

Administering Agency: Nevada County Health and Human Services Agency, Housing and Community Services Division

Contract No. _____

Contract Description: Provision of temporary emergency shelter and activities to homeless individuals and families who are unable to access Hospitality House during designated cold winter nights.

**PROFESSIONAL SERVICES AGREEMENT
FOR HEALTH AND HUMAN SERVICES**

THIS AGREEMENT is made at Nevada City, California, as of November 10, 2020 by and between the County of Nevada, ("County"), and **SIERRA ROOTS** ("Contractor"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Agreement, 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 Agreement at the time and in the amount set forth in Exhibit B. The payment specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Agreement. 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** Three Hundred Sixty-Two Thousand Eight Hundred Seventy-Five (\$362,875).
3. **Term** This Agreement shall commence on November 1, 2020. All services required to be provided by this Agreement shall be completed and ready for acceptance no later than the **Agreement Termination Date** of: June 30, 2021.
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 Agreement.
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 Agreement 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 Agreement shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement 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 F, 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 the 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 Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of the County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Agreement or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the 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 Agreement are personal to the 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 set forth herein, to the extent such insurance provisions are required of Contractor under this Agreement. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a Material Breach of this Agreement, 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 Agreement, 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 Agreement, 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 Agreement** 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 Agreement. 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 Agreement. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this agreement.
13. **Certificate of Good Standing** Registered corporations including those corporations that are registered non-profits shall possess a Certificate of Good Standing also known as Certificate of Existence or Certificate of Authorization from the California Secretary of State, and further warrants to shall keep its status in good standing and effect during the term of this Contract.
14. **Standard of Performance** Contractor shall perform all services required pursuant to this Agreement 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 Agreement 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.

Contractor without additional compensation. Contractor's personnel, when on the County's premises and when accessing the County network remotely, shall comply with the County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize the County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by the County's Chief Information Officer or his/her designee.

15. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Agreement 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 Agreement.
- Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Each Contractor and subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
- The 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 the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be 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 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. **Financial, Statistical and Contract-Related Records:**
 - 20.1. **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.

- 20.2. **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 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.
- 20.3. **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 Maximum Contract Price.
21. **Cost Disclosure:** In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report.
22. **Termination.**
- A. A Material Breach , as defined pursuant to the terms of this Agreement 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 agreement, or both, without notice.
 - B. If Contractor fails to timely provide in any manner the services materials and products required under this Agreement, or otherwise fails to promptly comply with the terms of this Agreement, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Agreement 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 the Contractor, the 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 the 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 Agreement at the end of any fiscal year if the 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.
 - E. Any notice to be provided under this section may be given by the Agency Director.
 - F. Suspension: County, upon giving seven (7) calendar days written notice to Contractor, shall have the right to suspend this Contract, in whole or in part, for any time period as County deems necessary due to delays in Federal, State or County appropriation of funds, lack of demand for services to be provided under this contract, or other good cause. Upon receipt of a notice of suspension from County, Contractor shall immediately suspend or stop work as directed by County and shall not resume work until and unless County gives Contractor a written notice to resume work. In the event of a suspension not the fault of the Contractor, Contractor shall be paid for services performed to the date of the notice of suspension in

accordance with the terms of this Contract.

In the event this Agreement is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, Photostatting, 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 Agreement.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Agreement 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 agreement 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 Agreement. In this regard, Contractor shall furnish to County such financial information as in the judgment of the 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** 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, not the property of Contractor (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor by County, shall be 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 Agreement 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 the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of this agreement. In addition, Contractor agrees that no such person will be employed in the performance of this agreement unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County Personnel Code
26. **Entirety of Agreement** This Agreement contains the entire agreement of County and Contractor with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.
27. **Alteration** No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 19, Termination.
28. **Governing Law and Venue** This Agreement 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 Agreement 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 shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.
30. **Subrecipient** This Subrecipient Agreement is subject to 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. **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 the 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 Agreement, the Contractor agrees to protect the confidentiality of any confidential information with which the 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.

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

32. **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 Agreement.
 - 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 Agreement 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 Agreement, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.
33. **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:
950 Maidu Avenue
Nevada City, California 95959

Nevada County
Health and Human Services Agency,
Housing and Community Services Division
Attn: Mike Dent

CONTRACTOR:
Sierra Roots
P.O. Box 2086
Nevada City, California 95959

Attn: Paul Cogley

Phone: (530) 265-1410

Phone: (530) 488-8228

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.

Executed as of the day first above stated:

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 effective on the Beginning Date, above.

