

**Request for Proposal
RFP #2897**



**Workers Compensation Third Party
Administrator Services**

ISSUE DATE: February 17, 2026

**Responses Due Date:
March 25, 2026 @ 5:00PM PST**

Attn: Bianca Tummings, Purchaser II

County of Marin
Procurement Division
San Rafael, CA, 94903

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Public Notice

Request for Proposal for Bid #2897

Worker's Compensation Third Party Administrator Services

Date Published: February 16, 2026

General Project Summary

On behalf of the Department of Human Resources Risk Management Division, the County of Marin Procurement Division is requesting competitive proposals from qualified third-party administrators (TPA) for administration of the County's self-insured Workers' Compensation (WC) Claim Administration program, including claims administration and management services, utilization review, bill review, reporting, and nurse case management services. The County seeks a provider(s) with a proactive, organized service delivery system designed to coordinate the medical and financial needs of the County's injured workers in a timely, cost-effective manner, focusing on quality care, customer service, and early return-to-work. Through this Request for Proposals (RFP), the County seeks to engage a qualified and experienced firm to provide comprehensive claims administration and managed care services for all new and existing self-funded workers' compensation claims, effective July 1, 2026. The initial contract term is anticipated to run from July 1, 2026, through June 30, 2029, with the option for the County to exercise up to two additional one-year extensions, contingent upon satisfactory performance.

The County of Marin employs approximately 2,832 regular employees across a wide range of professional disciplines, including public safety, criminal justice, fire services, public works, parks and open space, health and human services, and social and welfare programs. County employees operate within multiple departments and agencies serving the diverse needs of Marin County residents. In addition to its regular workforce, the County engages approximately 700 extra-hire employees and designated volunteers who may also be eligible for workers' compensation benefits. During peak operational periods, the total eligible workforce increases accordingly. The County has collective bargaining agreements with 10 employee unions and associations; their agreements can be found <https://www.hr.marincounty.gov/regulations-policies-procedures/collective-bargaining-agreements>. Marin County has been self-insured for workers' compensation since 1976 and administers its program in compliance with applicable provisions of the California Labor Code. As of the current year-to-date period, the County's open claims inventory consists of 28 medical-only claims and 274 indemnity claims. A copy of the County's Public Self-Insurer's Annual Report for Fiscal Year 2024–2025 is attached as Exhibit A for reference. For fiscal year 2024 - 2025, Utilization Review (UR) processed 895 referrals. 402 or 45% were approved at the adjuster level and the remainder were reviewed and processed by UR.

The current configuration of the team handling the County's program consists of one full-time dedicated senior examiner, one full-time designated future medical examiner, one full-time claims assistant and one designated supervisor. Our account has access to a Claims Manager, Associate VP of Claims Operations, and the Sr. Vice President of Client Services as needed (the claim fee covers account management costs). The account does not have a Medical Provider Network (MPN), but it does utilize a Pharmacy Benefit Management Program (PBM). Arch Insurance is our excess carrier.

Minimum Qualifications

Proposals must demonstrate that the firm or team submitting the proposal (“Proposer”) meets the following Minimum Qualifications to be eligible for consideration for this project. Firms with substantial experience serving self-insured California public entities, including counties or cities, and with demonstrated expertise in administering self-insured workers’ compensation programs are encouraged to submit proposals.

The selected administrator will have a proven track record in the development and administration of proactive claim and case management programs. This will include:

1. Integrated claim intake reporting.
2. Strong clinical focus on occupational claim administration.
3. Strong medical cost management capabilities.
4. Seamless coordination for all claims and managed care programs using the PRISM Workers’ Compensation Claims Administration Standards (Exhibit B).
5. Willingness to customize programs to accommodate County of Marin’s specific requirements.

Specific requirements include:

1. All claims administration services performed shall comply with those provisions set forth in the PRISM Workers’ Compensation Claims Administration Standards, (Exhibit B).
2. Establish and maintain an orderly, up to date, electronic claims file on each reported claim. Each file shall be available to the County for inspection with or without prior notice. TPA will have space for storage of historical physical files for the retention period of time required by law at the TPA’s expense.
3. Pay on behalf of the County from County funds, those sums that should reasonably be paid under the California Workers’ Compensation Laws for each reported claim. All payroll is processed through the County, for current employees. Pay on behalf of the County out of the County’s fund all allocated loss adjustment expenses.
4. Make substantial efforts to settle claims without assignment to legal counsel.
5. Fully cooperate with all audit requests by the County, Arch Insurance, or other associated agencies.

Business License Requirement

Proposers must possess a valid business license issued within the State of California. A copy of the business license must be submitted with the proposal. Failure to provide proof of a valid business license may result in the disqualification of the proposal.

Instructions to Proposers

Schedule

The following reflects a tentative schedule related to this solicitation and subject to change without notice. Any changes to this schedule will be communicated as an Addendum and updated on [Contracting Opportunities](#) and [Bid Express®](#) websites.

SCHEDULE	
Issue Date	Tuesday, February 17 , 2026
Deadline to Submit Questions	Monday, March 2, 2026 - No Later than 5PM PST
Responses to Questions	Monday, March 9, 2026
Proposal Submission Deadline	Wednesday, March 25, 2026 - No Later than 5PM PST
Interview/Demo Phase <i>(Optional)</i>	Week of April 20 - April 24, 2026
Notice of Intent to Award	Monday, May 4, 2026 (Tentative)
Contract Start Date	Wednesday, July 1, 2026

Pre-Proposal Conference

- There will not be a pre-proposal conference scheduled by the County.

Solicitation Questions

Deadline to Submit Questions: Questions must be emailed or submitted through the County’s [Bid Express®](#) website by the date listed in the Schedule. All emailed questions must be submitted to Bianca Tummings, Procurement Division at Bianca.Tummings@marincounty.gov with the email subject line: **RFP #2897 Worker’s Compensation Third Party Administrator Services.**

Questions submitted after the date and time listed in the Schedule will not be considered. Phone calls and faxed questions will not be accepted. All inquiries shall be directed to the responsible party. Contact with any other County personnel or any undue “badgering” of such County personnel by the proposer is prohibited. Failure to comply with this request may be considered cause for disqualification of a proposal.

Responses to Questions: Responses to all written questions concerning this solicitation will be posted on the [County of Marin Contracting Opportunities](#) website as well as on County’s [Bid Express®](#) website by the date listed in the Schedule. It is the responsibility of all interested proposers to obtain Responses to Questions Q&A and Addenda from the website(s).

Submittal Instructions

Bidders can access solicitation documents, addendums and required forms on the County of Marin’s Contracting Opportunities website at <https://www.marincounty.gov/contracting-opportunities> and on the County of Marin Bid Express® website at <https://www.bidexpress.com/businesses/53528/home>.

There is no cost to submit a proposal using Bid Express®. How-to guides for first-time Bid Express® users are on the County of Marin Bid Express® homepage under ‘Standard Documents’. Proposers are responsible for obtaining all addenda.

The County may elect to award a single contract or to award multiple contracts for the same or similar supplies or services to two or more sources under this solicitation.

Proposals will be considered late if not received by the date listed in the Schedule. Once received, all original and/or copies of the proposal become property of the County of Marin and will not be returned.

Proposal Format

Proposals must be concise, well-organized, and demonstrate the proposer's understanding of the Scope of Work as outlined in **Appendix A: Scope of Work**. Proposals shall include, at a minimum, the information listed below, including a complete Cost Proposal.

Responsive proposals shall be formatted in the following order to facilitate comparisons between respondents:

1. Letter of Transmittal

- a. The letter shall be on Proposer's letterhead and include the proposal contact's name, mailing address, telephone number, and email address.
- b. The letter must address the Proposer's understanding of the services being requested and any other pertinent information relevant to the Proposer's ability to perform the work.
- c. The letter must identify the organization's point of contact and be signed by an officer of the organization authorized to contractually bind the organization to the County.
- d. All Addenda received must be acknowledged in the Letter of Transmittal.
- e. Completed Offer Form (found in **Appendix B**) should be included in this section.

