breach of this Agreement under California law.
- T. On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

## 7. THE DSH RESPONSIBILITIES:

### A. Care Coordination

- i. DSH-PMU will provide Contractor with a list of individuals committed to DSH who are eligible to receive EASS Services on at least a weekly basis.
- ii. DSH-PMU will facilitate regular case management conferences to discuss the status of patients receiving Services and shall have access to patient medical and behavioral health records through a Secure File Transfer Protocol.
- iii. DSH-PMU shall provide case management for all patients receiving EASS Services including coordination between DSH programs (such as IST evaluation and PRN consultation services) and scheduling patients for transfer to a DSH facility when appropriate and a bed becomes available.

- B. **Psychology Services:** DSH may virtually evaluate felony IST patients' competence to stand trial in coordination with DSH evaluators.

Contractor will be responsible for filing with the court a certification and report if the patient is opined to be:

- i. Restored to competency pursuant to Penal Code section 1372 (a),
- ii. Remaining incompetent to stand trial pursuant to Penal Code section 1370(b)(1),
- iii. Unlikely to be restored to competency pursuant to Penal Code section 1370(b)(1)(B); or
- iv. Reaching their maximum term of commitment pursuant to Penal Code section 1370(c)(1).

Contractor will also be required to provide DSH a copy of any correspondence filed with the court.

If Contractor suspects malingering, Contractor will communicate this information to the DSH evaluator who will then complete a malingering screening and/or assessment using evidence-based measures of malingering and/or feigning.

C. Information Technology (IT) Access

- i. The DSH shall manage and maintain an application list which shall be used in the execution of services within this Agreement. As applications are added or removed, DSH will provide notification to Contractor.
- ii. The DSH shall resolve any DSH application or system outages within a timely manner. The DSH shall notify Contractor of any scheduled or unscheduled outages and shall work with Contractor to resolve any issues as appropriate.
- iii. The DSH shall ensure connectivity to the application list.
- iv. The DSH shall provide standard connectivity documentation to access DSH applications.

D. IT Maintenance and Change Process

- i. The DSH shall follow a standard change control process. All maintenance and changes shall occur on Tuesdays between the hours of 6:00 p.m. and 1:00 a.m. System availability shall be limited or unavailable during this time.
- ii. Under emergency situations, the DSH shall perform maintenance which may cause outages to systems without notification to end users.

E. Rights of the DSH to Perform Quality Assurance and Financial Audits/Reviews

- i. The DSH may routinely evaluate the work performance of the Contractor, Contractor's personnel, subcontractors, or other parties associated with the Contractor to determine if the DSH standards and departmental policies and procedures are being maintained. If it is found that any party fails to perform or is physically or mentally incapable of providing services as required by the Agreement, then that party shall not perform services for the DSH.
- ii. The DSH may monitor and evaluate services provided in fulfillment of the requirements of this Agreement, as detailed in Exhibit A. Such monitoring and evaluation may occur on a regular cycle or as deemed necessary by the Contracts Manager. The DSH retains sole and absolute discretion in determining any such evaluation schedule.
- iii. Inspections may be conducted by the DSH staff at any time during the Agreement term to check on the quality of work. Payment shall not be provided for services deemed unacceptable by the Contract Manager and/or their designee.
- iv. The DSH may audit and examine Contractor's records and accounts which pertain, directly or indirectly, to services performed under this Agreement. The DSH may hire third parties to perform the audit and examination, including but not limited to, accountants, consultants, or

service providers in the applicable field. Contractor shall cooperate fully with the audits and examinations to the extent permitted by law.

- v. If as a result of an audit and examination, the DSH is informed of underpayments or overpayments, the DSH shall notify Contractor of the need for payment or reimbursement. Upon receipt of a final audit report, Contractor has 30 days to reimburse any overpayment or to dispute or challenge the report. Contractor and the DSH shall confer and negotiate in good faith with respect to any disputed portion of the final audit report to reach agreement with respect to adjustments, payments, and reimbursements.
- vi. The DSH shall submit its findings to Contractor and establish a deadline for correcting any deficiencies in fulfilling the obligations set forth in this section. Failure by the Contractor to timely correct deficiencies shall be reason for termination of services under this Agreement.

## **8. PERFORMANCE MEASURES:**

### **A. Complete and Timely Provision of Services**

- i. Expectations: Contractor is expected to provide all services, including any and all required reports, in a timely manner – in accordance with timelines established in Exhibit A, Scope of Work.
- ii. Penalties: Should Contractor not provide all services, including any and all required reports in a timely manner, DSH may choose to terminate this Agreement. Additionally, the DSH may find the Contractor to be not responsible in provision of services and evaluate this in future contracting opportunities

## **9. AMENDMENTS:**

- A. The parties reserve the right to amend this Agreement by extending its term for two (2) additional terms of up to one (1) year each, and to add funding sufficient for these periods at the same rates. This right to amend is in addition to the right to amend for other reasons contained in this Agreement or noted in the solicitation that resulted in this agreement, if applicable. Any amendment shall be in writing and signed by both parties and be approved by the Department of General Services if such approval is required.

*Revision 12-9-2021*



**EXHIBIT A-1**  
**PROGRAM ELEMENTS**

- A. Contractor shall conduct Services virtually and in-person.
- B. Contractor shall review the felony IST patient's active jail mental health and medical treatment records where the felony IST patient is incarcerated to determine the patient's psychiatric adherence, stability, and whether psychotropic medication has/has not been prescribed, and initiate psychotropic medication, if clinically indicated.
- C. Contractor shall initiate Services with felony IST patients based on commitment date, starting the initiation of Services with felony IST patients with the oldest commitment date.
- D. Upon activation of the EASS program (defined by the first date Contractor receives an EASS referral from DSH under this Agreement), services shall begin no later than three business days after referral from DSH.
- E. Contractor shall ensure that all clinical staff are licensed to practice their discipline. Unlicensed staff may provide Services in the EASS program only after Contractor seeks and obtains approval from DSH for an unlicensed clinician waiver.
- F. If Contractor requires additional medical or mental health records that DSH maintains, Contractor will submit the request to the PMU.
- G. For psychiatric services, Contractor may use a licensed psychiatric prescriber or an advanced nurse practitioner.
- H. Contractor agrees to electronically provide all patient records in real time including, but not limited to, medical and mental health records in a time period not to exceed one business day from time of service to entry into patient chart.
  - i. If there is an incident with a patient in the EASS program that requires the program to complete a Special Incident Report, as described in the EASS Policy and Procedures Manual, then the Contractor agrees to provide all patient records within the same business day.
- I. Assessment Protocol
  - i. At least weekly, the Contractor shall assess and document felony IST patients' progress toward competency restoration based on observed psychiatric stability, medication adherence, improved understanding of competency restoration education, clinician/prescriber opinion, and the results of clinician assessments. Contractor's licensed psychologist, psychiatric prescriber, competency trainer, mental health clinician, nursing discipline, licensed psychiatric technician, or licensed vocational nurse may be used for these duties. Other disciplines or clinicians may be used with the approval of DSH.
- J. Individualized Treatment Program Focused on Psychiatric Stabilization
  - i. Contractor shall review and discuss the initial IST pathway determined by DSH PMU

and use this IST pathway (if clinically appropriate) to determine a treatment approach/plan.

- ii. Upon admission, Contractor shall identify specific deficits that are resulting in psychiatric instability and incompetence to stand trial and resolve said issue with an interest in improving the felony IST patient's psychiatric stability through psychotropic medication, medication management, clinical engagement, and consistent monitoring for progress.
- iii. Upon admission, for each felony IST patient, Contractor will focus on psychiatric and medication stabilization.
  1. Record review with a focus on the felony IST patient's psychiatric history and whether psychotropic medication is necessary.
  2. If psychotropic medication has not been initiated, prescribed, or the patient is refusing psychotropic medication, Contractor's psychiatric prescriber will assess the felony IST patient and determine the best treatment no later than five business days after enrollment.
  3. If psychotropic medication has been prescribed and the patient is refusing medication that is clinically appropriate and indicated, Contractor will notify DSH to initiate the administrative law judge (ALJ) process to obtain an IMO. Contractor shall strive to use long-acting medications when possible and as appropriate.
  4. Contractor shall offer services to all admitted felony IST patients at least three times per week with the goal of building rapport with patients to improve medication adherence, overall mental health stability, and general understanding of competency restoration education.
  5. Contractor shall document all offered services as well as refused services and any reasons why services were not received by the patient.
  6. Contractor's licensed vocational nurse/psychiatric technician will be available to provide support and assistance to Contractor's psychiatric prescribers (including tele- psychiatrists/Psychiatric Nurse Practitioners), such as conducting labs, vitals, charting, ensuring there are no barriers to the medication prescription, liaising between the Contractor's psychiatric prescriber and jail/jail medical/jail mental health staff as necessary.
- iv. Contractor shall provide an individualized treatment plan based on the identified psychiatric needs, level of functioning, and competency deficits.
- v. Contractor shall tailor individualized treatment regimen to first focus on psychiatric stabilization followed by addressing the felony IST patient's specific barrier(s) to trial competency.
- vi. Contractor shall monitor and document in progress notes or evaluation reports felony IST patients' progress toward psychiatric stabilization and restoration of competence and appropriately augment and adjust the treatment as needed with an interest in maximizing psychiatric stabilization.