COUNTY OF NEVADA:

By: _____ Date: __

Printed Name/Title: Honorable Heidi Hall, Chair, of the Board of Supervisors

By: _____

Attest: Julie Patterson Hunter, Clerk of the Board of Supervisors

CONTRACTOR: SIERRA ROOTS

By: _____ Date: __

Name: _____

* Title: _____

By: _____ Date: _____

Name: _____

* Title: Secretary

****If Contractor is a corporation, this agreement 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).***

Exhibit A: Schedule of Services

Exhibit B: Schedule of Charges and Payments

Exhibit C: Insurance Requirements

EXHIBIT “A”
SCHEDULE OF SERVICES
Sierra Roots, d/b/a Sierra Roots

The County of Nevada Health and Human Services Agency, hereinafter referred to as “County,” and Sierra Roots, d/b/a Sierra Roots, hereinafter referred to as “Contractor” agree to enter into a specific contract for the Contractor to provide a Non-Congregant Shelter (“NCS”) location(s) and/or an Extreme Weather Congregate Sheltering Program (“Shelter”) to homeless residents living in the Nevada City jurisdiction of Nevada County.

Contractor will serve the Homeless population of the Nevada City area during the severe winter months, commencing on November 1, 2020 and continuing through June 30, 2021.

As directed by the County, strategies shall include the following:

1. Non-Congregant Shelter “NCS” Model, which will serve households who are medically vulnerable and/or at high risk of COVID-19 and may be subject to extreme weather related criteria. NCS program activities will commence November 1, 2020, and end June 30, 2020, or when all available funds are exhausted. The NCS model may include:
 - a. Weather-dependent hotel/motel placement with onsite/supportive services.
 - b. Longer-term hotel/motel placement with onsite/supportive services.
2. Extreme Weather Congregate Sheltering Model “Shelter”, which may operate as an additional “overflow” location for the provision of shelter due to extreme weather pending authorization from the County and coordination with Public Health.

Contractor Responsibilities:

1. Participate in the CoC coordinating committee for the HUD designated January 2021 Point-in-Time Count and ensure that all participants in the program are counted

NCS Operations:

2. Enter into lease agreements with operators of NCS location(s). “Lease agreements” means any agreement between the Contractor and the operator that provides the Contractor with access to the NCS site, allows for safe operations of the site, allows for unrestricted access to the participants and outlines agreements on oversight by the Contractor and behavioral expectations for participants. The Lease Agreement shall also clearly address the operators responsibilities related to meal provisions, trash collection and linen and sundry collection and distribution. At a minimum the operator must provide at least weekly trash and linen collection and replacement, all of which shall be performed in accordance with state and local Environmental Health, Public Health, and COVID-19 regulations, requirements and guidelines. The agreement shall not allow for the sharing of personal, confidential, or protected guest information with the hotel/motel operator beyond standard identifying information. The agreement shall establish the process for operators to contact the Contractor in emergency situations and expectations

related to operator responsibility for room cleaning and Contractor's responsibility for property damages.

3. Contractor staff shall follow all state and local public health required COVID-19 guidelines pertaining to the use of Personal Protective Equipment (PPE), social distancing, and hand washing, and shall require all guests served under this Agreement to agree to the same as a condition of receiving shelter services.
4. Coordinate for monitoring of the NCS site(s) by Contractor staff:
 - Create an "NCS staffing plan." Prior to commencing NCS operations, review the plan with relevant County staff who may suggest changes before signing off that it meets requirements. At a minimum the plan must ensure daily guest check ins or as often as needed for coordination of specific guest case management plans. The NCS staffing plan shall include:
 - A Program Coordinator with access to support staff, community partners and volunteers as needed.
 - Guest emergency support and support for the operator
 - Staff to be made available, as needed through the Program Coordinator with support of other staff and volunteers, 7 days a week, 24 hours a day.
 - Coordination of, at least, weekly room inspections with more as needed, for each unit at a specific time agreed upon by the participant/occupant. "Inspection" does not require staff to enter the room, rather the staff will scan the room for signs of damage, speak with guests regarding compliance with behavioral agreements and ensure compliance with no-smoking rules and other safety related guidelines stipulated by the owner/operator in the lease agreements.
 - A process for alerting assigned case managers and/or County to damages and/or violations of rules or guidelines of the lease agreement that could jeopardize continued use of the site or require removal of the participant from the room.
 - Creation of a list of clients to be shared only with County and all Contractor staff engaged in NCS operations and all support staff from partner organizations. The list will include the specific room each guest is assigned, contact information for the guest in each room, emergency contact info provided by the participant and contact information for the lead case manager where applicable.
 - All guests in the NCS location will have 24/7 contact information of contractor's staff who can respond to emergencies.
5. Coordinate intake, disseminate program rules and agreements to program participants and provide case management coordination with partner agencies:
 - For weather dependent hotel/motel model: Program participants will be assigned placement on a first-come, first-serve model until capacity determined by the County is reached.
 - For longer term hotel/motel model: Work with the Homeless Outreach and Medical Engagement (HOME) team and/or relevant County staff to identify potential program participants and ensure all potential participants are in the

Coordinated Entry System, have been assessed for vulnerability and have a current ROI on file.