2. Team Introduction

- a. **Description of Team:** Describe proposed team's qualifications specific to the requirements. Provide specific information in this section concerning the firm's experience in the services specified in this RFP, preferably within the State of California.
- b. **Staffing:** Provide a description of the team organization. Identify the project manager and primary contact who will be available for the duration of the project. Identify each key personnel and their respective roles, including any subcontractors' key personnel, and briefly describe the experience and qualifications of the project manager and key personnel relevant to the Scope of Work.
 - i. Include all specialty Sub-Consultants that would be expected to be utilized on the program.
 - ii. If this is a partnership or joint venture (j-v), describe in detail: how the partnership or joint venture will be organized, who will be in overall control of the program, how it will function on a day-to-day basis throughout the program, what will the proposer do to guarantee continuity for all services.
- c. **Resumes:** Provide resumes for the project manager and key personnel only. Include relevant licenses, certifications, education information, and experience with engagements of comparable size and scope to this project. Included any resumes for any subcontractors used. Resumes should not exceed one single-sided page.

Note: If any key personnel identified in the Proposer's response become unavailable after award, the County must be immediately notified and resumes for any proposed

substitute personnel must be provided for County approval. The County reserves the right to reject any proposed substitute personnel.

3. Project Approach and Work Schedule

- a. Provide a description of the methodology developed to perform all required services, with an aggressive schedule to meet the start of the new contract date of July 1, 2026. This schedule should contain specific milestones and dates of completion which will be used to set schedules. Also identify the extent of County personnel involvement deemed necessary, including key decision points at each stage of the project. Information as to the type of any software that is anticipated to be used in the planning process should also be discussed.
- b. This section should establish the proposer's understanding of the County's objectives and requirements, and demonstrate proposer's ability to meet those requirements, and outline clearly and concisely the plan for completing tasks associated with the County's transition to a new TPA and/or managed care services provider.
- c. Describe a transition and implementation plan. Outline how the transition of claims administration, reporting and processing from the current TPA in a manner that will be at no cost to the County and will ensure continuity of service for existing and new claims. The plan description should include the following:
 - i. Experience implementing a similar transition
 - ii. Transition plan timeline
 - iii. Plan for training of staff and data integration
 - iv. Service of required notices upon transition
 - v. Information required from the County or its current TPA for transition purposes
 - vi. The method to be used to communicate ongoing status of the Transition Plan to County
 - vii. Plan for ensuring high levels of customer service to claimants, be specific with milestones and dates of completion.
 - viii. Any other critical assumptions upon which the work plan is based.

4. Proposed Work Plan

- a. Provide responses to all the items below and describe the methods and scope of the approach to be taken in performing the following services for the County of Marin:
 - i. **Firm Background:** Describe how long proposer's firm has administered workers' compensation claims and/or managed care services for self-insured agencies in California.
 - ii. **Claims Management Information System:** Provide the name and version of claims management software proposer's firm uses.
 - iii. **Data Maintenance and Security:** The selected TPA must maintain current and accurate data within the claims system and conform to all data security and handling requirements under State and Federal regulations. Confirm that proposer can meet the above requirements and detail data security. protocols/methods for ensuring the confidentiality of records and information.
 - iv. **Reports:** The selected TPA is expected to provide reports and information on individual cases. Describe the reporting process and what information typically is provided to clients. Describe proposer's ability to provide additional specific reporting requirements include the following:
 1. Accurate loss data for claims reporting to State of California

2. Accurate loss data for OSHA Log 300 annual reporting, including Cause, Site, Nature.
 3. A contractual duty and accountability to report appropriate claims to The Centers for Medicare and Medicaid Services (CMS) in accordance with the MMSEA Act of 2007.
 4. Assemble and submit data as required for State reports, including the annual report to Industrial Relations, Self-Insurance Program Report, and annual actuarial studies performed on the Workers' Compensation program.
- v. **Claims Team:** Claims examiners assigned to the County's account should have significant (approximately 5 to 10 years) active claims adjusting experience. A claims assistant may not be substituted for an experienced examiner. Following the PRISMS Standards, each examiner should have a claims case load of no more than 150 open indemnity claims at any one time. In addition, it is preferred that a 2-to-1 ratio be maintained between claims assistants and claims examiners. Examiners must hold a Self-Insured Competency Certificate and be supervised by a fully dedicated, experienced claims person who has passed the State of California test for Administrator of Self-Insurance Plans, issued by the Self-Insurance Plans Division of the Department of Industrial Relations. Finally, the County strongly prefers the claims examiner(s) be assigned to the County's account exclusively. Provide the following information:
1. a. Propose a staffing model to support the County's program in support of the description above. Once the contract is awarded, it will be expected to provide the following details about the proposed team, subject to the approval of the County:
 - a. Copies of self-insured certifications/licenses/other certifications
 - b. Proposed Work schedule – days of the week and scheduled worktime each day (example: Monday thru Friday, 7am to 4pm)
 - c. Number of years of experience handling or supervising files involving LC Section 4850.
 - d. Availability for periodic meetings with account managers and bi-weekly virtual meetings for claims review with the County's Risk Management and WC Administrator.
 - e. If there is not a designated an examiner or supervisor for all positions, provide the criteria for selecting qualified personnel.
 2. Identify any other key staff that will support our program.
 3. Proposer's average turnover rate for claim adjusters and claim supervisors over the last twenty-four months, for California operations.
 4. Provide proposer's plan for transition between adjusters when turnover or leaves of absences take place.
- b. **Claims Administration:** Describe proposer's claims administration policies and practices that ensure superior customer service to County employees while maintaining economic and administrative control over claims costs. Address the following points:
- i. Detail how claims administration services that comply with the PRISM Workers' Compensation Claims Administration Standards (Attachment D). Note any areas where proposer exceeds those standards and confirm what internal process are proposed to audit files to ensure compliance with the PRISM standards.
 - ii. Describe proposer's options for the County to report workplace injuries (i.e., Nurse Triage Hotlines, portal intake for 5020 forms, email 5020 forms, etc.)

- iii. Describe process and criteria for referring a claim for utilization review, nurse case management, investigation (both AOE/COE and sub-rosa) and legal representation.
 - iv. Describe policies and procedures to ensure timely review and appropriate payment of benefits and bills.
 - v. Describe procedures to establish and maintain reserves for indemnity, medical care, expenses, and future medical benefits.
 - vi. Penalties and overpayment of benefits paid by the TPA through no fault of the County shall be reimbursed to the County, with reimbursement made on a quarterly basis. Describe the review system to mitigate penalties and overpayments and ensure that the County does not incur expenses that are no fault of the County.
 - vii. Describe the procedure that will be used to request authority from the County. The TPA will not have authority to settle the County's cases. Claim denials, legal actions, subrogation, and tentative settlement authority will require prior consultation and consideration by the County. A written analysis of the case, including settlement recommendations, must be submitted to the County at least ten (10) business days prior to any settlement offers or conferences.
 - viii. Describe procedure for identifying and recommending subrogation opportunities.
 - ix. The County maintains an aggressive return-to-work (RTW) program. Describe how proposer will assist and facilitate RTW activity at the earliest possible opportunity.
- c. **Managed Care Services:** Describe whether a contract/partner with a managed care provider or handle these services "in house". If contracted/partnered, indicate how long proposer has worked with the provider and note any limitations that may have in working with outside vendors.

The following sections should be completed either by the providing services "in house" or, if contracted/partnered, by the company(ies) that the TPA will contract/partner with to provide these services.