K. Competency Education Requirement

- i. Contractor shall provide competency restoration education. Educational materials may be presented in multiple learning formats to each felony IST patient, e.g., a simple lecture format may be replaced with learning experiences involving discussion, reading, video, and experiential methods of instruction, such as role-playing.
- ii. Contractor shall address the following elements in the education modalities of the competency education meetings including, but not limited to:
  1. Criminal charges,
  2. Severity of charges,
  3. Sentencing,
  4. Pleas,
  5. Plea Bargaining,
  6. Roles of the courtroom personnel,
  7. Adversarial nature of trial process,
  8. Evaluating evidence,
  9. Court room behavior
  10. Assisting counsel in conducting a defense.

L. Medication Administration and Consent

- i. Contractor shall obtain proper authorization (e.g., informed consent for treatment and/or medication issued) from the felony IST patient as soon as possible, in accordance with professional standards of care and court practices.
- ii. Contractor shall provide strategies to promote and incentivize voluntary psychotropic medication compliance.
- iii. If involuntary psychotropic medication is not ordered by the court at time of commitment of a felony IST patient to DSH, and the Contractor's treating psychiatric prescriber or advanced nurse practitioner determines that psychotropic medication has become medically necessary and appropriate, the Contractor's psychiatric prescriber or advanced nurse practitioner will notify DSH to obtain assistance and consultation in seeking to obtain an IMO through an ALJ hearing. The Contractor's psychiatric prescriber will then evaluate the patient and submit any necessary documentation to DSH for submission to the courts pursuant to Penal Code section 1370, subdivision (a)(2)(C) to obtain an IMO. Contractor's treating psychiatric prescriber will also testify in Administrative Law Judge (ALJ) hearings, as necessary. Contractor shall administer involuntary psychotropic medication when medically necessary and appropriate, upon the issuance of the court order.
- iv. Contractor shall use long-acting injectable medication when deemed necessary and appropriate.
- v. Contractor shall be responsible for providing DSH with routine, and up-to-date details of the FIST patient's medication, including but not limited to, Long-Acting

Injectables (LAIs) containing the following information:

1. Date of administration of the medication
  2. Order date of medication
  3. Dosage amount of medication
  4. List of all current medications
  5. Any other relevant medication information related to the FIST patient.
- vi. Upon FIST patient discharge from program and to a DSH facility, Contractor shall be responsible for providing DSH with the following details pertaining to medications, including but not limited to, Long-Acting Injectables (LAIs) containing the following information:
1. List of all current medications
  2. Any medication given upon discharge
  3. Last dosage of medication given prior to discharge
  4. Any other relevant medication related to the FIST patient.

**M. Data Deliverables**

- i. To the extent permitted by law, Contractor shall provide data to the DSH in real time through the EASS Application. The data shall include, but not be limited to, the following data elements (some demographic and commitment related data will be populated by the Patient Management Unit):
1. Patient face sheet.
  2. Primary diagnosis, updates to the diagnosis, and diagnosis at discharge.
  3. Treatment plan, and dates of assessments and clinical contacts
  4. Pathways at admission, discharge, and any updates during treatment.
  5. Medication administration, IMO's enforcement data, and medication compliance.
  6. Unenrollment summary and relevant information.
  7. Court communication, including updated orders, notification letters, and court reports.
  8. Release date (from jail); and
  9. Other relevant and necessary treatment records (e.g., medical treatment).

**2. TREATMENT PROTOCOL**

- A. Contractor shall develop a treatment plan no later than five business days following the psychiatric prescriber's initial evaluation of the felony IST patient.
- B. Treatment plans will be updated every thirty calendar days.
- C. Contractor shall offer, at a minimum, three times per week, Services with felony IST patients enrolled in the program. All offered Services shall be documented and any Services not

received shall include the rationale.

- D. Contractor shall engage with felony IST patients to initiate psychiatric services, a prescription for psychotropic medication, a psychotropic medication regimen, and consistent medication management.
- E. If a felony IST patient has an IMO and is refusing medication that is clinically appropriate and clinically indicated, Contractor will coordinate with the Sheriff's Department to administer psychotropic medication involuntarily as ordered by the court.
- F. If a felony IST patient requires psychiatric stabilization, is refusing psychiatric intervention, and does not have an IMO, Contractor shall notify DSH to begin the ALJ process.
- G. Contractor shall consistently monitor felony IST patients' psychiatric stability and medication adherence and commence best practice psychiatric interventions as necessary to improve and maintain psychiatric stabilization.
- H. By mutual agreement, Contractor may perform competency education groups via a virtual platform, as appropriate, with sufficient numbers of eligible felony IST patients.
- I. If Contractor becomes aware that a felony IST patient may be restored to competency, the Contractor's psychologist shall evaluate the IST patient's restoration to competency or the Contractor shall notify DSH PMU and the DSH EASS consulting psychologist to initiate a competency interview and assessment using DSH IST Evaluation Services.
- J. Contractor shall participate in collateral interviews with DSH staff as needed for competency assessments, questions regarding suitability or placement for various DSH programs, and discharge planning for community treatment options.
- K. Contractor shall document all patient clinical contact in progress notes.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING AND PAYMENT:**

- A. Contractor shall submit all invoices not more frequently than monthly in arrears.
- B. For Services satisfactorily rendered, and upon the first felony IST patient provided substantive treatment services in accordance with this agreement and upon receipt and approval of invoices submitted as described herein, the DSH agrees to compensate Contractor in accordance with the rates specified in section 5, Budget Detail.
- C. Contractor shall include in the invoices the costs for all psychiatric medications and Long Acting Injectable medications provided to patients in the EASS Program, and all Long Acting Injectable medications (LAIs) provided to patients in the EASS program and, if applicable, the Jail Based Competency Treatment (JBCT). Contractor shall invoice the DSH, following execution of this agreement, for LAIs provided to patients in the Jail Based Competency Treatment (JBCT), if the Contractor has a Jail Based Competency Treatment (JBCT). for expenses occurring beginning upon first medication administration.
- D. Contractor shall submit invoices for any and all initial program implementation costs associated with and pertaining to the items in Exhibit A, Scope of Work, Section 5, "Program Implementation Funds within 15 months from the contract start date. The total initial program implementation costs invoiced shall not exceed \$9,600.00.
- E. The DSH is not responsible for services performed by Contractor outside of this agreement, nor for services performed other than as outlined in Exhibit A, Scope of Work.
- F. The DSH makes no guarantee, either written or implied, as to the actual amount of funds that will be expended under this Agreement.
- G. Contractor shall not bill or seek reimbursement from DSH for any goods or services if Contractor received or will receive reimbursement or funding for such goods or services under any federal program, such as the CAREs Act or FEMA disaster relief, except when Contractor has billed Medicare and seeks the difference between the Medicare payment and the DSH contract price.

**2. INSTRUCTIONS TO CONTRACTOR:**

- A. To expedite the processing of invoices submitted to the DSH for payment, all invoice(s) shall be submitted to the DSH for review and approval at either:

Department of State Hospitals  
Attention: Accounting Office  
1215 O Street, MS-2 Sacramento, CA 95814  
OR  
[DSHSAC.AccountsPayable@dsh.ca.gov](mailto:DSHSAC.AccountsPayable@dsh.ca.gov)

- B. Contractor shall submit one original and three copies of each invoice, unless emailed.
- C. Contractor shall type, not handwrite, each invoice on company letterhead. The DSH may provide an invoice template, if requested, which may be used in lieu of company letterhead.
- D. Contractor shall clearly note Contractor's name and address on each invoice. The name on the invoice must match the Payee Data Record (Std. 204) and the name listed on this Agreement.
- E. Contractor shall list and itemize in accordance with section 5, Budget Detail, all services or deliverables provided on each invoice.
- F. Contractor shall include the following on each submitted invoice:
  - i. Date(s) during which the services or deliverables were provided and the date in which the invoice was generated.
  - ii. Agreement number, which can be found on the Standard Agreement Form (Std. 213).
  - iii. Small Business certification number, if applicable
  - iv. Professional license number, if applicable
  - v. Invoice total
  - vi. Written proof of DSH's approval as required by this Agreement for those services requiring pre-approval.

### **3. BUDGET CONTINGENCY CLAUSE:**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall no longer be in full force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any Fiscal Year (FY) is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an Agreement amendment to Contractor to reflect the reduced amount.
- C. If this Agreement overlaps Federal and State FYs, should funds not be appropriated by Congress or approved by the Legislature for the FY in which the Agreement was entered into, and/or any subsequent years covered under this Agreement, the State may exercise its option to cancel this Agreement.
- D. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or the Legislature which may affect the provisions or terms of funding of this Agreement in any manner.

### **4. PROMPT PAYMENT CLAUSE:**

- A. Payment will be made in accordance with, and within the time specified in, Government

Code section 927, et seq.

**5. BUDGET DETAIL:**

A. The amount of this Agreement shall not exceed \$3,315,647.10 at rates listed in this Agreement.

B. Program Implementation Costs:

- i. Upon contract execution as well as receipt and approval of the submitted invoices, the DSH shall compensate Contractor for actual program implementation costs that shall not exceed \$9,600.00.

C. Staffing Costs, Pharmaceuticals, Client Supplies, Operating Costs, and Deputy Costs:

- i. Upon Contract execution, as well as receipt and approval of the submitted invoices, the DSH shall compensate for actual expenses no more frequently than on a monthly basis for: Staffing Costs, Pharmaceuticals, Client Supplies, Operating Costs, and Deputy Costs. Actual costs shall not exceed the following budgeted amounts displayed in the tables below unless otherwise noted below.

