

COUNTY OF NEVADA

PURCHASING DIVISION
 950 MAIDU AVENUE
 NEVADA CITY, CA 95959
 (530) 265-1238 Fax (530) 265-7112



PURCHASE ORDER NO. PESS5149

PAGE NO. 1

Federal Excise Tax Exemption #94730213K
 Federal Tax ID #94-6000526

V [113369
 E [SERRANO ADVISORS LLC
 N [7240 CRYSTAL BLVD.
 D [EL DORADO CA 95623
 O []
 R []

S []
 H [NEVADA COUNTY PROBATION DEPARTMENT]
 I [109 1/2 NORTH PINE STREET]
 P [NEVADA CITY, CA. 95959]
 T []
 O [ATTN: ANGELINA COFFEY]

ORDER DATE: 02/18/25	BUYER: JUSTIN HOWELL	REQ. NO.: 40316	REQ. DATE:
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TERMS: NET 30 DAYS	F.O.B.:	DESC.: VERONICA DENIZ
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ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			County Contacts: Veronica Deniz - veronica.deniz@nevadacountyca.gov Angie Coffey - angelina.coffey@nevadacountyca.gov Contractor Contact: Scott Coffin - scott@serranoadvisors.com		
01	1.00	TL	PROFESSIONAL SERVICES CONTRACT FOR CALAIM PATH 3 PLANNING AND IMPLEMENTATION CONSULTING AND PROJECT MANAGEMENT	49875.0000	49,875.00
02	1.00		CONTRACTOR SHALL PROVIDE EVIDENCE OF WORKERS COMPENSATION INSURANCE	.0000	.00
03	1.00		BILL TO: NEVADA COUNTY PROBATION 109 NORTH PINE STREET NEVADA CITY, CA 95959 ATTN: ACCOUNTS PAYABLE	.0000	.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	49,875.00
				TOTAL \$	49,875.00

01	0101203202011000 521520	49,875.00	20100133
02	0101203202011000 521520	.00	20100133
03	0101203202011000 521520	.00	20100133

To avoid delays in payment, please note the Ship to and Bill To information above. Invoices are Net 30. Additional terms and conditions are on the reverse. Any attached contract terms and conditions supercede those on the reverse. This order is authorized by the County Purchasing Department.

APPROVED BY

Justin Falding
 PURCHASING AGENT

Administering Agency: Nevada County Probation

Contract No. PESS5149

Contract Description: **CalAIM PATH 3 Planning and Implementation Consulting and Project Management**

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES CONTRACT ("Contract") is made at Nevada City, California, as of January 15, 2025 by and between the County of Nevada, ("County"), and Serrano Advisors, LLC ("Contractor") (together, "Parties", individual "Party"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed Forty-Nine Thousand Eight Hundred and Seventy-Five Dollars (\$49,875).**
3. **Term** This Contract shall commence on January 15, 2025. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: June 30, 2025.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract.
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The Parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract, shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither Party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the Party.
8. **Liquidated Damages**

Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages shall apply shall not apply to this contract. Liquidated Damages applicable to this contract are incorporated in Exhibit E, attached hereto.

9. **Relationship of Parties**

9.1. **Independent Contractor**

In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.

9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Contract. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of County, Contractor shall indemnify, defend, and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and services to be performed under this Contract are personal to Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions **and information technology security provisions** set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a material breach of this Contract, and, in addition to any other remedy available at law

or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.
12. **Hold Harmless and Indemnification Contract** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Contract. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.
13. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.
14. **Contractor without additional compensation** Contractor's personnel, when on County's premises and when accessing County network remotely, shall comply with County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSPP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by County's Chief Information Officer or his/her designee.
15. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:
 - Contractor shall comply with the provisions thereof at the commencement of services to be provided herein, and thereafter during the term of this Contract. A breach of the

requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.

- Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.
- Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor and each subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
- County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.

16. **Accessibility** It is the policy of County that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct services are and shall be accessible to all persons.
17. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation, or any other legally protected category, in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
18. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of State grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
19. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
20. **Debarment** In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, Contractor shall be screened at www.sam.gov to ensure Contractor, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

21. **Financial, Statistical and Contract-Related Records:**

- 21.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.
- 21.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records, including general business records, available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.
- 21.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the correct amount owed during the audit period.