- i. **Bill Review Services:** What are the proposer's experience doing business in California with self-insured organizations? Include answers the following:
 - 1. Discuss bill review services and fees (competitive proposals will include a flat rate for bill review fees)
 - 2. Outline features of systems and availability to customize the delivery of services
 - 3. What is the average monthly bill volume processed by office and the average savings achieved for other clients
 - 4. Does proposer's program includes pharmacy review
 - 5. Identify reports which will be provided to the selected TPA and the County (if applicable)
 - 6. Why is proposer's firm is superior to others regarding service and cost savings
 - 7. Please also include TPA references in California
- ii. **Utilization Review:** Describe experience conducting business in California with self-insured organizations. Include the following:
 - 1. Identify utilization standards and guidelines that are used to review treatment requests

2. Outline all review fees to include physician reviews and any automatic per file referral fees
 3. Identify expected turn-around times
 4. Advise if medical director is Board certified and how long the medical director has been with proposer's firm
 5. What is unique about proposer's firm regarding review of medical treatment requests and how this can help the County reduce utilization review costs
- iii. **Nurse Case Management:** Describe proposer's experience providing telephonic and field case management. Include the following:
1. Are managers RN licensed?
 2. What office location will the nurses be working from and how long have the nurses that may be assigned to the County account been employed with proposer's firm?
 3. Provide all professional fees for services.
 4. Describe the organizations guidelines and expectations regarding your nurse case management program.
- 5. Relevant Work Experience**
- a. The Contractor must have at least ten years of continuous experience providing Workers' Compensation TPA services to public agencies with workforces similar in size to the County. This experience must be clearly documented in the proposal.
 - b. Contractor is a recognized claims administrator of self-insured WC programs licensed to do such business in California.
 - c. Bidder must be licensed with the California Department of Industrial Relations, Self-Insurance Plans. A copy of the license must be provided in the bid response.
 - d. Provide succinct descriptions for minimum three (3) previous projects completed within the last five (5) years of similar size and scope to the Scope of Work. Indicate the project title, duration, budget, sponsoring agency and sponsor project manager, and roles played by individuals proposed for this project. Include the name of the agency for whom the work was performed, year completed, name of the contact person and their telephone number.
- 6. References**
- a. Using the attached "Minimum Requirements and References" form, provide no more than three (3) client references, preferably other public agencies, for whom the Proposer's team has performed services similar to the attached Scope of Work. References should include the contact's name, title, organization, telephone number, email address, and a description of the specific projects and key individuals who participated in providing the services.
- 7. Required Forms (see Appendix B)**
- a. Proposers must include the form(s) provided with this solicitation package in Appendix B. All forms must be signed by a duly authorized officer of the prime proposer's organization. Proposals not submitted on the form(s) provided, unless otherwise specified, may be deemed nonresponsive by the County of Marin Procurement Division.
- 8. Cost Proposal**
- a. The proposal shall clearly state all of the costs associated with the TPA services for the term of the agreement (July 1, 2026 -June 30, 2029) including the optional two-year extension, broken down by category of products and services, and all on-going costs for

recommended or required products and services. The costs must be broken out and include all expenses that will be charged to the County, including but not limited to the number and job description of staff to be routinely assigned to the County of Marin's account with hourly rates for labor, administrative overhead, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all expenses, including travel, meal reimbursement, hotel per diems, taxes, etc. Failure to clearly identify all costs associated with the proposal may be cause for rejection of the Consultant's proposal.

Please provide any hourly time charges for additional services not included within the scope of routine services outlined in this RFP. Additional services would be undertaken only at the written request of the County. Describe any special services and/or benefits offered at no cost to the County. Failure to clearly identify all costs associated with the proposal may be cause for rejection of the Contractor's proposal.

9. Identification of Subcontractors

- a. Proposers shall identify all subcontractors they intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate (1) what products and/or services are to be supplied by that subcontractor and, (2) what percentage of the overall scope of work that subcontractor will perform.

Award Evaluation

Initial Evaluations

Procurement will perform an initial evaluation of all proposals for completeness and responsiveness. Incomplete, late, or ineligible proposals will be considered nonresponsive. Proposals must include all items listed in **Appendix B: Required Forms**, including any addenda. Responsive proposals will then be scored by the County evaluation panel or committee based on the evaluation criteria within this RFP.

Clarifications

Procurement shall, at its discretion, conduct optional vendor interviews or product demonstrations, evaluate vendor references, consult any current users of a vendor's services, and request for review any other information deemed pertinent to the evaluation. Immaterial revisions may be considered after submission and prior to the issuance of the resulting notice of award, at the discretion of the County, to facilitate the selection of the most suitable vendors.

Interviews and Product Demonstrations Phase

The County may, at its discretion, conduct optional vendor interviews or product demonstrations and ensure full understanding of the solicitation requirements. Interviews may include responding to standard and specific questions from the evaluation panel or committee about a bidders' proposals. The score of any evaluation below may be revised or informed based on the vendor interview. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of their response.

Interviews and demonstrations will be conducted on-site, lasting approximately 2 hours. Scheduling will be coordinated with Procurement to allow direct engagement with proposers to ask questions and gain insights into solution implementation. In conducting discussions and/or interviews, the County will not disclose information from competing vendors' proposals.

Evaluation Criteria

Proposals will be reviewed and evaluated using the criteria described in this section.

EVALUATION CRITERIA	Weighted Points
<i>Scope of Work</i>	
Firm Background	30
Transition Plan Approach	20
Data Maintenance & Security	30
Reports	20
Claims Team - Structure and Experience	40
Claims Administration	50
<i>Managed Care Services</i>	
Bill Review Services	40
Utilization Review	40
Nurse Case Management	30
Cost of Service	30
Ability to meet contract requirements	20
Overall Quality, Completeness, and Content of Proposal	20
Total	370
<i>Sustainability Preferences</i>	<i>10 % (max)</i>

Sustainability Preferences

Sustainability is the integration of economic, social, and environmental considerations into procurement strategy, operations, and policy. Proposers are encouraged to apply these considerations when providing goods and services. Whenever the County of Marin acquires services or supplies by purchase order and/or contract, the Purchasing Agent, in evaluating the price or proposal, shall award preferences based upon the following preferences listed in Marin County, California Municipal Code (MCC).

- *Local Business Preference* - In accordance with County of **Marin Code 3.10.030a** there shall be a five (5.0) percent preference on the price (or evaluation of bid) submitted by a local county business.
- *Workforce Development Preference* - In accordance with County of **Marin Code 2.50.070** Ordinance # 3435 there shall be a five (5.0) percent preference to contractors that can certify that at least 50 percent of the workforce under the service contract will be Marin County residents.
- *Recycled Product Preference* - In accordance with County of Marin Code **Marin Code 3.10.030b** there shall be a fifteen (15.0) percent preference on the price submitted involving recycled

products. Provide specification sheets, environmental product declarations, or certified claims of recycled content for all products being sold or utilized in administering an awarded contract.

In no case shall the total of all preferences which a bid is eligible exceed fifteen (15.0) percent. *This section shall not apply to transactions in which the allowance of these preferences is otherwise prohibited by state or federal statutes or regulation.* **Marin Code 3.10.030(c, d)**

Notice of Intent to Award

The County of Marin Procurement Division will announce the selected vendor by posting a notice on the County of Marin's Contracting Opportunities website <https://www.marincounty.gov/contracting-opportunities> and on the County's Bid Express website <https://www.bidexpress.com/businesses/53528/home>. Additionally, proposers will be individually notified when the award is made.

Awarded Proposer shall be **required** to furnish:

- Certificate of Liability Insurance
- Certificate of Insurance coverage as specified in **Appendix C: General Provisions** and the County's sample GSA/PSC attached herein naming County of Marin as additional insured
- W-9

If the selected Proposer fails to enter into a contract with County in a timely manner as determined by the County, in accordance with the terms and conditions of this solicitation document, the County reserves the right to reject the proposal of the selected firm and enter into a contract with the next highest scoring firm.

The County may elect to award a single delivery order contract or task order contract or to award multiple delivery order contracts or task order contracts for the same or similar supplies or services to two or more sources under this solicitation. The County also reserves the right to cancel this solicitation at any time. Any and all proposals or bids may be rejected in whole or in part where the County determines such action to be in the best interest of the County.

Performance Period

Contract Term

It is the County's intent to award this contract with an initial three (3) year contract term from July 1, 2026 to June 30, 2029, with the option for two one-year contract extensions by the County based on satisfactory performance.

An example of the County of Marin Professional Services Agreement is attached to this solicitation. By submitting a response without exceptions, the contracting firm accepts all terms and conditions contained in the Sample Professional Services Agreement attached. Additional terms and conditions may be required and may be negotiated after award.

Appendix A: Scope of Work

General Services to be Performed

- Provide and maintain a claims service office in the Bay Area.
- Establish and maintain a toll-free phone number for injured workers that is included in all correspondence and benefit notices.
- Provide customized Employer's Reports, Employee's Workers' Compensation Claim Forms, treatment, and authorization slips, posting notices and warrants, as well as any other forms required by the County or the State of California.
- Notify all injured employees with open claims and all providers of medical, legal, investigation and rehabilitation services of the change of the Claims Administrator.
- Provide County Personnel updates or changes in Workers' Compensation laws and regulations.
- Provide orientation and training to County on WC issues and responsibilities.
- Ensure availability of the Claims Administrator's Policy and Procedure Manual for review by the County.
- Establish and utilize pre-approved panels for: Qualified Rehabilitation Representatives (pre 1/1/2004 Date of Injury Claims); Defense Attorneys and Nurse Case Managers whose credentials, licensing and insurance coverage meet standards established by Risk Management.
- Process inmate hospital and medical bills in accordance with contractual terms, applicable laws, and established County policies. The TPA is responsible for reviewing charges for accuracy, eligibility, and compliance, applying negotiated rates where applicable, and ensuring timely payment to providers.