<b>Annual Budget</b>				
<b>Cost Category</b>	<b>FY 2024-25 (6 Months)</b>	<b>FY 2025-26 12 Months)</b>	<b>FY 2026-27 (12 Months)</b>	<b>FY 2027-28 (6 Months)</b>
Staffing Costs	\$269,532.85	\$539,065.70	\$539,065.70	\$269,532.85
Pharmaceuticals	\$175,000.00	\$350,000.00	\$350,000.00	\$175,000.00
Client Supplies	\$4,975.00	\$9,950.00	\$9,950.00	\$4,975.00
Implementation Costs	\$9,600.00			
Operating Costs	\$1,500.00	\$3,000.00	\$3,000.00	\$1,500.00
Deputy Costs	\$100,000.00	\$200,000.00	\$200,000.00	\$100,000.00

<b>Estimated Monthly Budget</b>				
<b>Cost Category</b>	<b>FY 2024-25 (6 Months)</b>	<b>FY 2025-26 12 Months)</b>	<b>FY 2026-27 (12 Months)</b>	<b>FY 2027-28 (6 Months)</b>
Staffing Costs	\$44,922.14	\$44,922.14	\$44,922.14	\$44,922.14
Pharmaceuticals	\$29,166.67	\$29,166.67	\$29,166.67	\$29,166.67
Client Supplies	\$829.17	\$829.17	\$829.17	\$829.17
Implementation Costs	\$1,371.43			
Operating Costs	\$250.00	\$250.00	\$250.00	\$250.00
Deputy Costs	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67

- ii. The estimated monthly budget amounts are based on dividing the annual budget amounts in accordance with the number of months in each fiscal year of the contract term. This information is to be used for planning purposes and to manage available funding levels. Total actual costs shall not exceed the budgeted annual allocation amounts by fiscal year.

- iii. Upon invoicing, Contractor shall clearly identify the actual expenditures for the service categories outlined in the table below. Contractor shall itemize expenses



and provide a sufficient level of detail to support the invoice claim. Contractor shall be required to seek preapproval from the DSH Contractor Manager on the level of detail required to for submission by the Contractor to support the invoice claim.

D. Pharmaceuticals

- i. Upon invoicing, Contractor shall clearly identify the number of felony IST patients receiving early access and stabilization services in the monthly billing cycle.
- ii. The DSH shall compensate Contractor for prescribed psychotropic medication costs based on actual usage when medically necessary, which shall not exceed the contract total. Upon invoicing, Contractor shall clearly identify the cost per long-acting injection multiplied by the number of Patient Inmates that received the injection during the month that services were provided. The DSH and Contractor shall monitor drug usage and if/when Contractor anticipates exceeding the Pharmaceuticals Budget, Contractor shall notify the DSH Contract Manager and DSH will execute a contract amendment to this Agreement in order to increase the Pharmaceuticals Budget, contingent upon the availability of sufficient funds.
- iii. The monthly allocation amounts are based on dividing the annual allocation amounts and shall not exceed the budgeted annual allocation amounts by fiscal year.

Prescribed Non-Formulary Injectable Psychotropic Medication (Pharmaceuticals)				
Cost Per Injection		Total Patient Inmates		Total for [insert month being invoiced]
[Insert actual cost for one injection of this medication]	X	[Insert number of Patient Inmates who received this injection in the month being invoiced]	=	\$ _____

E. Insert Budget Summary Breakdown Here (DSH will insert once budget is finalized)

Staffing Costs	\$1,617,197.10
Pharmaceuticals	\$1,050,000.00
Client Supplies	\$29,850.00
Implementation Costs	\$9,600.00
Operating Costs	\$9,000.00
Deputy Costs	\$600,000.00
<b>Grand Total (not to exceed):</b>	<b>\$3,315,647.10</b>

F. The DSH does not expressly or by implication agree that the actual amount of work will

correspond with any estimation provided in this Agreement and reserves the right to omit portions of the estimated amount of work as may be deemed necessary or advisable by the DSH. The estimates listed above are a good faith estimate and are not a guarantee of business and is subject to change depending on fluctuation in patient population, etc. The amounts indicated above/below will be used solely for the purposes of encumbering funds. The DSH makes no guarantee, expressed or implied for actual amount of work to be performed. However, the rates contained in Exhibit B shall be binding for the term of this Agreement.

Should the DSH determine, in its sole discretion, that the estimated amount of work is insufficient to meet the demands of patient care or otherwise meet the needs of the DSH, the parties may amend this Agreement by adding additional funds at the same rates. This right to amend is in addition to the right to amend for other reasons contained in this Agreement or noted in the solicitation that resulted in this agreement, if applicable. Any amendment shall be in writing and signed by both parties and be approved by the Department of General Services if such approval is required.

- G. At the sole discretion of the DSH and for the purposes of accounting, the DSH may adjust the total proposed expenditure for each fiscal year as needed. In no event will this change the contract price for the services actually rendered.
- H. Contractor must submit all invoices within a reasonable time but, no later than twelve (12) months from the date that services were provided. If Contractor fails to provide invoices within twelve (12) months of the date services are rendered, the DSH may elect to reject the invoices for payment as untimely and Contractor will be deemed to have waived any right to payment of the late invoices.
- I. Requests for budget modifications across major budget categories and/or across the individual cost categories must be submitted with written justification by the Contractor, approved by DSH Contract Manager, and cannot exceed the Fiscal Year Total Cost amount.
- J. Contractor shall not be reimbursed for any travel-related expenses. All travel shall be at the expense of Contractor.

*Revision 12-9-2021*

EXHIBIT B-1  
**SAMPLE INVOICE**

[Insert Contractor's Department company logo/address]

**INVOICE**

DATE	INVOICE #

Department of State  
Hospitals Attn: Accounting  
Office  
1215 O Street  
Sacramento, CA 95814

PERIOD OF SERVICE	AGREEMENT #
[insert date range of month invoiced]	

Service Description		Monthly Total Cost
Staffing Costs		
Pharmaceuticals		
Client Supplies		
Implementation Costs		
Operating Costs		
Deputy Costs		

<b>Invoice Total</b>	<b>\$</b> _____
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PLEASE MAKE REMITTANCE PAYABLE TO:  
[Insert Contractor's Department billing contact/address]

Prepared By: [Signature here]  
[Insert name/title here]

**EXHIBIT B-2**  
**SAMPLE INVOICE**

**PERSONNEL DETAIL**

DATE	INVOICE #

Position	Name	FTE	Monthly Cost

Gross payroll expense by employee paid during month billed; number of pay periods will differ between months from two to three bi- weekly pay periods.

**OPERATING EXPENSE DETAIL**

Operating Expense Category	Monthly Cost
Total Operating Expenses:	

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor shall defend, indemnify, and hold DSH, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages, arising out of the performance of this Agreement, including for infringement of intellectual property, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Contractor, its officers, agents or employees. In turn, DSH shall defend, indemnify, and hold Contractor, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages, arising out of the performance of this Agreement, including for infringement of intellectual property, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DSH, its officers, agents or employees.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)
- Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontractors to perform work under the Agreement.
11. **CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. **TIMELINESS:** Time is of the essence in this Agreement.
13. **COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. **GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the

laws of the State of California.

15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
- a. The Government Code Chapter on Antitrust claims contains the following definitions
    - 1) "Public Purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
  - c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
  - d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the Contractor acknowledges in accordance with Public Contract Code 7110, that:
- a. The Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
  - b. The Contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have

force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:
  - a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
  - b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
20. LOSS LEADER: if this contract involves the furnishing of equipment, materials, or supplies, the following statement is incorporated: It is unlawful for any person engaged in business with this state to shall or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e)).



**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

**1. SUBCONTRACTS:**

- A. Except for subcontracts identified in accordance with the solicitation, Contractor shall submit any subcontracts in connection with this Agreement to the DH for its prior written approval. No work shall be subcontracted without the prior written approval of the DSH. Upon termination of any subcontract, the DSH shall be notified immediately. Any subcontract shall include all the terms and condition of this Agreement and its attachments.
- B. Nothing contained in this Agreement shall create any contractual relationship between the DSH and any subcontractors, and Contractor is solely responsible for payment of any and all fees, expenses, salaries, and benefits of the subcontractor. No subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. The Contractor is fully responsible to the DSH for the acts and omissions of its subcontractors and of persons either directly or indirectly employed or acting as an agent of any of them. Contractor agrees to indemnify and hold DSH harmless for any costs, losses or claims, including reasonable attorney fees, resulting from its subcontractors.

**2. PUBLICATIONS AND REPORTS:**

- A. The DSH reserves the right to use and reproduce all publications, reports, and data produced or delivered pursuant to this Agreement. The DSH further reserves the right to authorize others to use or reproduce such materials, provided the author of the report is acknowledged in any such use or reproduction.
- B. If the publication and/or report are prepared by non-employees of the DSH, and the total cost for such preparation exceeds \$5,000, the publication and/or report shall contain the numbers and dollar amounts of all agreements and subcontracts relating to the preparation of the publication and report in a separate section of the report (Government Code section 7550).

**3. PROGRESS REPORTS:**

- A. If progress reports are required by the Agreement, Contractor shall provide a progress report in writing, or orally if approved by the DSH Contract Manager, at least once a month to the DSH Contract Manager. This progress report shall include, but not be limited to; a statement that the Contractor is or is not on schedule, any pertinent reports, and any interim findings if applicable. Contractor shall cooperate with and shall be available to meet with the DSH to discuss any difficulties, or special problems, so that solutions or remedies can be developed as soon as possible.