22. **Termination**

- A. A material breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this Contract, or both, without notice.
- B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) calendar days written notice to Contractor**.
- C. Either Party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of Contractor, Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which Contractor has no control.
- D. County, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

In the event this Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
 - 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract.
 - 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of County is necessary to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.
23. **Intellectual Property** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of County. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to County all right, title, and interest, including all copyrights and other intellectual property rights, in or to the "works made for hire." Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Contract, without County's prior express written consent. To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, to Contractor during this Contract, such information shall remain the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.
24. **Waiver** One or more waivers by one Party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other Party.
25. **Conflict of Interest** Contractor certifies that no official or employee of County, nor any business entity in which an official of County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County's Personnel Code.
26. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other contract, statement, or promise made by any Party, or to any employee, officer or agent of any Party, which is not contained in this Contract, shall be binding or valid.
27. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all Parties, except as expressly provided in Section 22, Termination.

28. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the County of Nevada, State of California. Each Party waives any federal court removal and/or original jurisdiction rights it may have.
29. **Compliance with Applicable Laws** Contractor and any subcontractors shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern of affect the services or type of services to be provided by this Contract.
30. **Subrecipient** This contract [] shall not shall be subject to subrecipient status as such: the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the “OMB Super Circular” or “Uniform Guidance”). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations.
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
31. **Additional Contractor Responsibilities**
- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
 - B. Contractor will immediately notify County of any active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work cooperatively with County in response to any investigation commenced by County with regard to this Contract or the clients served herein, including providing any/all records requested by County related thereto.
 - C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.
32. **Information Technology Security Requirements** This contract [] shall not shall be subject to Exhibit F, “Information Technology Security,” which is attached and incorporated by this reference. Contractor’s failure to comply with the requirements in Exhibit F is a material breach of this Agreement.
33. **Confidentiality** Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by County, including personally identifiable patient or client information. Even information that might not be considered confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.

Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Contract, Contractor agrees to protect the confidentiality of any confidential information with which Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this Contract. Violation of the confidentiality of patient or client information may, at the option of County, be considered a material breach of this Contract.

34. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the Parties as follows:

COUNTY OF NEVADA:

Nevada County Probation Department
Address: 109 ½ N. Pine Street
City, St, Zip Nevada City, CA 95959
Attn: Angelina Coffey
Email: Angelina.Coffey@nevadacountyca.gov
Phone: (530) 265-1548

CONTRACTOR:

Serrano Advisors, LLC.
Address 7240 Crystal Blvd
City, St, Zip El Dorado, CA 95623
Attn: Scott Coffin, President
Email: scott@serranoadvisors.com
Phone: (510) 414-6681

-Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

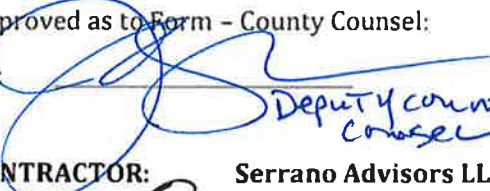
IN WITNESS WHEREOF, the Parties have executed this Contract to begin on the Effective Date.

COUNTY OF NEVADA:

By: Desiree Belding, CPPO, CPPB on behalf of Date: 2/24/25

Printed Name/Title: Purchasing Agent

Approved as to Form - County Counsel:

By:  Date: 2/11/25
Deputy county
counsel

CONTRACTOR: Serrano Advisors LLC

By:  Date: 2/7/2025

Name: Scott Coffin

* Title: President

By:  Date: 2/7/2025

Name: Belinda Coffin

* Title: Vice President

****If Contractor is a corporation, this Contract must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

Exhibits

- A. Schedule of Services
 - B. Schedule of Charges and Payments
 - C. Insurance Requirements
- Summary Page

EXHIBIT A

SCHEDULE OF SERVICES

This Schedule of Services outlines the Basic Services to be performed by Contractor for the Executive Advisory Services (“Project”).

SCHEDULE OF SERVICES DEFINITIONS

- A. **County Contact** shall mean the individual assigned by County to provide project oversight and manage County deliverables as outlined in this Exhibit A. County Contact shall be the focal point for any escalation issues, coordinate Schedule of Services amendments, and any other items that require County stakeholder engagement.
- B. **Contractor Contact** shall mean the individual assigned by Consultant to be the focal point responsible for issues relating to the Project.
- C. **Project** shall mean the engagement and purpose for which the parties entered into the Agreement and which services and work to be performed by Contractor are governed by this Schedule of Services.
- D. **Written Deliverables** shall mean any deliverable which Contractor shall provide in a written format that includes, but is not limited to, assessments, reports, and summaries.