- Develop an intake process that includes:
 - Collect participants identifying information or verify information contained in the Homeless Management Information System (HMIS);
 - Collect contact information and emergency contacts for each participant;
 - Provide selected participants with a step-by-step walk through of the program rules and health related guidelines;
 - Introduce participants to key program staff and review services that are available through them;
 - Review NCS site emergency evacuation procedures with each participant;
 - Collect and file signed program agreements.
- At the request of County, Contractor's staff shall assign a staff lead to act as a primary point of contact for participants and case managers from partner organizations connected to program participants.
- Creation of a "program introduction/guide" and a "program agreement" that includes program rules pertaining to the rooms, common space utilization, room checks, and other policies or procedures required to remain in good standing in the program. The manual shall be simple, easily disseminated to the participants, include a program discharge policy for violations of the rules and a clear the policy for appealing a determination to discharge a participant. The "program agreement" will outline the agreements to be a participant and will be signed by the participant after they review the program guide and will be kept on file.
- Each participant will be assigned an advocate. Advocate will identify partner agencies that are working with the participant and will help coordinate case management services onsite at the NCS location.
 - The Primary role of the advocate is to assist the participants in connecting to primary case management services, coordinating access to the participants at the NCS site, ensuring the participant has necessary items such as food and toiletries and ensuring the participant is adhering to program agreements. Advocates will work with program participants to ensure compliance with program rules related to maintaining the leased NCS space.
- Train all staff and volunteers on the staffing plan, and all policy and procedures.

Emergency Weather Congregate Shelter Model "Shelter"

6. If Contractor capacity allows based on successful staffing of the NCS operation and upon the authorization of the County, the Contractor may operate an additional "overflow" location for the provision of shelter due to extreme weather. The Contractor shall:
 - Comply with all terms and provisions of any Memorandum Of Understanding with the City of Nevada City (or any jurisdiction wherein the Shelter operates), including but not limited to, facility guidelines, conditional use permit requirements, and any and all Public Health Guidelines pertaining to COVID-19 requirements related to social distancing, use of PPE and proper hand washing and completion of all cleaning checklists for the facility that is used as the Shelter location.

- The Contractor with assistance from the County, shall seek approval for the suitability of a designated space for overflow from Public Health, including assessing the site's ability to maintain social distancing and the Contractor's plan to limit contact among guests in line with existing state and local COVID-19 guidelines for social distancing and other protective measures.
- Operate a Shelter when requested by designated County of Nevada Officials;
 - a) The Shelter Occupancy shall not exceed capacity determined to be adequate by Public Health Department staff for the size of the location.
 - b) The Shelter space shall open at 4:30pm and close at 8am the following morning. All personal property and supplies must be removed by 8am unless authorized by the County Officials to be open the following evening and permission is given to leave items in the building.
 - c) Maintain adequate level of staffing and/or volunteer support for safe operations of the shelter facility pursuant to any aforementioned MOU.
 - Maintain a minimum of one staff person at all times.
 - Provide monitoring support and community outreach outside of the facility from one half hour prior to opening until one half hour after closing to ensure that attendees are following all rules, regulations and applicable ordinances.
 - Prior to November 1, 2020, conduct outreach to the neighborhoods surrounding the overflow location. Provide contact phone information for shelter organizers to neighborhood groups or those who request it and follow up with the neighborhood related to impacts and any incidents tied to shelter operations.

County shall:

1. Coordinate and share information with the City of Nevada City and the Contractor to ensure efficient and timely communication related to severe weather events and the opening of the weather-dependent NCS model and/or the Extreme Weather Shelter.
2. Make available as needed Public Health staff to evaluate NCS locations for compliance with Public Health guidelines, Contractor staff training needs related to COVID-19 prevention and guidelines, and for direct communication and coordination related to potential COVID-19 exposure resulting in the need for testing and/or contact tracing.
3. Assist Contractor in acquiring provisions of personal protective equipment (PPE) as it pertains to the safe delivery of limited in-person service provisions and monitoring and oversight of NCS location(s) and/or the extreme weather shelter.

EXHIBIT “B”
SCHEDULE OF CHARGES AND PAYMENTS
Sierra Roots, d/b/a Sierra Roots

The maximum contract price shall not exceed \$362,875 for the satisfactory performance of services as described in Exhibit “A” for the contract term of November 1, 2020 through June 30, 2021, and shall be in accordance with the budget shown below.