**4. PRESENTATION:**

- A. Upon request, Contractor shall meet with the DSH to present any findings, conclusions, and recommendations required by the Agreement for approval. If set forth in the Agreement, Contractor shall submit a comprehensive final report for approval. Both the final meeting and the final report shall be completed on or before the date indicated in this Agreement.

**5. DEPARTMENT OF STATE HOSPITALS STAFF:**

- A. The DSH's staff shall be permitted to work side-by-side with Contractor's staff to the extent and under conditions as directed by the DSH Contract Manager. In this connection, the DSH's staff shall be given access to all data, working papers, etc., which Contractor seeks to utilize.
- B. The Contractor shall abide by DSH's written policy and procedures on "nepotism," which is defined as "The practice of an employee using their influence or power to aid or hinder another in the employment setting because of a personal relationship." Accordingly, Contractor shall not use their influence or power to aid or hinder another in DSH's or Contractor's employment setting because of a personal relationship. The Contractor shall disclose any personal relationship with any current DSH workforce member by completing DSH 3215 Verification of Personal Relationships and Hiring of Relatives. Contractor shall also disclose any personal relationships with any current subcontractor(s)' workforce member.

**6. CONFIDENTIALITY OF DATA AND DOCUMENTS:**

- A. Contractor shall not disclose data or documents or disseminate the contents of the final or any preliminary report without written permission of the DSH Contract Manager. However, all public entities shall comply with California Public Records Act (Government Code sections 6250 et seq.).
- B. Permission to disclose information or documents on one occasion shall not authorize Contractor to further disclose such information or documents on any other occasion except as otherwise provided in the Agreement or required by law.
- C. Contractor shall not comment publicly to the press, or any other media, regarding the data or documents generated, collected, or produced in connection with this Agreement, or the DSH's actions on the same, except to the DSH's staff, Contractor's own personnel involved in the performance of this Agreement, or as required by law.
- D. If requested by the DSH, Contractor shall require each of its employees or officers who will be involved in the performance of this Agreement to agree to the above terms in a form to be approved by the DSH and shall supply the DSH with evidence thereof.
- E. Each subcontract shall contain the foregoing provisions related to the

confidentiality of data and nondisclosure.

- F. After any data or documents submitted has become a part of the public records of the DSH, Contractor may at its own expense and upon written approval by the DSH Contract Manager, publish or utilize the same data or documents but shall include the following Notice:

**LEGAL NOTICE**

*This report was prepared as an account of work sponsored by the Department of State Hospitals (Department) but does not necessarily represent the views of the Department or any of its employees except to the extent, if any, that it has formally been approved by the Department. For information regarding any such action, communicate directly with the Department at P.O. Box 952050, Sacramento, California, 94252-2050. Neither said Department nor the State of California, nor any officer or employee thereof, or any of its contractors or subcontractors makes any warranty, express or implied, or assumes any legal liability whatsoever for the contents of this document. Nor does any party represent that use of the data contained herein, would not infringe upon privately owned rights without obtaining permission or authorization from any party who has any rights in connection with the data.*

**7. PROVISIONS RELATING TO DATA:**

- A. "Data" as used in this Agreement means recorded information, regardless of form or characteristics, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work; or be usable or be used to define a design or process; or support a premise or conclusion asserted in any deliverable document called for by this Agreement. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical modes, collections or extrapolations of data or information, etc. It may be in machine form, as punched cards, magnetic tape, computer printouts, or may be retained in computer memory.
- B. "Generated data" is that data, which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at the expense of the DSH, together with complete documentation thereof, shall be treated in the same manner as generated data.
- C. "Deliverable data" is that data which under terms of this Agreement is required to be delivered to the DSH. Such data shall be property of the State of California and the DSH.
- D. Prior to the expiration of any legally required retention period and before destroying any data, Contractor shall notify the DSH of any such contemplated action; and the DSH may within 30 days of said notification determine whether or not this data shall be further preserved. The DSH shall pay the expense of further preserving this data. The DSH shall have unrestricted reasonable access to the data that is preserved in

accordance with this Agreement.

- E. Contractor shall use best efforts to furnish competent witnesses to testify in any court of law regarding data used in or generated under the performance of this Agreement.
- F. All financial, statistical, personal, technical and other data and information relating to the DSH's operation, which are designated confidential by the State or the DSH and made available to carry out the Agreement, or which become available to Contractor in order to carry out this Agreement, shall be protected by Contractor from unauthorized use and disclosure.
- G. If the DSH determines that the data and information are inadequately protected by Contractor or its subcontractors, the DSH shall provide notice of its determination and Contractor and/or its subcontractors shall improve the protections to the DSH's satisfaction which shall be evidenced by written approval of the protections implemented.

**8. APPROVAL OF PRODUCT:**

- A. Each product to be approved under this Agreement shall be approved by the Contract Manager. The DSH's determination as to satisfactory work shall be final, absent fraud or mistake.

**9. SUBSTITUTIONS:**

- A. Contractor's key personnel as indicated in its proposal may not be substituted without the Contract Manager's prior written approval.

**10. NOTICE:**

- A. Notice to either party shall be given by first class mail, by Federal Express, United Parcel Service or similar carrier, properly addressed, postage fully prepaid, to the address beneath the name of each respective party. Alternatively, notice may be given by personal delivery by any means whatsoever to the party and such notice shall be deemed effective when delivered.

**11. WAIVER:**

- A. All remedies afforded in this Agreement are cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the DSH to enforce any provision of this Agreement, shall not waive its right to enforce the provision or any other provision of the Agreement.

**12. GRATUITIES AND CONTINGENCY FEES:**

- A. Contractor shall not provide gratuities to any officer or employee of the DSH or the State to secure an agreement or favorable treatment with respect to an agreement, the occurrence of which shall constitute a material breach of this Agreement. The DSH, by written notice to the Contractor, may terminate this Agreement with cause if it is found that gratuities were

offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the State or the DSH with a view toward securing an agreement or securing favorable treatment with respect to the awarding, amending, or performance of such agreement.

- B. In the event this Agreement is terminated as provided in the paragraph above, the DSH shall be entitled (a) to pursue the same remedies against Contractor as it could pursue in the event of the breach of the Agreement by the Contractor, and (b) as a predetermined amount of liquidated damages, Contractor shall pay an amount which shall not be less than three times the cost incurred by the Contractor in providing any such gratuities to any such officer or employee.
- C. The rights and remedies of the DSH provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
- D. The Contractor warrants by execution of this Agreement that no person or selling agency has been employed or retained to solicit or secure this Agreement for a commission, percentage, brokerage or contingent fee, excepting bona fide employees of Contractor, for the purpose of securing business. For breach or violation of this warranty, the DSH shall, among other rights, have the right to rescind this Agreement without liability, paying only for the values of the work actually returned, or in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

### **13. INTEGRATION CLAUSE:**

- A. The parties agree that this Agreement, including only the State standard form 213 and all exhibits, constitute the entire agreement of the parties and no other understanding or communication, whether written or oral, shall be construed to be a part of this Agreement.

### **14. CAPTIONS:**

- A. The clause headings appearing in this Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit or extend the scope or intent of the clauses to which they pertain.

### **15. PUBLIC HEARINGS:**

- A. If public hearings on the subject matter dealt with in this Agreement are held within one year from the Agreement expiration date, Contractor shall make available to testify the personnel assigned to this Agreement at the hourly rates specified in the Contractor's proposed budget. The DSH shall reimburse Contractor for travel of said personnel at the Agreement, or if none, at State rates for such testimony as may be requested by the DSH.

**16. FORCE MAJEURE:**

- A. Neither the DSH nor the Contractor shall be deemed to be in default in the performance of the terms of this Agreement if either party is prevented from performing the terms of this Agreement by causes beyond its control, which shall include without being limited to: acts of God; interference, rulings or decision by municipal, Federal, State or other governmental agencies, boards or commissions; any laws and/or regulations of such municipal, State, Federal, or other governmental bodies; or any catastrophe resulting from flood, fire, explosion, earthquakes or other similar environmental causes beyond the control of the defaulting party. If any of the stated contingencies occur, the party delayed by force majeure shall immediately give the other party written notice of the cause of delay. The party delayed by force majeure shall use reasonable diligence to correct the cause of the delay, if correctable.

**17. LITIGATION:**

- A. The DSH, promptly after receiving notice thereof, shall notify the Contractor in writing of the commencement of any claim, suit, or action against the DSH or its officers or employees for which the Contractor must provide indemnification under this Agreement. The failure of the DSH to give such notice, information, authorization or assistance shall not relieve the Contractor of its indemnification obligations. The Contractor shall immediately notify the DSH of any claim or action against it which affects, or may affect, this Agreement, the terms or conditions hereunder, DSH, and shall take such action with respect to said claim or action which is consistent with the terms of this Agreement and the interest of the DSH.
- B. Contractor shall be in default of this Agreement (i) upon the institution by or against Contractor of insolvency, receivership or bankruptcy proceedings or any other proceedings for the settlement of Contractor's debts, (ii) upon Contractor making an assignment for the benefit of creditors, (iii) upon either party's dissolution or ceasing to do business or (iv) when the facts and circumstances indicate that Contractor is insolvent. For purposes of this Agreement, Contractor shall be deemed insolvent if: (i) Contractor has failed to pay salaries, overtime or benefits required by law of agreement, (ii) Contractor has failed to pay a subcontractor amounts owed pursuant to its agreements with a subcontractor, or (iii) Contractor has failed to pay a vendor amounts Contractor owes the vendor for more than 90 days the past due date for payment.