PROJECT OBJECTIVES

- A. Consultant is responsible for the following overall Project objectives:
 - 1. Oversee the application for PATH 3 funding, and develop the implementation plan and budget for the Nevada County Probation Department.
 - 2. Support vendor management evaluations for embedded health and billing related to CalAIM pre-release services.
- B. Consultant is responsible for the timeliness and quality of all deliverables produced and services provided hereunder.

SERVICES TO BE PERFORMED

Part One: Program Management

PATH 3 Implementation plan and budget

Activities:

- 1. Develop a PATH implementation plan and budget for the Nevada County Probation Department (NCPD) specific to CalAIM enhanced care management, pre-release, and post-release services; project plan tracks the ownership, status, and completion of milestones.
- 2. Submit the PATH 3 implementation plan and budget to the California Department of Health Care Services (DHCS).

3. Oversee the requests for revisions from the DHCS on behalf of NCPD.
4. Report status to NCPD staff, leaders, and executives on a periodic basis.
5. Facilitate meetings with NCPD and other agency staff as needed to complete project deliverables.
6. Coordinate activities with NCPD’s embedded health provider (Wellpath), and other county agencies, that screen, diagnose, and treat youth housed in Placer County Juvenile Detention Facility on behalf of Nevada County.

Part Two: Operations Readiness for Pre-Release Services

CalAIM Facility Assessment and Readiness for the youth housed in Placer County Juvenile Detention Facility on behalf of Nevada County.

Activities:

1. Oversee preparation and delivery of regulatory filings for the reentry initiative to the California Department of Health Care Services.
2. Support the project management in the preparation of readiness deliverables, and report status to Nevada County Probation Department (NCPD) management on a routine basis, and as requested.
3. Develop of Operational Reporting, ranging from juvenile operations to executive dashboards for NCPD Staff.
4. Update and revise to existing standard operating procedures, modifying applicable documents that pertain to reentry protocols and maintaining current practices.

DELIVERABLES

A. For the Term of this Agreement, Consultant shall deliver to County the deliverables listed in the table below.

Deliverables		
Item #	Deliverables/Milestones	Due Date
1	Submit the PATH 3 implementation plan and budget for the Nevada County Probation Department (NCPD) to the California Department of Health Care Services.	2/28/2025
2	Complete the preliminary NCPD facility readiness assessment.	3/31/2025

1. Written Deliverables. As applicable, Contractor shall provide Written Deliverables in an unprotected, editable Microsoft Word format to allow County to provide feedback as outlined in Acceptance of Deliverables below. Should Microsoft Word not be feasible, Contractor shall provide Written Deliverables in a format customary to industry standard. Deliverables include operational readiness, governance, operational workflows, data exchange, and reporting documentation.

COUNTY RESPONSIBILITIES

- A. County will assign an individual to be the focal point for Contractor communications relative to this Project. The County Contact will engage County parties with the authority to act for County. County Contact's responsibilities include the following:
 1. Manage County's obligations and personnel for this Project.
 2. Serve as the interface between Contractor and all County departments participating in this Project.
 3. Administer amendment requests in collaboration with the Contractor project manager and internal County departments for any Schedule of Services modification requests.
 4. Participate in Project status meetings.
 5. Obtain and provide information, data, and decisions as well as resolve action items and answer questions.
 6. Help resolve Project issues and escalate issues within County, as necessary.
 7. Review with the Contractor project manager any County invoice or billing requirements.
- B. If applicable and contingent upon Contractor's agreement to comply with County policies, County will facilitate the provision of: (i) access to the County communication network and communication tools; and (ii) any accommodations for work to be performed on-site, including office space and security badge access.

LOCATION WHERE SERVICES ARE TO BE PERFORMED

- A. Off-Site Exceptions. Contractor shall provide all services remotely. Contractor does not require on-site access to County offices.
- B. Remote Access Requirements. County Contact to establish system/account credentials e.g., email/calendar and other access as may be required to complete the requirements and deliverables of this Schedule of Services.

PROJECT OVERSIGHT

- A. Contractor Contact. Contractor shall designate a single point of contact ("Contractor Contact") responsible for issues relating to quality, completion of deliverables, issue management, accuracy and timeliness of time reporting and invoicing. The Contractor Contact for this Project is: Scott Coffin, President, Serrano Advisors LLC.

- B. County Contact. County will designate a County Contact responsible for monitoring Contractor's performance with regard to the completion of deliverables and compliance. The County Contact for this Project is: Chief Jeff Goldman, Nevada County Probation Department.