Claims Administration – Existing Claim Files

- Individually review each open claim to determine status and set appropriate reserves consistent with accepted claims management practices and Self-Insurance Plans within sixty (60) days of receipt of files.
- Coordinate "hand off" of files to ensure complete and expeditious transfer.
- Complete timely and secure transfer of all data from existing software program to new program within 30 days of the Board of Supervisors Award approval for the contract.

Claims Administration – Closed Files

- Closed files are to be maintained in a secure location for a period of at least five (5) years accessible/retrievable within five (5) working days.

Claims Management

- Set-up claim and enter information into database within twenty-four (24) hours of receipt of the *Employer's Report of Occupational Injury or Illness*, Forms 5020 & DWC-1 or an Application for Adjudication of Claim.
- Expedite the processing of the *Employer's Report* if the Doctor's First Report of Injury (5021) or Employee's Claim for Workers' Compensation Benefits (DWC-1) is received by the Claims Administrator first.
- Investigate all claims to determine compensability and either accept, delay, settle or deny according to applicable law.
- Report all cases involving suspected fraud immediately to Risk Management.
- Set up an in-house fraud program in coordination with County District Attorney's Office, Special Investigations Unit and Risk Management.
- Submit the Sub-rosa Request Form to Risk Management for approval.

- Utilize only approved vendors for all outside services for legal defense, investigations, medical evaluations, or other areas of expertise.
- Always establish and maintain adequate reserves based on current facts and anticipated liabilities.
- Make timely payments, from funds set aside by the County, of valid claims for medical benefits, temporary or permanent disability, vocational rehabilitation, death benefits, and/or allocated loss adjustment expenses.
- Maintain an accurate, complete, and organized file on each reported claim, available for inspection and reproduction by the County, its representatives, or by appropriate regulatory authorities, during normal business hours.
- Ensure that each claim has a Plan of Action current or updated every 90 days for accepted claims.
- Ensure that all required benefit and informational notices are issued timely including file and serve and benefit summaries.
- Communicate regularly and respectfully with injured employees in the workers' compensation process.
- Return phone calls within one (1) business day of receipt.
- Obtain medical releases to modified duty from designated treating physician consistent with the County's Temporary Modified Duty Program.
- Monitor treatment programs pursuant to American College of Occupational and Environmental Medicine [ACOEM] Guidelines, and seek cost effective intervention through appropriate clinical review, nurse case management services and direction from Risk Management.
- Timely report all claims to excess carrier pursuant to reporting requirements established by carrier or Risk Management utilizing required form and documentation.
- Notify County within three (3) working days of receipt of medical report indicating permanent work restrictions, which might preclude an injured employee's return to regular work, so that County can conduct an interactive process based on old or new law for either pre-VR [vocational rehabilitation] purposes and/or Americans with Disabilities Act [ADA] compliance.

Claims Reviews /Audits/Out of Office Activities

- Attend Workers' Compensation Appeals Board Hearings, rehabilitation conferences, conferences with defense counsel, meetings with designated County staff, County Departments and employee groups as required and/or requested by Risk Management.
- Provide monthly telephonic claims reviews with County representatives on specific claims of interest as requested.
- Provide face-to-face bi-annual claims reviews on claims identified by the County that meet established criteria as set forth in the *Claims Management Agreement* or are of special interest.
- Allow for bi-annual claims auditing by Risk Management.

Data Management /Reporting and Data Ownership

- All records, documents, files, transcripts, electronic data or tapes related to the work performed and adjusting activity are the property of the County of Marin. Use of this data for any purpose will require the written permission of the County of Marin.
- Provide onsite training to County personnel on Claims Administrator's software program for purposes of general use and production of standard or customized ad hoc reports.
- Prepare all reports required by the State of California and Self-Insurance Plans.
- Electronically submit new claims to State of California pursuant to state regulations including timely and successful submission of first report of injury [FROI] and subsequent report of injury [SROI] reports.

- Produce and distribute computer-generated reports as requested to Risk Management.
- Produce and distribute accurate OSHA 300 logs by location quarterly.
- Prepare and submit information to the County's Excess Insurance Authority on all applicable claims.
- Data in Client Portal for tracking temporary modified duties for County employees.

Cost Containment Standards

- Secure and monitor a bill utilization network for all reviewable bills for goods or services based on the Official Medical Fee Schedule and PPO Network, whichever is less.
- Develop an in-house bill review process and/or PPO network for all non-reviewable bills such as DME.
- Develop and utilize preferred provider panels for services such as diagnostic testing that afford greater reductions than through the official medical fee schedule [OMFS].
- Pay or object timely to any medical bills submitted within prescribed timelines in effect by law. Unless otherwise noted, objection shall be within thirty (30) days of receipt of bill: payment within 30 working days. [Government agencies retain the original forty-five (45) day window].

Litigation Management Standards

- Develop aggressive litigation management and control program.
- Establish a panel of approved defense and subrogation legal counsel in collaboration with Risk Management.
- Authorization to make legal referrals will be sought in advance from Risk Management.
- Establish a Litigation Calendar to be managed by Supervisor.
- Utilize Hearing Reps or trained and experienced Senior Examiners for routine WCAB hearings (prior to MSC).
- Monitor and direct all work performed by defense counsel and notify Risk Management in the event of concerns or irregularities.

Settlement Standards

- All requests for settlement authority shall be on a County approved form and shall include pertinent file information, summary of the issues and the basis or analysis in support of case resolution.
- Supervisor shall approve all settlement requests prior to submission to Risk Management.
- Settlement Authority must be obtained in advance of any negotiations with employees or their representative.
- Anticipate and prepare claim settlement request for amounts at or above \$50,000 for presentation to County Board of Supervisors' hearings.
- Obtain written approval from Risk Manager to submit an Appeal of an adverse decision issued by the Workers' Compensation Appeals Board [WCAB].
- Settlement with a Compromise and Release Agreement must include appropriate resignation documentation from employees and approval of Human Resources based on employment status.

Subrogation

- Identify and investigate any potential subrogation opportunities and notify Risk Management before taking any action or assigning it to legal counsel.
Upon referral to legal counsel, obtain written opinion regarding the risk and recovery elements inherent in each specific case. Obtain authorization to pursue subrogation from Risk Management before proceeding with full referral of the matter to legal counsel.

Penalties

- All penalties that arise from failure of the Claims Administrator to comply with legal statutes, contractual obligations or the result of negligence, error, or oversight are by default, the responsibility of the Claims Administrator and shall be reimbursed to County within thirty (30) days of event.
- All fines and penalty worksheets are reviewed by the Claims Manager, submitted to Risk Management and retained in the claim file.
- Each worksheet shall identify the party or source responsible. Repeating offenses shall result in documented remedial training and repeat offenders will be subject to disciplinary action.
- Penalties are pay coded by classification: 4650 (SIP) or 5814 within their respective class of benefits [TTD, PD, VR, medical].

Financial Accounting

- Will provide and coordinate daily payment processing through Risk Management and the Auditor-Controller's Office.
- Prior to issuance of checks, the Claims Administrator will provide a "soft copy" check register, via email, of all transactions to the Auditor-Controller's Office for review and approval. The register will list the following:
 - Check/Vouchers in numerical order.
 - Claim number.
 - Amount paid.
 - Payee name
 - Type of payment [reason for payment]
 - Other information deemed necessary by the County of Marin
- Will provide the Auditor-Controller's Office a "soft copy" of all checks, vouchers, or warrants drawn by the Claims Administrator to pay benefits or other bills on claims via CD or email.
- The County reserves the right to conduct no less than an annual contractual compliance audit of the Claims Administrator's handling of the County's Workers' Compensation account.
- The Claims Administrator will maintain an effective filing system for easy access by County auditors for purposes of the audit process.