**18. DISPUTES:**

- A. Contractor shall first discuss and attempt to resolve any dispute arising under or relating to the performance of this Agreement.

**19. EVALUATION OF CONTRACTOR'S PERFORMANCE:**

- A. The DSH shall evaluate Contractor's performance under this Agreement using standardized evaluation forms which shall be made

available to every state agency pursuant to Public Contracts Code  
section 1067.

**20. AUDITS, INSPECTION AND ENFORCEMENT:**

- A. Contractor agrees to allow the DSH to inspect its facilities and systems, and make available for review its books and records to enable the DSH to monitor compliance with the terms of this Agreement and audit invoices submitted to the DSH.
- B. Contractor shall promptly remedy any violation of any provision of this Agreement to the satisfaction of the DSH.
- C. The fact that the DSH inspects, or fails to inspect, or has the right to inspect Contractor's facilities, systems, books and records does not relieve Contractor of its responsibility to independently monitor its compliance with this Agreement.
- D. The DSH's failure to detect or the DSH's detection of any unsatisfactory practices, but failure to notify Contractor or require Contractor's remediation of the unsatisfactory practices does not constitute acceptance of such practice or a waiver of the DSH's enforcement rights under the Agreement.

**21. USE OF STATE FUNDS:**

- A. Contractor, including its officers and members, shall not use funds received from the DSH pursuant to this Agreement to support or pay for costs or expenses related to the following:
  - i. Campaigning or other partisan activities to advocate for either the election or defeat of any candidate for elective office, or for or against the passage of any proposition or ballot measure; or,
  - ii. Lobbying for either the passage or defeat of any legislation.
- B. This provision is not intended and shall not be construed to limit any expression of a view, opinion, or position of any member of Contractor as an individual or private citizens, as long as state funds are not used; nor does this provision limit Contractor from merely reporting the results of a poll or survey of its membership.

**22. CANCELLATION PROVISIONS:**

- A. Unless otherwise specified, this Agreement may be canceled at any time by the DSH, in writing, with thirty (30) days advance notice. If canceled, payment shall be made only for the provision of services expressly authorized by this Agreement until the date of cancellation and only at the rates set forth in Exhibit B, Budget Detail. In the case of early termination, a final payment will be made to Contractor upon receipt of an invoice covering all authorized costs, at the rates set forth in Exhibit B, incurred prior to the date of cancellation or termination. The DSH shall not be

responsible for unamortized costs, overhead or capital costs or any other related costs, including but, not limited to costs incurred in connection with the cancellation of leases or contracts pertaining to facilities, equipment or supplies, labor and employee benefits costs, and expenditures incurred after the date of notice of cancellation.

- B. If the DSH determines that the Contractor has breached a material term of the Agreement and has not cured the breach or ended the violation within the time specified by the DSH, the DSH may terminate the contract by providing notice to the Contractor. The DSH Information Security Officer shall report as required HIPAA violations to the Secretary of the U.S. Department of Health and Human Services.
- C. Failure to comply with section 1 or 6 of this Exhibit, or a violation of section 12 of this Exhibit, shall be deemed a material breach of this Agreement.

### **23. EMPLOYMENT PROVISIONS:**

- A. Contractor acknowledges and agrees that neither Contractor, their personnel, subcontractors, nor other service providers through this Agreement are employees of the DSH. Contractor and its independent contractors shall be solely responsible for:
  - i. Paying any and all payroll taxes, including, but not limited to Social Security and Medicare taxes,
  - ii. Federal or state income tax withholding,
  - iii. Providing unemployment insurance and workers compensation insurance, and
  - iv. Paying compensation to its employees in accordance with federal and state labor laws, including overtime pay unless otherwise specified in this Agreement, as well as penalties that may be imposed for failure to comply with these laws. Contractor agrees to indemnify and hold harmless the DSH for any damages, losses, expenses, including reasonable attorney fees, in connection with its failure to pay salary or overtime, or provide benefits, including, but not limited to health care benefits or retirement benefits, to its employees, or its failure to provide to comply with federal or state labor laws.

### **24. LIABILITY FOR LOSS AND DAMAGES:**

- A. Any damages by Contractor, their personnel, subcontractors, and other service providers through this Agreement to DSH's facility, including equipment, furniture, materials, or other State or DSH property, shall be repaired or replaced by Contractor to the satisfaction of the DSH at Contractor's expense. The DSH, at its option, may repair any such damage and deduct the cost thereof from any sum due Contractor under this Agreement.

### **25. PHYSICIAN OWNERSHIP AND REFERRAL ACT OF 1993:**

- A. For applicable medical services contracts, and in accordance with the Physician



Ownership and Referral Act of 1993, Contractor shall not refer any patient to any health care provider or health-related facility if the Contractor has a financial interest with that health care provider or health-related facility.

- B. Contractor may make a referral to or request consultation from a sole source health care provider or health-related facility in which financial interest is held if Contractor is located where there is no alternative provider of service within either twenty-five (25) miles or forty (40) minutes travel time, subject to the prior approval of the DSH. Contractor shall disclose, in writing, as well as on a continuous basis, to the DSH, its financial interest at the time of referral or request for consultation. In no event, will this prohibit patients from receiving emergency health care services.
- C. If both of the documented results of the TST provided  $\leq 0-9$ /mm of induration, then the tested person may be cleared to provide services. However, if the documented results of the TST is  $\geq 10$ /mm of induration, then they shall be subject to additional testing and/or clearance before he or she is allowed to work at a DSH facility.
- D. The DSH reserves the right, in its sole and absolute discretion, to take measures to minimize the transmission of influenza. Contractor, their personnel, subcontractors, and other service providers through this Agreements may be required to either a) show written proof that they have received an influenza vaccine, or b) complete an Influenza Declination Form, which will be provided upon request. In addition, all non-vaccinated providers may be required to wear a mask. In its sole and absolute discretion, DSH may elect to provide free influenza vaccines to Contractor, their personnel, subcontractors, and other services providers through this Agreement.

## **26. AMENDMENTS:**

- A. The parties reserve the right to amend this Agreement as mutually agreed upon. This is in addition to the right to amend for other reasons contained in this Agreement or noted in the solicitation that resulted in this Agreement, if applicable. Any amendment shall be in writing and signed by both parties, and be approved by the Department of General Services if such approval is required.

## **27. GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI):**

- A. During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology.
- B. At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk

or contract performance, until use of such GenAI technology has been approved by the State.

- C. Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for immediate termination of the contract. The State is entitled to seek any and all relief to which it may be entitled to as a result of such nondisclosure.
- D. The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.

Revision 11-18-2020

**EXHIBIT E**  
**CONFIDENTIALITY AND INFORMATION SECURITY PROVISIONS**

These Confidentiality and Information Security Provisions (for HIPAA/HITECH Act contracts) set forth the information privacy and security requirements Contractor is obligated to follow with respect to all confidential information (as defined herein) disclosed to Contractor, or collected, created, maintained, stored, transmitted, or used by Contractor for or on behalf of the California Department of State Hospitals (DSH), pursuant to Contractor's agreement with DSH. DSH and Contractor (the parties) desire to protect the privacy and provide for the security of DSH confidential information pursuant to this Exhibit and in compliance with state and federal laws applicable to the confidential information.

**1. CONFIDENTIALITY AND INFORMATION SECURITY PROVISIONS:**

- A. Contractor shall comply with applicable laws and regulations, including but not limited to Welfare and Institutions Code sections 14100.2 and 5328 et seq. (2021), the Lanterman-Petris-Short Act, Civil Code section 1798 et seq. (2021), the Information Practices Act of 1977, Health and Safety Code section 123100 et seq. (2021), the Patient Access to Health Records Act, Title 42, Code of Federal Regulations (C.F.R.) part 431.300 et seq. (2021), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), including but not limited to section 1320d et seq. of Title 42 of the United States Code and its implementing regulations (including but not limited to Title 45, Code of Federal Regulations (C.F.R.), parts 160, 162 and 164 (2021) (HIPAA regulations) regarding the confidentiality and security of protected health information (PHI). The following provisions of this Exhibit set forth some of the requirements of these statutes and regulations. This Exhibit should not be considered an exclusive list of the requirements. Contractor is required to fulfill the requirements of these statutes and regulations by independently researching and obtaining legal advice on these requirements as they may be amended from time to time.
- B. Order of Precedence: With respect to confidentiality and information security provisions for all DSH confidential information, the terms and conditions of this Exhibit shall take precedence over any conflicting terms or conditions set forth in any other part of the agreement between Contractor and DSH, including Exhibit A (Scope of Work), all other exhibits and any other attachments, and shall prevail over any such conflicting terms or conditions.
- C. Effect on lower tier transactions: The terms of this Exhibit shall apply to all contracts, subcontracts, and subawards, and the information privacy and security requirements Contractor is obligated to follow with respect to DSH confidential information disclosed to Contractor, or collected, created, maintained, stored, transmitted or used by Contractor for or on behalf of DSH, pursuant to Contractor's agreement with DSH. When applicable, the Contractor shall incorporate the relevant provisions of this Exhibit into each subcontract or subaward to its agents, subcontractors, or independent consultants.