ACCEPTANCE OF DELIVERABLES

- A. Except as otherwise indicated, County shall have a minimum period of thirty (30) business days (the "**Acceptance Period**") to determine the acceptability of a deliverable to County provided by Contractor hereunder. Within thirty (30) business days following the end of the Acceptance Period (the "**Notice Period**"), County shall (a) provide written notification of acceptance to Contractor, or (b) provide written notice of non-acceptance with reasonable written comments to Contractor regarding the deficiencies of the deliverable(s). If changes or modifications are required by County as evidenced by the notice of non-acceptance, Contractor shall have thirty (30) days to correct the deficiency noted therein and resubmit the deliverable to County beginning a new Acceptance Period. This process shall continue until Contractor has corrected all deficiencies and County accepts the deliverable.
- B. If County does not give notice of non-acceptance or request a revision of the deliverable within ten (10) business days of the completion of an Acceptance Period, deliverables shall be considered accepted by County.

EXHIBIT B

SCHEDULE OF CHARGES AND PAYMENTS

The maximum compensation Nevada County will pay to Contractor for satisfactorily performing services under this Agreement is \$49,875.

County shall compensate Contractor for the Services to be performed in accordance with the terms and conditions of this Agreement as follows:

Basic Services. For Basic Services, as described in the Statement of Work, County shall compensate Contractor for the Basic Services not to exceed the amount set forth in Exhibit B without prior written authorization of County. .

Additional Services. Except as otherwise set forth in a separate written agreement between County and Contractor, compensation shall be paid at the rates set forth in Exhibit B, plus the actual cost for those out-of-pocket expenses for long-distance calls, fax transmission (not to exceed the cost of the call), photocopies, and delivery charges incurred in connection with the work hereunder. All other costs, expenses, or charges, including, but not limited to, daily working and commuting travel expenses and all compensation and benefits paid to Contractor's employees, incurred by Contractor in connection with the Additional Services, shall be paid by Contractor without reimbursement from County. Notwithstanding anything in this Agreement to the contrary, Contractor shall not be entitled to reimbursement for such reimbursable expenses unless County pre-approves such expenses in writing.

Payment. Payments for Basic Services shall be made monthly in proportion to services performed. Payments for Additional Services of Contractor, and for reimbursable expenses permitted hereunder, shall be made monthly upon presentation of Contractor's statement of services rendered with sufficient supporting data acceptable to County. Invoices must include at minimum: Contract number; date(s) of work completed; staff hours associated with the work; tasks worked on; and high level progress reports of percentage completed. Contractor shall submit one complete application for payment per month, rendered on or before the fifth (5th) day of each month based on services completed to date. Each invoice from Contractor shall include an updated invoice tracking sheet describing the information required therein for all previous invoices related to the Basic Services and Additional Services, if any, and the information related to the most current invoice. Each invoice must include detail of daily hours by individual. County shall pay Contractor thirty days (30) after receipt of invoice.

(a) Should a bona fide dispute arise with respect to a payment application submitted by Contractor, or to the extent reasonably necessary to protect County from loss for which Contractor is responsible, County shall pay the undisputed amount within the time period set forth herein, but shall withhold the disputed amount until the matter is resolved. Notwithstanding anything contained in this Agreement to the contrary, no compensation shall be paid to or claimed by Contractor for services required to correct deficiencies in any documents or materials prepared by or on behalf of Contractor, or attributable to defaults, failures, errors, or omissions of Contractor, any SubContractor, or anyone for whom Contractor may be liable, or changes in the Project requested by Contractor, any SubContractor, or anyone for whom Contractor may be liable, unless previously approved in writing by County. Contractor shall pay its own income taxes, federal, state, or city, and self-employment taxes. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the Services required by this Agreement. Contractor will continue to perform its obligations hereunder and pursue prosecution of the Services during any claim, dispute, or proceeding between the parties hereto as if such claim,

dispute, or proceeding had not been instituted, provided that County continues to make payments to Contractor as required under this Agreement for Services that are not the subject of any dispute. In consideration of Contractor’s performance of the Basic Services, County shall pay to Contractor the Fee in the amounts or at the rates and manner specified below. The Fee(s) outlined below is inclusive of all professional costs and expenses for the Project duration. In no event shall Contractor invoice, nor shall County be responsible for the payment of any amount in excess of the Fee Schedule Sum amount unless mutually agreed to in writing via an amendment.

Hourly Fee. Rates for the months and hours provided hereunder shall be as specified below. Invoices shall be provided on a monthly basis.

	FOR TIME AND MATERIALS		
Month	Hourly Rate	Forecasted Annual Hours	Forecasted Annual Fees
January 15, 2025 – June 30, 2025	\$375	133	\$49,875
Total		133	\$49,875

Contractor shall submit itemized monthly billing which identifies client, service provided, date of service, and cost. Monthly invoices for services shall be submitted by the 15th of the following month.