EXHIBIT A

PUBLIC SELF INSURERS ER ANNUAL REPORT FOR FISCAL YEAR 2024-2025

Please see separate PDF

EXHIBIT B

PRISM WORKERS' COMPENSATION CLAIMS ADMINISTRATION STANDARDS

Please see separate PDF

Appendix B: Required Forms

The following forms must be completed and submitted with the proposal as an Appendix unless otherwise specified below:

SOLICITATION DOCUMENTS TO RETURN
Proposal and Offer (include with Letter of Transmittal)
References
Exceptions to the Scope of Work
Debarment and Suspension Certification
Non-collusion Declaration
Levine Act Disclosure Statement
Addendum (if applicable)



OFFER

In compliance with the solicitation, the undersigned offers and agrees, if this bid is accepted within sixty (60) calendar days from date of opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified. Discounts will not be considered in the evaluation of any quotation, unless otherwise stated in this invitation.

REPRESENTATIONS AND CERTIFICATIONS

Company Name: _____
Address: _____

Phone: _____
Website: _____

Proposer certifies the following:

That they are a: _____ Certified Dealer/Vendor for the Items in this Bid
_____ Manufacturer of the Items in this Bid

Business is operated as: _____ an Individual
_____ a Partnership
_____ a Corporation
Incorporated in the State of _____

Signature of person authorized to sign bid: x _____

Printed name: _____
Title: _____
Date: _____
Phone: _____
Email: _____



REFERENCES

Proposers shall provide the following information which will be used by the County in evaluating the proposal. Proposer must provide three former (within the past five years) or present clients for whom these individuals have performed contracting services related to each of the categories for which your firm is offering services.

Company Name: _____

Company Address: _____

Contact Person: _____

Phone number: _____ **Email:** _____

Services Provided / Date(s) of Service: _____

Company Name: _____

Company Address: _____

Contact Person: _____

Phone number: _____ **Email:** _____

Services Provided / Date(s) of Service: _____

Company Name: _____

Company Address: _____

Contact Person: _____

Phone number: _____ **Email:** _____

Services Provided / Date(s) of Service: _____



EXCEPTIONS TO THE SCOPE OF WORK

Contractors shall fully describe any exceptions to the written requirements and/or scope, in the space provided below. Any exception taken shall be fully described to allow the County of Marin to evaluate its acceptance. Attach an additional sheet if more space is necessary.

<u>SECTION</u>	<u>PAGE NO.</u>	<u>DESCRIPTION OF EXCEPTION</u>



DEBARMENT AND SUSPENSION CERTIFICATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

Title 49, Code of Federal Regulations, Part 29

The Contractor, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Dated this _____ day of _____, 20 _____

Signature of Authorized Representative

Printed Name and Title



NON-COLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [date], at _____ [city], _____ [state]."

(Amended by Stats. 2011, Ch. 432, Sec. 37. (SB 944) Effective January 1, 2012.)

Signature of Authorized Representative

Printed Name and Title



LEVINE ACT DISCLOSURE STATEMENT & FORM

The Levine Act applies to all agencies whose members are directly elected by the voters. It precludes these elected officials from participating in or influencing a decision to issue a "license, permit, or other entitlement for use" if he or she receives any political contributions totaling more than \$500 in the 12 months before the pendency of the license, permit or other entitlement for use, and for 12 months following the final decision, from the person or company awarded the license, permit or use.

The Levine Act requirements do not apply to (i) competitively bid contracts that are required by law, agency policy, or agency rule to be awarded pursuant to a competitive process; (ii) labor contracts; (iii) personal employment contracts; (iv) contracts valued under fifty thousand dollars (\$50,000); (v) contracts where no party receives financial compensation; (vi) contracts between two or more agencies; (vii) the periodic review or renewal of development agreements unless there is a material modification or amendment proposed to the agreement.

You must complete this form if you are a party, participant or agent that has contributed more than \$500 to a member of the Board of Supervisors, or to the Assessor, District Attorney, or Sheriff, within the 12 months prior to a proceeding involving a license, permit or other entitlement for use, as defined in Government Code section 84308, subd. (a). Agents to a party include an attorney, engineer, architect, or other representative, and are subject to the requirements of the Levine Act in the same manner as parties and participants.

Parties are solely responsible for completing this form accurately and should refer to Government Code section 84308, et seq. and to California Code of Regulations, Title 2, section 18438, et seq. If you are uncertain about whether you are required to report or combine a contribution, you should consult with an attorney. Submit separate forms for each elected County officer to whom a contribution was made.

You must complete this form if you are a party, participant or agent that has contributed more than \$500 to a member of the Board of Supervisors, or to the Assessor, District Attorney, or Sheriff, within the 12 months prior to a proceeding involving a license, permit or other entitlement for use, as defined in Government Code section 84308, subd. (a). Agents to a party include an attorney, engineer, architect, or other representative, and are subject to the requirements of the Levine Act in the same manner as parties and participants.

Parties are solely responsible for completing this form accurately and should refer to Government Code section 84308, et seq. and to California Code of Regulations, Title 2, section 18438, et seq. If you are uncertain about whether you are required to report or combine a contribution, you should consult with an attorney. Submit separate forms for each elected County officer to whom a contribution was made.

Title or Short Description of Proceeding:

Name of County Officer that Received Contribution: _____

Name of Party to the Proceeding: _____

Name of Person/Entity that Made the Contribution: _____

Contribution Date: _____ Contribution Amount _____

By signing below, I certify that the statements made herein are true and correct and that, as the party or agent to a party, I represent will comply with California Government Code section 84308. I also agree to disclose any contributions made to an elected County Official that participates in this proceeding

Date

Signature of Party or Agent

Name of Party or Agent

Appendix C: General Provisions

The provisions in this section, with the exception to the Evaluation Criteria and Invoicing address, cannot be altered without prior approval by County Counsel and the Procurement Division.

Assignment and Subcontracting

The proposer shall have no right, authority or power to sell, mortgage or assign the resulting contract and/or purchase order or any interest herein, or any right, power or authority to allow or permit any other person or persons or organizations to have any interest in or use any part of the rights or obligations granted hereunder for any purpose whatsoever without the prior written consent of the County of Marin. Neither the contract and/or purchase order nor any interest created thereby shall pass by operation of law to any trustee or receiver in bankruptcy or to any other receiver or assignee for the benefit of creditors or any claim hereunder to any other party or parties, except as expressly authorized by the County of Marin.

Attorney's Fees

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, each party shall cover their own attorneys' fees and cost.

Award of Contract

Request for Proposal (RFP)

Award of proposal, if awarded, will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth in this solicitation. The criteria are not listed in order of preferences. An Evaluation Committee will be established by the County of Marin. The Committee will evaluate all proposals received in accordance with the Evaluation Criteria. The County of Marin reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Evaluation scores will not be released until after award of proposal. The County of Marin shall not be obligated to accept the lowest priced proposal but will make an award in the best interests of the County after all factors have been evaluated.

Receipt of the official Contract shall indicate award of the proposal. Award of proposal shall be made by the County of Marin to the responsible Proposer who meets the provisions and specifications of this proposal after consideration of all evaluation criteria to provide the services as described in this request. The County reserves the right to make a multiple award of this proposal.

California Public Records Act (CPRA)

Applicants acknowledge and agree that the County is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If Applicant's proprietary information is contained in documents or information submitted to the County, and Applicant claims that such information falls within one or more CPRA exemption, the Applicant must clearly mark such information "CONFIDENTIAL AND PROPRIETARY" and identify the specific lines containing such information.

In the event of a request for such information, County will make reasonable efforts to provide notice to Applicant prior to any disclosure. If Applicant contends that any documents are exempt from the CPRA and wishes to prevent disclosure, then Applicant is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Marin County before the County's deadline to

respond to the CPRA request. If Applicant fails to obtain such remedy, County may disclose the requested information without penalty or liability.

Applicant further agrees that it shall defend, indemnify and hold County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees and attorneys' fees) that may result from deniable by County of a CPRA request for information arising from any representation, or any action (or inaction) by the Applicant.

Cancellation of Contract

Without CAUSE, the County of Marin may cancel this contract at any time with thirty (30) days written notice to the supplier/contractor. With CAUSE, the County of Marin may cancel this contract at any time with five (5) days written notice to the Proposer. Cancellation for cause shall be at the discretion of the County of Marin and shall be, but is not limited to, failure to supply the materials, equipment or service specified within the time allowed or within the terms, conditions or provisions of this contract. The Successful Proposer may not cancel this contract without prior written consent of the County of Marin Purchasing Agent.