## 2. DEFINITIONS:

- A. The following terms used in the agreement between DSH and Contractor shall have the same meaning as those terms in the HIPAA Rules: Breach, Covered Entity, Data Aggregation, Disclosure, Health Care Operations, Individual, Minimum Necessary, Protected Health Information, Secretary, Subcontractor, Unsecured Protected Health Information, and Use.
- B. Specific Definitions
- i. Contractor. Contractor shall have the same meaning as the term “business associate” at 45 C.F.R. section 160.103 (2021).
  - ii. Breach. With respect to Contractor’s handling of confidential information, “breach” shall have the same meaning as the term “breach” in HIPAA, 45 C.F.R. section 164.402 (2021).
  - iii. HIPAA Rules. HIPAA Rules shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 C.F.R. parts 160 and 164 (2021).
  - iv. Confidential Information. Confidential information shall mean information or data that is Protected Health Information or Personal Information as defined herein.
  - v. Personal Information (PI). Personal Information shall have the same meaning as defined in Civil Code section 1798.3, subdivision (a) (2021).
  - vi. Required by law, as set forth under 45 C.F.R. section 164.103 (2021), shall mean a mandate contained in law that compels an entity to make a use or disclosure of PHI that is enforceable in a court of law. This includes, but is not limited to, court orders and court-ordered warrants, subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or an administrative body authorized to require the production of information, and a civil or an authorized investigative demand. It also includes Medicare conditions of participation with respect to health care providers participating in the program, and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing public benefits.
  - vii. Security Incident. Security Incident shall mean the intentional attempted or successful unauthorized access, use, disclosure, modification, or destruction of PHI or PI, or confidential data that is essential to the ongoing operation of Contractor’s organization and intended for internal use, or interference with system operations in an information system.

### **3. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE:**

A. Contractor agrees to:

- i. not use or disclose confidential information other than as permitted or required by the agreement between DSH and Contractor or as required by law. Any use or disclosure of DSH confidential information shall be the Minimum Necessary;
- ii. use appropriate safeguards, and comply with Subpart C of 45 C.F.R. part 164 (2021) with respect to electronic confidential information, to prevent use or disclosure of confidential information other than as provided for by the agreement with DSH;
- iii. report to DSH any use or disclosure of confidential information not provided for by the agreement with DSH of which it becomes aware, including breaches of unsecured protected health information as required at 45 C.F.R. section 164.410 (2021), and any security incident of which it becomes aware;
- iv. in accordance with 45 C.F.R. sections 164.502(e)(1)(ii) and 164.308(b)(2) (2021), if applicable, ensure that any agents and subcontractors that create, receive, maintain, or transmit confidential information on behalf of Contractor enter into a written agreement with Contractor agreeing to be bound to the same restrictions, conditions, and requirements that apply to Contractor with respect to such information;
- v. to provide access and make available confidential information in a designated record set to DSH or to an Individual in accordance with 45 C.F.R. section 164.524 (2021) and California Health and Safety Code section 123100 et seq. (2021). Designated Record Set shall mean the group of records maintained for DSH that includes medical, dental, and billing records about individuals; enrollment, payment, claims adjudication, and case or medical management systems maintained for DSH health plans; or those records used to make decisions about individuals on behalf of DSH. Contractor shall use the forms and processes developed by DSH for this purpose and shall respond to requests for access to records transmitted by DSH within fifteen (15) calendar days of receipt of the request by producing the records or verifying that there are none;
- vi. if Contractor maintains an Electronic Health Record with PHI and an Individual requests a copy of such information in an electronic format, Contractor shall provide such information in an electronic format to enable DSH to fulfill its obligations under the HITECH Act, including but not limited to, 42 U.S.C. section 17935(e) (2021);
- vii. if Contractor receives data from DSH that was provided to DSH by the Social Security Administration, upon request by DSH, Contractor shall provide DSH with a list of all employees, subcontractors, and agents who

have access to the Social Security data, including employees, contractors, and agents of its subcontractors and agents;

- viii. make any amendment(s) to confidential information in a Designated Record Set as directed or agreed to by DSH pursuant to 45 C.F.R. section 164.526 (2021), or take other measures as necessary to satisfy DSH's obligations under 45 C.F.R. section 164.526 (2021);
- ix. to document and make available to DSH or (at the direction of DSH) to an Individual within 15 days such disclosures of PHI, and information related to such disclosures, necessary to respond to a proper request by the Individual for an accounting of disclosures of PHI, in accordance with the HITECH Act and its implementing regulations, including but not limited to 45 C.F.R. section 164.528 (2021) and 42 U.S.C. section 17935(c) (2021). If Contractor maintains electronic health records for DSH as of January 1, 2009, Contractor must provide an accounting of disclosures, including those disclosures for treatment, payment, or health care operations, effective with disclosures on or after January 1, 2014. If Contractor acquires electronic health records for DSH after January 1, 2009, Contractor must provide an accounting of disclosures, including those disclosures for treatment, payment, or health care operations, effective with disclosures on or after the date the electronic health record is acquired, or on or after January 1, 2011, whichever date is later. The electronic accounting of disclosures shall be for disclosures during the three years prior to the request for an accounting;
- x. to the extent Contractor is to carry out one or more of DSH's obligation(s) under Subpart E of 45 C.F.R. part 164 (2021), comply with the requirements of Subpart E that apply to DSH in the performance of such obligation(s); and
- xi. make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA regulations.
- xii. comply with all legal obligations pursuant to the California Consumer Privacy Protection Act (CCPA) of Contractor, its employees, agents and sub-contractors, including but not limited to the handling and disclosure of personal information received resulting from this agreement, abiding by CCPA notice requirements on Contractor's website(s), safeguarding personal information received in connection with this agreement, refraining from using personal information received in connection with this agreement outside of the enumerated business purpose contained therein. Contractor's failure to comply with such laws and regulations shall constitute a material breach of this Agreement, and shall be grounds for immediate termination of the Agreement by DSH, pursuant to section 7 of Exhibit C. By executing this Agreement, Contractor certifies that it is aware of its legal obligations as set forth under the CCPA, that it is in compliance with the CCPA, and shall remain in compliance with all such laws and regulations for the term of this Agreement.

- xiii. indemnify and hold the DSH harmless from and against any and all liability, loss, suit, damage or claim, including third party claims brought against the DSH, pursuant to section 5 of Exhibit C of this Agreement, as well as damages and reasonable costs assessed against the DSH by a court of competent jurisdiction (or, at Contractor's option, that are included in a settlement of such claim or action in accordance herewith), to the fullest extent permitted by State law, to the extent such claim arises from Contractor's violation of the CCPA in relation to Contractor's performance under this agreement; provided, that (i) Contractor is notified promptly in writing of the claim; (ii) Contractor controls the defense and settlement of the claim; (iii) Contractor provides a defense with counsel approved by the DSH; and (iv) the DSH cooperates with all reasonable requests of Contractor (at Contractor's expense) in defending or settling the claim.

**4. PERMITTED USES AND DISCLOSURES OF CONFIDENTIAL INFORMATION BY THE CONTRACTOR:**

- A. Except as otherwise provided in the agreement between Contractor and DSH, Contractor, may use or disclose DSH confidential information to perform functions, activities or services identified in the agreement with DSH provided that such use or disclosure would not violate federal or state laws or regulations.
- B. Contractor may not use or disclose the confidential information except as provided and permitted or required by this agreement with DSH or as required by law.
- C. Contractor may use and disclose confidential information for the proper management and administration of the Contractor or to carry out the legal responsibilities of the Contractor, provided that such uses and disclosures are required by law.
- D. Contractor may use confidential information to provide data aggregation services related to the health care operations of the DSH. Data aggregation means the combining of DSH confidential information created or received by Contractor on behalf of DSH with confidential information received by Contractor in its capacity as the business associate of another Covered Entity, to permit data analyses that relate to the health care operations of DSH.

**5. SAFEGUARDS:**

- A. Contractor shall develop and maintain an information privacy and security program that includes the implementation of administrative, technical, and physical safeguards. The information privacy and security program shall reasonably and appropriately protect the confidentiality, integrity, and availability of the confidential information that it creates, receives, maintains, or transmits; and prevent the use or disclosure of confidential information other than as provided for by the agreement with DSH. Contractor shall provide the DSH with information concerning such safeguards as the DSH may reasonably request from time to time.

- B. Contractor shall implement administrative, technical, and physical safeguards to ensure the security of the DSH information on portable electronic media (e.g., USB drives and CD-ROM) and in paper files. Administrative safeguards to be implemented shall include, but are not limited to training, instructions to employees, and policies and procedures regarding the HIPAA Privacy Rule. Technical safeguards to be implemented must comply with the HIPAA Security Rule and Subpart C of part 164 of the HIPAA regulations with respect to electronic confidential information, and shall include, but are not limited to, role-based access, computer passwords, timing out of screens, storing laptop computers in a secure location (never leaving the equipment unattended at workplace, home or in a vehicle) and encryption. Physical safeguards to be implemented shall include, but are not limited to, locks on file cabinets, door locks, partitions, shredders, and confidential destruct.