To expedite payment, Contractor shall reference on their invoice the County Purchase Order Number, which has been assigned to their approved Contract.

All billing/invoices should be sent to:

Nevada County Probation Department
 Attn: Fiscal Staff
 109 ½ Pine Street
 Nevada City, CA 95959

The County will make payment within thirty (30) days after the billing is received and approved by County and as outlined below.

Unless otherwise agreed to by County, all payments owed by County to Contractor under this Agreement shall be made by Automated Clearing House (ACH). In the event County is unable to release payment by ACH the Contractor agrees to accept payment by County warrant.

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

1. **Commercial General Liability CGL:** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Managed Care Errors and Omissions):** Insurance covering Managed Care errors and omissions with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.
5. If Contractor maintains broader coverage and/or higher limits than the minimums shown above, County requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to County.

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status: County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, then through the addition of both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)
2. **Primary Coverage** For any claims related to this contract, **Contractor’s insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by County, its officers, employees, agents, and volunteers shall be excess of Contractor’s insurance and shall not contribute with it.
3. **Umbrella or Excess Policy** The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. Umbrella or Excess policies shall be provided on a true “following form” or

broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

4. **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to County.
5. **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not County has received a waiver of subrogation endorsement from the insurer.
6. **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.
7. **Self-Insured Retentions** must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The Policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County. The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds **\$25,000** unless approved in writing by the County. Any and all deductibles and SIRs shall be the sole responsibility of the Contractor or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. County may deduct from any amounts otherwise due Contractor to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. County reserves the right to obtain a copy of any policies and endorsements for verification.
8. **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the State with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to County.
9. **Claims Made Policies** if any of the required policies provide coverage on a claims-made basis:
 - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - c. If the coverage is canceled or non-renewed, and not replaced with another **claims-made policy form with a Retroactive Date**, prior to the contract effective date, Contractor must purchase "extended reporting" coverage for a minimum of **five (5)** years after completion of contract work.
10. **Verification of Coverage** Contractor shall furnish County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to County before work begins. However, failure to obtain and provide verification of the required documents prior to the work beginning shall not waive Contractor's obligation to provide

- them. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
11. **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
 12. **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
 13. **Premium Payments** The insurance companies shall have no recourse against County and funding agencies, its officers, and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.
 14. **Material Breach** Failure of Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.
 15. **Certificate Holder** the Certificate Holder on insurance certificates and related documents should read as follows:
County of Nevada
950 Maidu Ave.
Nevada City, CA 95959

Upon initial award of the Contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the Contract, including updated certificates due to policy renewal, should be sent directly to the Contract Administrator.

SUMMARY OF CONTRACT

Contractor Name: Serrano Advisors LLC

Description of Services: CalAIM PATH 3 Planning and Implementation Consulting and Project Management.

SUMMARY OF MATERIAL TERMS

Max Annual Price: \$49,875	Max Multi-Year Price: N/A
Contract Start Date: 1/15/2025	Contract End Date: 6/30/2025
Liquidated Damages: N/A	

INSURANCE POLICIES

FUNDING:

Commercial General Liability (\$2,000,000)	Click or tap here to enter text.
Automobile Liability (\$1,000,000)	Click or tap here to enter text.
Worker’s Compensation (Statutory Limits)	Click or tap here to enter text.
Professional Errors and Omissions(\$2,000,000)	Click or tap here to enter text.

LICENSES AND PREVAILING WAGES

Designate all required licenses: N/A

NOTICE & IDENTIFICATION

COUNTY OF NEVADA:
 Nevada County
 Probation Department

CONTRACTOR:
 Serrano Advisors, LLC

Address: 109 ½ N. Pine Street
City, St, Zip Nevada City, CA 95959
Attn: Angelina Coffey
Email: Angelina.coffey@nevadacountyca.gov
Phone: (530) 265-1548

Address 7240 Crystal Blvd
City, St, Zip El Dorado, CA 95623
Attn: Scott Coffin
Email: scott@serranoadvisors.com
Phone: (510) 414-6681

Contractor is a: (check all that apply)

- Corporation: Calif., Other, LLC,
- Non- Profit Corp
- Partnership: Calif., Other, LLP, Limited
- Person: Indiv., Db, Ass’n Other

EDD Worksheet Required

- Yes No

ATTACHMENTS

- Exhibit A:** Schedule of Services
- Exhibit B:** Schedule of Charges and Payments
- Exhibit C:** Insurance Requirements