Change Orders

The County of Marin may at any time, without notice to any sureties, make any change in the work specified in the resulting Contract by issuing a change order, including but not limited to changes:

1. In the terms and conditions of the Contract
2. In the written specifications

NO ORDER, STATEMENT OR CONDUCT, WRITTEN OR ORAL, SHALL BE TREATED AS A CHANGE ORDER UNLESS IN WRITING AND SIGNED BY BOTH PARTIES.

Compliance or Deviation to Specifications

Proposer hereby agrees that the material, equipment or services offered will meet all the requirements of the specifications in this solicitation unless deviations are clearly indicated in the proposer's response and listed as such under Exceptions to the Scope of Work.

Conformity with Law and Safety

Vendor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including Federal, State, Municipal and Local Governing Bodies having jurisdiction over the scope of services or any part hereof, including all provisions of the Occupation Safety and Health Act of 1979 and all amendments thereto, and applicable Federal, State and Local Government Safety Regulations. All services performed by Vendor must be in accordance with these laws, ordinances, codes and regulations. Vendor shall indemnify and save County harmless from any and all liability, fines, penalties and consequences arising from any non-compliance of violations of such laws, ordinances, codes and regulations.

Accidents: If a death, serious personal injury, or substantial property damage occurs in connection with the performance of this agreement, Vendor shall immediately notify the County by telephone. Vendor shall promptly submit to County a written report, in such form as may be required by County, of all

accidents which occur in connection with this agreement. This report must include all of the following information:

- (1) Name and address of the injured or deceased person, and
- (2) Name and address of Proposer's subcontractor (if any), and
- (3) Name and address of Proposer's Liability Insurance Carrier, and
- (4) A detailed description of accident and whether any of County's equipment or material was involved.

Cooperative Agreement

Agreement may be used by other governmental agencies, school districts, and special districts upon mutual consent of both parties. The proposer shall provide firm fixed pricing for all items or services, as specified herein, and allow agencies to purchase said goods or services at any time during the effective period of the resulting County of Marin Contract and/or Purchase Order.

Damages

The proposer shall be held responsible for damage to existing facilities/sites, or to completed new work, that may be caused by the proposer's work or workmen. Proposer shall properly repair damage or remove and replace damaged property as appropriate at the proposer's expense as required by the County of Marin.

Debarment and Suspension Certification

Title 48, Code of Federal Regulation, Part 9.4The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Note: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this bid on the signature portion thereof shall also constitute signature of the Certification.

Digital Accessibility

Vendor shall ensure that all digital content and deliverables shall meet the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), Version 2.2, level AA or most recent version. Vendor is responsible for addressing accessibility problems in any implementation, configuration, or documentation delivered or performed by Vendor, and in any software, documents, videos, and/or trainings given and published by Vendor and delivered under this contract. Applicable

laws include but are not limited to Americans with Disabilities Act (ADA), 21st Century Communications and Video Accessibility Act (CVAA), and California Government Code Sections 7405 and 11135.

Vendor will engage in good faith with open and effective communication with County of Marin to solve and address accessibility issues. County of Marin will collaborate with vendor around accessibility, understanding that it is the vendor's responsibility to conduct accessibility testing and create accessible deliverables.

Non-Discriminatory Employee

The County of Marin does not discriminate on the basis of race, color, age, sex, religion, mental or physical disability, marital status, national origin or ancestry, political belief or affiliation, veteran status, sexual orientation, gender identity (including gender expression), genetic information, and any other class of individuals protected from discrimination under state or federal law in any of its activities or operations. This includes, but is not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, subcontractors, vendors, and clients.

By conducting business for or with the County, you are representing your commitment to rejecting inequities and discrimination in employment, services, and practices by ensuring fair and equitable treatment for all. To further this commitment, we encourage vendors from all backgrounds, sizes and experiences to submit proposals for County business opportunities.

Fair Employment Provisions

The contractor awarded this proposal and doing the work herein specified shall not knowingly fail to hire or allow to be dismissed from employment thereon any persons because of race, color, sex, religion, national origin, or creed. The hiring of all labor for the work included in this contract shall be in accordance with applicable directives of the Department of Fair Employment and Housing of the State of California.

The contractor shall comply fully with Titles I and II of the Americans with Disabilities Act (ADA), Sections 508 and 504 of the 1973 Rehabilitation Act as amended in 1998 in that the contractor's hiring practices do not discriminate against disabled persons.

The contractor shall cooperate fully with the County and affiliated unions to promote and ensure the maximum employment of minorities and other protected group members with particular emphasis on residents of Marin County, in all phases and at all levels of the work. The contractor shall encourage maximum utilization of apprenticeship and other on-the-job training programs to achieve this goal.

Contractor and/or any permitted subcontractor shall not unlawfully harass nor discriminate against any individual based on race, religious creed, color, national origin, ancestry, medical condition, marital status, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

A County representative will be available to advise and assist in implementation of the foregoing.

The Contractor shall comply with any and all federal, state and local laws (including, but not limited to the County of Marin Nuclear Free Zone and Living Wage Ordinance) affecting the services provided by the contractor.

Force Majeure

Time extension for delay may be allowed for the Proposer by the County of Marin for any delay in the completion/delivery of specified items which arises from unforeseeable causes beyond the control of the proposer and without fault or negligence of the proposer, including but not restricted to such causes as the act or negligence of the County of Marin, stormy or inclement weather in which specified work cannot be done, strikes, boycotts, acts of God, acts of the public enemy, acts of government, fire, flood, epidemics, freight embargo, delays of suppliers which arise from unforeseeable causes beyond the control and without the fault or negligence of both the proposer and supplier.

General Conditions

The issuance of this solicitation constitutes only an invitation to present responses. The County reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the solicitation. The County reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. The County reserves the right to reject any and all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses, which, in the County's sole judgment, best meets the requirement of the project. In the event that the solicitation is withdrawn by the County for any reason, the County shall have no liability to any respondent for any costs or expense incurred with the preparation of a response to this solicitation or related work. The County reserves the right, at its sole discretion, to waive any irregularities or informality.

Governing Laws

This Request for Proposal and the resulting purchase order and/or contract shall be governed by all applicable federal, state, and local laws, codes, ordinances, and regulations including, but not limited to, those promulgated by the Federal Emergency Management Agency (FEMA), Homeland Security, CAL-OSHA, FED-OSHA, Environmental Protection Agency (EPA), Equal Employment Opportunity Commission (EEOC), California Department of Fair Employment and Housing (DFEH), the California State Department of Health and Human Services (CalHHS) and the County of Marin Environmental Health Department, the Federal Migratory Bird Treaty Act of 1918, the California Department of Fish and Wildlife codes 3503, 3503.5, 3513, and Marin County Code 23.16.010 for Pacheco Pond Wildlife area. This contract shall be in accordance with the substantive and procedural laws of the State of California.

If applicable the entity, its owner, or its agents responding to this Request for Proposal shall comply with California Government Code section 84308 ("Levine Act") and the applicable regulations of the Fair Political Practices Commission concerning campaign disclosure (2 California Code of Regulations sections 18438.1-18438.8), which (1) require a party to a proceeding involving a contract to disclose on the record of the proceeding any contribution, as defined by Government Code section 84308(a)(6) totaling more than \$500 that the party or their agent has made within the prior 12 months, and (2) prohibit a party to a proceeding involving a contract from making a contribution, as defined by Government Code section 84308(a)(6), totaling more than \$500 to any County officer during the proceeding and for 12 months following the final decision in the proceeding. If applicable, the entity, its owner, and its agents

responding to this Request for Proposal shall submit the [Levine Act Disclosure Statement & Form](#) with the proposal.

Independent Proposer

The proposer agrees and certifies that they or any of their agents, servants, or employees is not an agent or employee of the County of Marin. The proposer is an independent solely responsible for proposer's acts. The resulting Contract and/or Purchase Order shall not be construed as an agreement for employment with the County. The Non-Collusion Declaration shall be signed and returned with the submitted proposal.