## **6. AUTHENTICATION:**

- A. Contractor shall implement appropriate authentication methods to ensure information system access to confidential information is only granted to properly authenticated and authorized persons. If passwords are used in user authentication (e.g., username/password combination), Contractor shall implement strong password controls on all compatible computing systems that are consistent with the National Institute of Standards and Technology (NIST) Special Publication 800-53 and the SANS Institute Password Protection Policy.
- i. Contractor shall implement the following security controls on each server, workstation, or portable (e.g., laptop computer) computing device that processes or stores confidential, personal, or sensitive data:
    - (1) network-based firewall and/or personal firewall,
    - (2) continuously updated anti-virus software and
    - (3) patch-management process including installation of all operating system/software vendor security patches.
  - ii. Encrypt all confidential, personal, or sensitive data stored on portable electronic media (including, but not limited to, CDs and thumb drives) and on portable computing devices (including, but not limited to, laptop computers, smart phones and PDAs) with a solution that uses proven industry standard algorithms.
  - iii. Prior to disposal, sanitize all DSH confidential data contained in hard drives, memory devices, portable electronic storage devices, mobile computing devices, and networking equipment in a manner consistent with the National Institute of Standards and Technology (NIST) Special Publication 800-88.
  - iv. Contractor shall not transmit confidential, personal, or sensitive data via e-mail or other Internet transport protocol over a public network unless, at



minimum, a 128-bit encryption method (for example AES, 3DES, or RC4) is used to secure the data.

**7. MITIGATION OF HARMFUL EFFECTS:**

- A. Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of confidential information by Contractor or its subcontractors in violation of the requirements of the agreement.

**8. NOTIFICATION OF BREACH:**

- A. During the term of the agreement with DSH, Contractor shall report to DSH any use or disclosure of information not provided for by its contract of which it became aware including breaches of unsecured confidential information as required by 45 C.F.R. section 164.410 (2021).

**9. DISCOVERY OF BREACH:**

- A. Contractor shall immediately notify the DSH Chief Information Security Officer by telephone call and email upon the discovery of a breach of confidential information in all forms (paper, electronic, or oral) if the confidential information was, or is reasonably believed to have been, acquired by an unauthorized person, or within 24 hours by email or fax of the discovery of any suspected security incident, intrusion or unauthorized use or disclosure of confidential information in violation of the agreement with DSH, or potential loss of DSH confidential data. If the security incident occurs after business hours or on a weekend or holiday, notification shall be provided by calling the DSH Chief Information Security Officer. Contractor shall take:
  - i. prompt corrective action to mitigate any risks or damages involved with the breach and to protect the operating environment; and
  - ii. any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

**10. INVESTIGATION OF BREACH:**

- A. Contractor shall immediately investigate such security incident, breach, or unauthorized use or disclosure of DSH confidential information. Within 8 hours of discovery (of the breach), Contractor shall notify the DSH Chief Information Security Officer of at least the following:
  - i. the data elements involved and the extent of the confidential data involved in the breach;
  - ii. a description of the unauthorized person(s) known or reasonably believed to have improperly acquired, accessed, used, transmitted, sent or disclosed confidential information;

- iii. a description of where and when the confidential information is believed to have been improperly acquired, accessed, used, transmitted, sent or disclosed;
- iv. a description of the probable causes of the improper acquisition, access, use, transmission, sending, or disclosure; and
- v. whether Civil Code sections 1798.29 or 1798.82 or any other federal or state laws requiring individual notifications of breaches are required.

**11. WRITTEN REPORT:**

- A. Contractor shall provide a written report of the investigation to the DSH Information Security Officer within ten (10) working days of the discovery of the breach or unauthorized use or disclosure. The report shall include, but not be limited to, the information specified above, an estimation of cost for remediation, as well as a full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the improper use or disclosure.

**12. NOTIFICATION OF INDIVIDUALS:**

- A. Contractor shall notify individuals of the breach or unauthorized use or disclosure when notification is required under state or federal law and to pay any costs of such notifications, as well as any costs associated with the breach. Notification shall be made in the most expedient time possible without reasonable delay. The DSH Program Contract Manager, DSH Chief Information Security Officer, and DSH Chief Privacy Officer shall approve the time, manner, and content of any such notifications and their review and approval must be obtained by Contractor before the notifications are made.

**13. DSH CONTACT INFORMATION:**

- A. Contractor shall direct communications to the DSH Program Contract Manager, DSH Chief Information Security Officer, and DSH Chief Privacy Officer Contractor shall initiate contact as indicated herein. DSH reserves the right to make changes to the contact information below by giving written notice to Contractor. Said changes shall not require an amendment to the agreement between the parties to which it is incorporated.

DSH Contract Manager	DSH Chief Privacy Officer	DSH Chief Information Security Officer
See Exhibit A - Scope of Work for contact information	Chief Privacy Officer Office of Legal Services 1215 O Street, MS-5, CA 95814  Email: <a href="mailto:privacy.officer@dsh.ca.gov">privacy.officer@dsh.ca.gov</a> Telephone: 916-562-3721	Chief Information Security Officer Information Security Office 1215 O Street, MS-4 Sacramento, CA 95814 Email: <a href="mailto:iso@dsh.ca.gov">iso@dsh.ca.gov</a> and <a href="mailto:security@dsh.ca.gov">security@dsh.ca.gov</a> Telephone: 916-654-4218

**14. INTERNAL PRACTICES:**

- A. Contractor shall make Contractor's internal practices, books and records relating to the use and disclosure of DSH confidential information received from DSH, or created, maintained or received by Contractor, available to DSH or to the Secretary in a time and manner designated by DSH or by the Secretary, for purposes of determining DSH's compliance with HIPAA regulations.

**15. EMPLOYEE TRAINING AND DISCIPLINE:**

- A. Contractor shall train and use reasonable measures to ensure compliance with the requirements of the agreement between DSH and Contractor by employees who assist in the performance of functions or activities under this agreement and use or disclose confidential information; and discipline such employees who intentionally violate any provisions of this agreement.

**16. EFFECT OF TERMINATION:**

- A. Upon termination or expiration of the agreement between Contractor and DSH for any reason, Contractor shall return, at its sole expense, to DSH all confidential information within five (5) business days or as otherwise specified in the request or notice to return records or, if agreed to by DSH, destroy all confidential information received from DSH or created or received by Contractor on behalf of DSH, that Contractor still maintains in any form. Contractor shall retain no copies of DSH confidential information. However, if return or destruction is not feasible, Contractor shall continue to extend the protections and provisions of the agreement to such information, and limit further use or disclosure of such confidential information to those purposes that make the return or destruction of such confidential information infeasible. This provision shall apply to DSH confidential information that is in the possession of Contractor, its subcontractor(s), or its agent(s).

**17. MISCELLANEOUS PROVISIONS:**

- A. DSH shall notify Contractor and Contractor shall notify DSH of restrictions on disclosures or the manner of confidential communications requested and agreed to by Contractor or DSH from an Individual to satisfy 45 C.F.R. section 164.522 (2021).
- B. Assistance in Litigation or Administrative Proceedings. Contractor shall make itself, and use its best efforts to make any subcontractors, employees or agents assisting Contractor in the performance of its obligations under the agreement with DSH, available to DSH at no cost to DSH to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against DSH, its directors, officers or employees for claimed violations of HIPAA, regulations or other laws relating to security and privacy based upon actions or inactions of Contractor and/or its subcontractors, employees, or agents, except

where Contractor or its subcontractors, employees, or agents is a named adverse party.

- C. No Third-Party Beneficiaries. Nothing expressed or implied in the terms and conditions of the agreement between Contractor and DSH is intended to confer, nor shall anything herein confer, upon any person other than DSH or Contractor and their respective successors or assignees, any rights, remedies, obligations or liabilities whatsoever.
- D. The terms and conditions in this Agreement shall be interpreted as broadly as necessary to implement and comply with the HIPAA regulations and applicable federal and state laws. The parties agree that any ambiguity in the terms and conditions of the agreement between the parties shall be resolved in favor of a meaning that complies and is consistent with state and federal law, including HIPAA and the HIPAA regulations.
- E. A reference in the terms and conditions of the agreement between DSH and Contractor to any HIPAA regulation relates to that section in effect or as amended.
- F. The obligations of Contractor under this Exhibit E shall survive the termination or expiration of the agreement.

#### **18. JUDICIAL OR ADMINISTRATIVE PROCEEDINGS:**

- A. DSH may immediately terminate the agreement between Contractor and DSH if (a) Contractor is found liable in a civil or criminal proceeding for a violation of the HIPAA Privacy or Security Rule or (b) a finding or stipulation that Contractor has violated a privacy or security standard or requirement of HIPAA, or other security or privacy laws made in an administrative or civil proceeding in which Contractor is a party.

#### **19. TERMINATION FOR CAUSE:**

- A. In accordance with 45 C.F.R. section 164.504(e)(1)(ii) (2021), upon DSH's knowledge of a material breach or violation of this Exhibit by Contractor, DSH shall:
  - i. Provide an opportunity for Contractor to cure the breach or end the violation and terminate the agreement if Contractor does not cure the breach or end the violation within the time specified by DSH; or
  - ii. Immediately terminate the agreement pursuant to section 7 of Exhibit C of this Agreement, if Contractor has breached a material term of this Exhibit and cure is not possible.

CCC 04/2017

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

## **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.



Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. EMPLOYER DISCRIMINATORY POLICIES: For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**CERTIFICATION**

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer/Bidder Firm Name (Printed)	Federal ID Number
-------------------------------------	-------------------

By (Authorized Signature)

Printed Name and Title of Person Signing

Executed in the County of	Executed in the State of
---------------------------	--------------------------

Date Executed

**IRAN CONTRACTING ACT VERIFICATION FORM**  
**(Public Contract Code sections 2202-2208)**

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d). The DGS list of entities prohibited from contracting with public entities in California per the Iranian Contracting Act, 2010, can be found at:

[Department of General Services Procurement Division Iran Contracting Act List](https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/OPPL/Iran-Contracting-Act-List.pdf?la=en&hash=71776438AADF114D952082668B1D6A0AEED31C2B)  
(<https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/OPPL/Iran-Contracting-Act-List.pdf?la=en&hash=71776438AADF114D952082668B1D6A0AEED31C2B>)

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

**OPTION #1 - CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in</i>	

### **OPTION #2 – EXEMPTION**

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		<i>Date Executed</i>

**DARFUR CONTRACTING ACT CERTIFICATION**

DGS PD 1 (Rev. 12/19)

Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do **not** need to complete this form.