Estimated Operating Budget – November 1, 2020 through June 30, 2021

	Nov-Dec 2020	Jan-June 2021	Total
Personnel	26,700	26,700	\$53,400
Operations (food, supplies, insurance, storage, laundry, etc.):	4,096	4,095	8,191
NCS and Shelter site leasing costs:	198,450	50,000	248,450
Repairs / replacements at leased sites:	19,845	0	19,845
Total Direct Costs:	249,091	80,795	329,886
Overhead/admin (10% of direct costs):	24,909	8,080	32,989
TOTAL:	274,000	88,875	\$362,875

Contractor may shift amounts among budget lines with prior written approval from the Housing and Community Services Director or designee.

BILLINGS AND PAYMENTS:

An advance of up to one month of NCS leasing costs per the estimated operating budget above shall be paid upon full execution of this Agreement.

Contractor shall submit an invoice to County by the fifth weekday of each month following the month services were rendered. Each invoice shall include:

- Dates/Month services were rendered
- Cost of services rendered - identifying total direct costs
- Billing period covered
- Contract number assigned to the approved contract
- Supporting documentation per Exhibit “A”

Contractor shall submit monthly invoices for services to:

HHSA Housing and Community Services
Attn: HCS Fiscal
950 Maidu Avenue
Nevada City, California 95959

County shall review each billing for supporting documentation; dates of services and costs of services as detailed previously. Should there be a discrepancy on the invoice; said invoice shall be returned to Contractor for correction and/or additional supporting documentation. Payments shall be made in accordance with County processes once an invoice has been approved.

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 the Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

- (i) **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.
- (ii) If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

Other Insurance Provisions:

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

- (i) **Additional Insured Status: The 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 the 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 the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)
- (ii) **Primary Coverage** For any claims related to this contract, the **Contractor’s insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents, and volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.
- (iii) **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 the County of Nevada.
- (iv) **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against the 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 the County has received a waiver of subrogation endorsement from the insurer.
- (v) **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.
- (vi) **Deductible and Self-Insured Retentions** Deductible and 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. **(Note – all deductibles and self-insured retentions must be discussed with risk, and may be negotiated)**

- (vii) **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 the County.
- (viii) **Claims Made Policies** if any of the required policies provide coverage on a claims-made basis: **(note – should be applicable only to professional liability)**
 - 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, the Contractor must purchase "extended reporting" coverage for a minimum of **five (5)** years after completion of contract work.
- (ix) **Verification of Coverage** Contractor shall furnish the 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 the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- (x) **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.
- (xi) **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.
- (xii) **Conformity of Coverages** If more than one policy is used to meet the required coverages, such as an umbrella policy or excess policy, such policies shall be following form with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies or all shall be Claims Made Liability policies, if approved by the County as noted above. In no cases shall the types of policies be different.
- (xiii) **Premium Payments** The insurance companies shall have no recourse against the 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.
- (xiv) **Material Breach** Failure of the Contractor to maintain the insurance required by this agreement, or to comply with any of the requirements of this section, shall constitute a material breach of the entire agreement.
- (xv) **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 a 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 Contract Administrator.

SUMMARY OF CONTRACT

SIERRA ROOTS

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

Provision of Non-Congregant Shelter (NCS) and Emergency Shelter (Shelter) to homeless individuals and families.

SUMMARY OF MATERIAL TERMS

Maximum Contract Price: \$362,875
Contract Beginning Date: 11/1/2020 **Contract Termination Date:** 6/30/2021
Liquidated Damages: N/A

INSURANCE POLICIES

Designate all required policies: Req'd
Commercial General Liability (\$2,000,000) X

LICENSES AND PREVAILING WAGES

Designate all required licenses: N/A

NOTICE & IDENTIFICATION

Contractor: Sierra Roots
P.O. Box 2086
Nevada City, California 95959
Contact Person: Paul Cogley
Phone: (530)488-8228
E-mail: pcogley@hotmail.com

County of Nevada:
950 Maidu Avenue
Nevada City, California 95959
Contact Person: Mike Dent
Phone: (530)265-1410
E-mail: Mike.Dent@co.nevada.ca.us

Contractor is a: (check all that apply)

Corporation:	<u> </u> Calif.,	<u> </u> Other,	<u> </u> LLC,	<u> X </u> Non-profit
Partnership:	<u> </u> Calif.,	<u> </u> Other,	<u> </u> LLP,	<u> </u> Limited
Person:	<u> </u> Indiv.,	<u> </u> Db,	<u> </u> Ass'n	<u> </u> Other

EDD: Independent Contractor Worksheet Required: Yes X No

ATTACHMENTS

Designate all required attachments: Req'd
Exhibit A: Schedule of Services (Provided by Contractor) X
Exhibit B: Schedule of Charges and Payments (Paid by County) X
Exhibit C: Insurance Requirements (Required by Contractor) X