Informed Proposers/ Examination of Documents

Before submitting a proposal, proposers must fully inform themselves of the conditions, requirements, and specifications of the work or materials to be furnished. Failure to do so will be at the proposer's own risk. It is the responsibility of the proposer to carefully and thoroughly examine and be familiar with legal and procedural documents, general conditions, all forms, specifications, addenda (if any), herein referred to as contract documents. Contractor shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision, equipment and appurtenances necessary to perform the work as specified by the contract documents. The failure or neglect of the contractor to examine the documents shall in no way relieve them from any obligations with respect to the solicitation or contract. The submission of a proposal shall constitute an acknowledgment upon which the County of Marin may rely that the contractor has thoroughly examined and is familiar with the contract documents. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

Insurance

Successful proposer shall be required to furnish and maintain insurance as follows:

- During the term of the Claims Management Agreement, the Claims Administrator will procure and maintain a minimum limit of \$5,000,000 for commercial general liability, automobile liability and professional liability insurance coverage. This coverage must be placed with insurance carriers with a Best's rating of at least A-.
- Any deductibles or self-insured retentions must be declared and approved by the County.
- The Claims Administrator will maintain bank fidelity bond with a limit of \$600,000 and amended to protect Marin County from loss due to the actions of the Claims Administrator, its agents, owners, officers, and employees.
- The commercial general liability policy will be primary insurance as respect to Marin County. The policy will contain, or be endorsed to contain, Marin County, its officials, members, agents, employees, and volunteers as additional insured(s). The Claims Administrator will furnish County Risk Management with satisfactory evidence of this effect. The commercial general liability insurance must apply on an occurrence basis.
- The professional liability insurance may be maintained on a claims-made basis with a "retroactive date" either prior to the date of the contract or the beginning of the contract work. If the coverage is "claims-made", the coverage must extend to a minimum of twelve (12) months beyond completion of the contract. If coverage is cancelled or non-renewed or not replaced with a similar coverage policy, the Claims Administrator must purchase "extended reporting" coverage for a minimum of twelve (12) months after completion of the contract work. Each insurance policy required by the County will be endorsed to state that coverage will

not be cancelled or materially reduced in coverage except after thirty (30) days written notice [ten (10) days for non-payment of premium] to the County by certified mail [return receipt requested].

- Claims Administrator will furnish the County with original certificates and amendatory endorsements of the coverage required by this clause. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- The Claims Administrator will name Marin County, its officials, members, agents, and employees as additional insureds on all relevant insurance.
- The Claims Administrator will indemnify, hold harmless and defend the County and its officers, officials and employees from any loss, liability, costs, and damages whether in contract, tort or strict liability incurred by the County, the Claims Administrator, or any other person. This will include but not be limited to any loss, liability, costs and damages for personal injury, death at any time, and property.
- The Claims Administrator will indemnify, hold harmless and defend the County and its officers, officials and employees from any loss, liability, costs, and damages from any and all claims, demands and actions in law or equity including attorney's fees and litigation expenses arising or alleged to have arisen directly or indirectly out of the performance of the Claims Management Agreement.
- The Claims Administrator's obligations under the *Claims Management Agreement* in relation to the above requirements will apply regardless of whether the County or any of its officers, officials, employees, or agents are actively or passively negligent, but will not apply to any loss, liability cost or damage caused solely by active negligence or willful misconduct of the County.

Interpretation and Corrections

The Proposer must carefully examine the specifications, terms and conditions provided in the Request for Proposal and become fully informed as to the requirements set forth therein. If anyone planning to submit a proposal discovers any ambiguity, conflict, discrepancy, omission or error in the proposal, has any questions in relationship to the "Scope of Work", or any other related matters, shall immediately notify the responsible party of such concern in writing via email at Bianca.Tummings@marincounty.gov and request clarification or modification of the document(s) no later than the date specified in the RFP questions section.

Invoicing and Payment

Payment by the County of Marin to vendor shall be made in full, per invoice within 30 calendar days after receipt of a correct invoice. Invoices shall be made per division. Invoices shall be mailed through the postal service. Purchase Orders are required for each order placed and invoices should reference the associated purchase order.

Depending on originating charges vendor shall submit an invoice only after services have been rendered.

Joint Procurement

In accordance with 2 C.F.R §200.318(e) Intergovernmental agreements for procurement or use of common goods and services is encouraged by federal procurement guidelines. Joint procurement is a contracting method in which two or more agencies agree from the outset to use a single solicitation document and enter into a single contract for goods or services. The proposer understands in providing a response to this solicitation, that a single contract will be issued for the benefit of all agencies identified within the solicitation.

Living Wage

This contract is subject to the County of Marin Living Wage Ordinance #3435 [(part), 2005]. The ordinance requires the payment of a living wage to all covered employees engaged in providing services pursuant to a service contract as defined in section 2.50.030 (F). Proposer specifically agrees that should the County of Marin investigate allegations of non-compliance with the Living Wage Ordinance, proposer shall make available for audits its books and records relating to the service contract, as well as the books and records of its subcontractors and proposer will make available employees in furtherance of its investigation. Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a contractor or subcontractor from further consideration in the procurement or contracting process. Failure to comply once a contract has been awarded will constitute a material breach of the contract and may result, among other things, in the suspension or termination of the affected contract opportunities for a period not to exceed three years. (Marin County Ordinance, Chapter 2.50 Living Wage). <https://www.marincounty.gov/departments/executive/economic-vitality/employer-resources/living-wage-ordinance>

Negotiation and Acceptance of Terms

Proposers offering terms other than those shown herein may be declared nonresponsive and will not be considered. Acceptance of proposer's offer shall be limited to the terms herein unless expressly agreed in writing by the County of Marin. Proposer shall provide terms in Exception to Scope.

Nomenclatures

The terms successful proposer, offeror, bidder, vendor, supplier and contractor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation interested or submitting a proposal. The terms County of Marin and Department; quote, bid, proposal; contract, and purchase order, may be used interchangeably in this solicitation.

Non-Appropriation of Funds

The County of Marin warrants that it has funds available to remit payments on the resulting County Purchase Order at the time the purchase order is executed. Should appropriated funds during the term of the Purchase Order become unavailable for the purpose of the Contract and/or Purchase Order, the County may cancel the agreement by providing the proposer with written notice. Such notice shall release both the County and proposer from all obligations under the Contract and/or Purchase Order, and proposer shall refund the County the balance of any advance payment made for orders of goods and/or services which are outstanding, or which have not been received by the County.

Nuclear Free Zone

The County of Marin is a nuclear free zone in which work on nuclear weapons and/or the storage or transportation of weapons related components and nuclear material is prohibited or appropriately restricted. The County is prohibited or restricted from contracting for services or products with, or investing County funds in, any nuclear weapons proposer (Marin County Ordinance, Chapter 23.12 Nuclear-Free Zone). <https://www.marincounty.gov/departments/board/boards-and-commissions/peace-conversion-commission>

Proposer Agreement to Terms and Conditions

Submission of a signed proposal will be interpreted to mean Proposer has agreed to all the terms and conditions set forth in the pages of this solicitation.

Award Protest Procedures

Any protest of the proposed award of Contract to the bidder deemed the most responsive and responsible bidder must be submitted in writing to the County Purchasing Agent no later than 5:00 PM of the third (3rd) business day following the determination of the lowest responsible proposers, and

- The initial protest must contain a complete statement of the basis for protest.
- The protest must state the facts and refer to the specific portion of the document or the specific statute that form the basis for the protest. The protest must include the name, address, and telephone number of the person representing the protesting party.
- The party filing the protest must concurrently transmit a copy of the initial protest to the bidder deemed the lowest responsive, responsible bidder.
- The party filing the protest must have submitted a Bid on the Project. A subcontractor of a party filing a Bid on this Project may not submit a Bid Protest. A party may not rely on the Bid Protest submitted by another Bidder but must timely pursue its own protest.
- The procedure and time limits set forth in this Section are mandatory and are the Bidder's sole and exclusive remedy in the event of a Bid Protest. The Bidder's failure to fully comply with these procedures shall constitute a waiver of any right to further pursue the Bid Protest, including filing of a challenge of the award pursuant to the California Public Contracts Code, filing of a claim pursuant to the California Government Code, or filing of any other legal proceedings.
- The County shall review all timely protests prior to formal award of the Bid. The County shall not be required to hold an administrative hearing to consider a timely protest but may do so at the option of the County Purchasing Agent. When either the County Board of Supervisors or the County Purchasing Agent consider the award of the Bid, the awarding party shall consider County Counsel's assessment of the merits of any timely protests. The awarding party may
 - 1) request additional information,
 - 2) deny the protest and award to the lowest responsive, responsible bidder,
 - 3) accept the protest and award the bid to the lowest bidder that is found to be responsible and responsible or
 - 4) reject the protest and award to the lowest responsive, responsible bidder.
- These bid protest procedures shall not limit the County's ability to reject all bids.