**OPTION #1 - CERTIFICATION**

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	<i>Date</i>
<i>Printed Name and Title of Person Signing</i>	

**OPTION #2 – WRITTEN PERMISSION FROM DGS**

Pursuant to Public Contract Code Section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	<i>Date</i>
<i>Printed Name and Title of Person Signing</i>	

State of California  
Financial Information System for California (FI\$Cal)  
**GOVERNMENT AGENCY TAXPAYER ID FORM**

2000 Evergreen Street, Suite 215  
Sacramento, CA 95815  
www.fiscal.ca.gov  
1-855-347-2250



The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (\*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name*					
Remit-To Address (Street or PO Box)*					
City*		State *		Zip Code*+4	
Government Type:	<input type="checkbox"/> City	<input type="checkbox"/> County	Federal Employer Identification Number (FEIN)*		
	<input type="checkbox"/> Special District	<input type="checkbox"/> Federal			
	<input type="checkbox"/> Other (Specify)				

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	

Contact Person*		Title		
Phone number*		E-mail address		
Signature*			Date	

# Generative Artificial Intelligence (GenAI) Disclosure & Factsheet

## Bidder/Offer Information

Solicitation Number	Bidder ID/Vendor ID (optional)		
Business Name	Business Telephone Number		
Business Address	City	State	Zip Code

## GenAI Disclosure & Factsheet

Will you be using or offering GenAI technology, model, or service (collectively, “system”)? ☐ Yes ☐ No (If No, skip to Signature section of this form.)

If yes, provide details regarding the GenAI system”). See *GenAI Disclosure & Factsheet Definitions* at the end of this form for more information.

Failure to disclose GenAI to the State and submit the detailed description may result in disqualification and may void any resulting contract.

1. GenAI Model Name, Version (including number of parameters)	
2. Model Owner	
3. Overview	
4. Purpose	
5. Intended Domain	
6. Model Training Data	
7. Model Information	

8. Input and Outputs	
9. Performance Metrics	
10. Optimal Conditions	
11. Poor Conditions	
12. Bias	
13. Test Data	

Explain below how you are ensuring the GenAI system is not adversely affecting “decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.” (AB 302, Department of Technology: High-Risk automated decision systems: inventory).

Signature

By signing this document, I certify that I have identified and disclosed, if any, all GenAI components in the proposed solution or service.



# GenAI Disclosure & Factsheet Definitions

Please use the following definitions to complete the GenAI Disclosure and Factsheet:

**1. Model Name, Version & Number of Parameters:**

- Definition: The unique identifier or name assigned to the specific GenAI model or service.
- Purpose: Allows users to refer to and distinguish between different GenAI models.

**2. Model Owner**

- Definition: The name of the organization or entity responsible for creating or deploying the GenAI model or service.
- Importance: Helps identify the source and accountability for the GenAI system.

**3. Overview:**

- Definition: A concise summary of the GenAI model's purpose, functionality, and key characteristics.
- Role: Provides a high-level understanding for users and stakeholders.

**4. Purpose:**

- Definition: The intended use or goal of the GenAI model (e.g., image recognition, natural language processing, text summarization).
- Significance: Helps users assess whether the GenAI model aligns with their needs.

**5. Intended Domain:**

- Definition: The context, subject matter or domain for which the GenAI model is designed to operate effectively.
- Importance: Helps users determine if the GenAI model is suitable for their specific use case.

**6. Training Data:**

- Definition: Information used to train the GenAI model (e.g., labeled images, text corpora).
- Role: Influences the GenAI model's behavior and performance.

**7. Model Information:**

- Definition: Details about the architecture, parameters, and configuration of the GenAI model.
- Relevance: Provides insights into how the GenAI model functions.

**8. Inputs and Outputs:**

- Definition:
  - Inputs: The data or features provided to the model for prediction (e.g., images, text).
  - Outputs: The GenAI model's predictions or results (e.g., class labels, probabilities).
- Understanding: Crucial for integrating the GenAI model into applications.

**9. Performance Metrics:**

- Definition: Quantitative measures (e.g., accuracy, F1-score) used to evaluate the GenAI model's performance.
- Assessment: Determines how well the GenAI model meets its intended purpose.
- Continuous Monitoring Plan: Establishes a plan for continuous monitoring and evaluation of the GenAI model's performance.

**10. Optimal Conditions:**

- Definition: The ideal environment or context for the GenAI model to perform optimally.
- Contextual Guidance: Helps users achieve the best results.

**11. Poor Conditions:**

- Definition: Scenarios or conditions where the GenAI model's performance may degrade.
- Risk Awareness: Alerts users to potential limitations.

**12. Bias:**

- Definition: Any systematic error or unfairness in the GenAI model's predictions due to biased training data or design.
- Mitigation: Addressing bias is crucial for ethical and unbiased GenAI.

**13. Test Data:**

- Definition: Independent data used to evaluate the GenAI model's performance after training.
- Validation: Ensures the GenAI model generalizes well to unseen examples.

## LEGISLATION RECEIVED CHECKLIST

Date January 16, 2025 File Number (if applicable) \_\_\_\_\_

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Legislation for Introduction ( <b>NEW</b> )         | ▶▶▶ Legislative Clerk |
| <input type="checkbox"/> Legislation Pending in Committee ( <b>AMENDED</b> ) | ▶▶▶ Committee Clerk   |
| <input type="checkbox"/> Legislation for Board Agenda ( <b>AMENDED</b> )     | ▶▶▶ Deputy Clerk      |

### Supervisor, Mayor, and Departmental Submittals

#### Grant Ordinance

- ☐ **Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- ☐ **Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- ☐ **Supporting documents:** 1 full set, and separate **pdf** copies of each in email
  - ☐ Cover letter (original)
  - ☐ Grant budget/application
  - ☐ Grant information form, including signed disability checklist
  - ☐ Letter of Intent or grant award letter from funding agency
  - ☐ Contract, Leases/Agreements (if applicable)
  - ☐ Ethics Form 126 (*if applicable*) in **Word** format
  - ☐ Other support documents *as identified in the cover letter and legislation*
- ☐ **E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

#### Ordinance

- ☐ **Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- ☐ **Signature:** City Attorney (For Settlement of Lawsuits - City Attorney, Department Head, Controller, Commission Secretary)
- ☐ **Supporting documents:** 1 full set, and separate **pdf** copies of each in email
  - ☐ Cover letter (original)
  - ☐ Settlement Report/Agreement (for settlements)
  - ☐ Other support documents *as identified in the cover letter and legislation*
- ☐ **E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

#### Grant Resolution

- ☐ **Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- ☐ **Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- ☐ **Supporting documents:** 1 full set, and separate **pdf** copies of each in email
  - ☐ Cover letter (original)
  - ☐ Grant budget/application
  - ☐ Grant information form, including signed disability checklist
  - ☐ Letter of Intent or grant award letter from funding agency
  - ☐ Contract, Leases/Agreements (if applicable)
  - ☐ Ethics Form 126 (*if applicable*) in **Word** format
  - ☐ Other support documents *as identified in the cover letter and legislation*
- ☐ **E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

#### Resolution

- ☒ **Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- ☐ **Signature:** None (Note: Required for Settlement of Claims - City Attorney, Department Head, Controller, Commission Secretary)
- ☒ **Supporting documents:** 1 full set, and separate **pdf** copies of each in email
  - ☒ Cover letter (original)
  - ☐ Settlement Report/Agreement (for settlements)
  - ☒ Other support documents *as identified in the cover letter and legislation*
- ☒ **E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

HENRY GONG (415) 554-7241  
Name and Telephone Number

SAN FRANCISCO SHERIFF'S OFFICE  
Department



**OFFICE OF THE SHERIFF  
CITY AND COUNTY OF SAN FRANCISCO**

1 DR. CARLTON B. GOODLETT PLACE  
ROOM 456, CITY HALL  
SAN FRANCISCO, CALIFORNIA 94102



**PAUL MIYAMOTO  
SHERIFF**

January 16, 2025  
Reference: CFO 2025-002

Angela Calvillo, Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

RE: Early Access and Stabilization Services Contract

Dear Ms. Calvillo:

Attached please find a proposed Resolution for the Board of Supervisors approval. The Resolution authorizes the City and County of San Francisco ("City"), by and through the San Francisco Sheriff's Office ("SFSO") and the Department of Public Health ("DPH") to provide Early Access and Stabilization Services ("EASS") to the Department of State Hospitals ("DSH") pursuant to state mandate under Welfare and Institutions Code section 4361.7.

The following is a list of accompanying documents:

- Proposed Resolution
- DSH Agreement Number 24-79032-000 – STD 213 and Exhibit
- Contractor Cert. Clauses (CCC 04 2017)
- Civil Rights Certification (required for \$100,000+)
- Iran Contracting Act Verification Form
- Darfur Certification
- GOV TIN Form
- STD 1000- Gen AI Disclosure Factsheet

If you have any questions regarding this matter, please contact me at 415-818-3689 or [patrick.n.leung@sfgov.org](mailto:patrick.n.leung@sfgov.org).

Sincerely,

Patrick Leung  
Chief Financial Officer  
San Francisco Sheriff's Office