Bid Protests based upon a staff recommendation to the County Board of Supervisors or Purchasing Agent, when authorized to award this project, that the apparent low bidder is not a responsive and/or responsible bidder shall be subject to the following procedure:

- The County Purchasing Agent or his/her designee shall provide notice to the apparent low bidder of its determination and recommendation to the County Board of Supervisors, or Public Works Director, that the bidder is not responsive and responsible, stating the specific reasons, therefore.
- The bidder shall no later than 5:00 PM of the second (2nd) business day following receipt of the notice, file any protest in writing with the County Purchasing Agent or his/her designee. The protest must clearly specify in writing the grounds and evidence on which the protest is based. If

the protestor later raises new grounds or evidence not previously set forth in the written submissions that reasonably could have been raised, the County will not consider such new evidence in the determination of the protest.

- The protest will be processed in the same manner as other protests are processed as described above.

Right to Audit

County shall have the right of audit and inspection of the Vendor's business records at any time during the term of this agreement. Vendor shall have readily available all records related to the performance of the agreement and shall provide office space as may be required for County to audit these records.

Supplier Performance Management Program (SPMP)

The Supplier Performance Management Program may be used to evaluate and assess contractor performance. This program shall include but is not limited to scheduled contract review, scorecards to measure performance on contract specific metrics, and periodic meetings to review performance and address any corrective action that may need to be taken. The intent is to be mutually beneficial, not only to ensure the supplier/contractor is meeting our expectations, but that the County is communicating our expectations to the supplier/contractor.

Tax, California Non-Resident Income and Franchise Tax Withholding

The California Franchise Tax Board through the California Revenue and Taxation Code (R&TC) Section 18662 and the related regulations requires the withholding of California income and franchise taxes from payment made to nonresident California vendors performing services in this state. A withholding of 7% (the 2011 rate which is applicable to change) of all service-related invoices will be withheld and remitted to the state; there is no required withholding on goods provided. In addition, there are higher applicable rates that apply to nonresident foreign non-corporate partners, corporate partners and foreign bank (including financial institution partners).

Taxes

Successful Proposer shall pay all federal, state and local taxes, levies, duties and assessments of every nature due in connection with any work under the contract and shall indemnify and hold harmless the County of Marin from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

Termination for Convenience

The County reserves the right to terminate the contract at any time, for the convenience of the County of Marin, without penalty or recourse, by giving written notice to the Contractor at least thirty (30) calendar days prior to the effective date of such termination. The Contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the County pursuant to the contract prior to the effective date of termination. Termination compensation cannot exceed the monthly service fee, and the termination nullifies the remaining months of the contract.

1. Termination for lack of funding: The County reserves the right to terminate any contract in any user agency if said agency loses funding during the term of the contract.

2. Termination for non-performance: The County may terminate the contract in whole or in part if delivery or performance is repeatedly unsatisfactory. Unsatisfactory performance includes but is not limited to:
 - a. Repeated failure to respond within requested timeframe;
 - b. Failure to perform services when promised or expected;
 - c. Inability to reach Contractor contact; lack of customer service.

Termination for Default – Time Extension for Delay

If the proposer fails or refuses to prosecute the work, or any separable part thereof, so as to ensure that the items specified will not be completed and/or delivered within the time specified in the proposal documents and Purchase Order, the County of Marin, may, by written notice to the proposer, terminate its right to proceed with the work or such part of the work as to which there has been a delay at the County's option. The proposer and its sureties shall be liable to the County of Marin for liquidated damages, or if no liquidated damages are so provided, then for any damages to the County of Marin resulting from the proposer's failure or refusal to complete/deliver the items within the specified time.

Vendor Access

Awarded vendors must be registered in the County's financial ERP system. New vendor account registrations may vary dependent on provided documentation and internal approvals. Additional information on becoming a registered vendor with the County can be found at the following website <https://www.marincounty.gov/departments/finance/accounts-payable/register-vendor>.

Withdrawal of Proposal

Submitted proposals:

1. May be withdrawn prior to the opening date only by written request of the proposer;
2. May not be withdrawn within 60 calendar days after the proposal opening.

SAMPLE PSC ATTACHMENT

A sample contract is provided on the following page.

SAMPLE PROFESSIONAL SERVICES CONTRACT

CAO Contract Log # _____

COUNTY OF MARIN PROFESSIONAL SERVICES CONTRACT 2015 - Edition 1

THIS CONTRACT is made and entered into this _____ day of _____, 20_____, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and _____, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following service: _____; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

1. **SCOPE OF SERVICES:**

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. **FURNISHED SERVICES:**

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

3. **FEES AND PAYMENT SCHEDULE:**

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. **MAXIMUM COST TO COUNTY:**

In no event will the cost to County for the services to be provided herein exceed the maximum sum of \$ _____ including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

5. **TIME OF CONTRACT:**

This Contract shall commence on _____, and shall terminate on _____. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. **INSURANCE:**

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. ANTI DISCRIMINATION AND ANTI HARASSMENT:

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. 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 so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

15. **RELATIONSHIP BETWEEN THE PARTIES:**

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. **AMENDMENT:**

This Contract may be amended or modified only by written Contract of all parties.

17. **ASSIGNMENT OF PERSONNEL:**

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

18. **JURISDICTION AND VENUE:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. **INDEMNIFICATION:**

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. **COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. **Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.**
2. **Contractor agrees to meet all applicable program access, digital access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.**
3. **For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.**

Exhibit D - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
- Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
- Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

21. NOTICES:

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager: _____

Dept./Location: _____

Telephone No.: _____

Notices shall be given to Contractor at the following address:

Contractor: _____

Address: _____

Telephone No.: _____

22. ACKNOWLEDGEMENT OF EXHIBITS

Check applicable Exhibits

**CONTRACTOR'S
INITIALS**

<u>EXHIBIT A.</u>	<input type="checkbox"/> Scope of Services	
<u>EXHIBIT B.</u>	<input type="checkbox"/> Fees and Payment	
<u>EXHIBIT C.</u>	<input type="checkbox"/> Insurance Reduction/Waiver	
<u>EXHIBIT D.</u>	<input type="checkbox"/> Contractor's Debarment Certification	
<u>EXHIBIT E.</u>	<input type="checkbox"/> Subcontractor's Debarment Certification	
<u>EXHIBIT F.</u>	<input type="checkbox"/> Federal Provisions Exhibit / Attachment 1	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:

APPROVED BY

COUNTY OF MARIN:

By: _____

Name: _____

Title: _____

By: _____

COUNTY COUNSEL REVIEW AND APPROVAL (required if template content has been modified)

County Counsel: _____ Date: _____

SCOPE OF SERVICES (required)

SAMPLE

EXHIBIT "B"
FEES AND PAYMENT SCHEDULE (required)

COUNTY shall pay CONTRACTOR as follows:

- (1) **BASE CONTRACT FEE.** COUNTY shall pay CONTRACTOR a contract fee of _____ per month not to exceed _____ during the term of the contract. CONTRACTOR shall submit requests for payment via invoice net 30 following provision of services.
- (2) **MILEAGE.** COUNTY shall not pay CONTRACTOR for travel by private, leased or hired vehicle as required by this Contract.
- (3) **TRAVEL COSTS.** COUNTY shall not pay CONTRACTOR for meals, lodging or other travel costs not included in this Contract. All costs above base contract fee (the not to exceed limit) are capped at _____.
- (4) **AUTHORIZATION REQUIRED.** Services performed by CONTRACTOR and not authorized in this Contract shall not be paid for by COUNTY. Payment for additional services shall be made to CONTRACTOR by COUNTY if, and only if, this Contract is amended by both parties in advance of performing additional services.
- (5) **MAXIMUM CONTRACT AMOUNT.** The maximum term of this Contract is _____. The maximum amount payable to Contractor under this Contract for this period shall not exceed _____.

SAMPLE