

**CHILDREN AND FAMILIES COMMISSION OF SAN LUIS OBISPO COUNTY
CONTRACT FOR SERVICES**

This Contract for Services (the "Agreement") is entered into on _____, by and between the Children and Families Commission of San Luis Obispo County, a political subdivision of the State of California, pursuant to Health and Safety Code section 130140.1 ("the Commission" or "First 5"), whose address is 3220 South Higuera Street, Suite 232, San Luis Obispo, CA 93401 and Community Action Partnership of San Luis Obispo County, Inc. ("the Contractor"), providing Shared Services Alliance Network coordination services in San Luis Obispo County.

RECITALS

A. The Commission is a statutory Commission that was established in the County of San Luis Obispo pursuant to the provisions of Division 108 of the California Health and Safety Code, commencing at the California Health and Safety Code Section 130100 ("the Children and Families Act"); and

B. The Commission has adopted a county strategic plan ("the Strategic Plan") for fostering early childhood development within San Luis Obispo County as required by, and in accordance with, the requirements of the Children and Families Act; and

C. The Contractor coordinates and carries out related activities that are in line with the Strategic Plan; and

D. The Commission receives regular allocations of funds pursuant to the Children and Families Act, which must be used to implement the Strategic Plan; and

E. The Commission has entered into an agreement (No. CFF LAA SSA 2021-40) with State of California-First 5 California for management of Shared Services Alliance Network Pilot Program funding for San Luis Obispo County; and

F. The Contractor desires to carry out coordination of Shared Services Alliance Network Pilot Program in San Luis Obispo County, said services subject to the terms and conditions specified herein;

NOW, THEREFORE, in consideration of the covenants, conditions, agreements, and stipulations set forth herein, the parties agree as follows:

AGREEMENT

1. Scope of Services

a. Program Services.

i. The Contractor shall provide Shared Services Alliance Network coordination services in San Luis Obispo County as specifically set out in **Exhibit “A”** which is attached hereto and incorporated herein by reference.

ii. The Contractor shall attend biannual First 5 Partner meetings scheduled the in the Spring and Fall, exact dates to be determined. Meetings are generally scheduled from 3-5PM. Dates and time are subject to change with prior written notice.

b. Record keeping and reporting of services.

i. Contractor shall keep complete and accurate records of services delivered pursuant to this Agreement, which shall include, but not be limited to, performance measures, evaluation studies and records of services provided by various professional and paraprofessional personnel in sufficient detail to permit an evaluation of services without prior notice. Such records shall comply with all applicable Federal, State and County record maintenance requirements.

ii. Contractor shall for the duration of this agreement submit bi-annual program/service reports as described further in **Exhibit “A”** for the immediately preceding quarter by:

January 31
July 31

iii. Contractor shall submit to First 5 staff a copy of its annual financial audit of its financial statements prepared in the regular course of business within 3 months after completion of the audit.

iv. These reporting requirements are an integral part of the scope of services funded by this contract. Failure to perform shall be considered a material breach; may delay payment of compensation and can be cause for termination.

c. First 5 Healthy and Family Friendly Environment. Towards the advancement of a work environment that supports the health and well-being of employed family members and program participants, Contractor shall make reasonable effort to perform contracted services in an environment that:

i. is 100% tobacco free, indoors and outdoors;

ii. has a suitable location for mothers to breastfeed their children, including

1. Privacy for milk expression: This can be a woman's private office (if it can be locked) or an onsite, a designated lactation room(s) with an electrical outlet where breastfeeding employees can use a pump to express milk during the work period. A bathroom is not acceptable.
2. Flexible breaks and work options: Women need to express milk about every 3 hours, or two or three times during a typical work day. Each milk expression time takes around 15 minutes, plus time to go to and from lactation room.
3. Education: Employer-provided information and resources accessible through the worksite during pregnancy and after the baby is born help prepare women for balancing the requirements for breastfeeding with their job responsibilities. This information is also beneficial for expectant fathers. Companies that provide lactation information and support for male employees and their partners have lower absenteeism rates among men and lower health insurance claims.
4. Support: A positive, accepting attitude from upper management, supervisors, and coworkers helps breastfeeding employees feel confident in their ability to continue working while breastfeeding.

iii. promotes healthy habits by: (a) encouraging and serving healthy foods and age-appropriate portion sizes; (b) encouraging regular physical activity; and (c) eliminating the use of soda, punch, juice "drinks" and other sugar sweetened beverages.

2. **Compensation.** Commission shall pay to Contractor as compensation for all services performed by Contractor pursuant to this Contract, the following sums in the following manner.

a. The total payable under the terms of this Agreement shall not exceed Two Hundred Thirty-Five Thousand Dollars (\$235,946) pursuant to the project budget and budget narrative in **Exhibit "B."** which is attached hereto and incorporated herein by this reference.

b. Contractor shall be reimbursed for all costs necessary and reasonable for performance of the obligations of the Agreement as established by the budget and budget narrative in **Exhibit "B."** Any costs incurred by the Contractor over and above the sums set out in the budget shall be at the sole risk and expense of the Contractor.

c. Contractor shall submit a request for payment of costs and actual expenses at least quarterly using a First 5 program invoice form, which First 5 staff shall provide to Contractor. Contractor must provide documentation verifying actual expenses incurred for which reimbursement is sought.

d. The compensation shall be paid within thirty (30) days after the receipt of the properly completed First 5 program invoice and all documentation verifying expenses from Contractor. First 5 reserves the right to withhold compensation for Contractor's failure to timely submit the quarterly program/services report for the quarter for which compensation is sought.

e. Availability of Funds. This contract is valid only if sufficient funds are made available to the Commission from the State of California through funding pursuant to the Children and Families Act and/or other local, State or Federal funding sources. Should the Commission's funding be insufficient to provide funding for this Agreement, the Commission may, in its sole discretion, terminate this Agreement. In such an event, the Commission shall have no further liability to pay any funds to the Contractor or to furnish any other consideration under this Agreement, and the Contractor shall not be obligated to perform any provisions of this Agreement or to provide services intended to be funded pursuant to this Agreement. If partial funds are provided, the Commission shall have the option to either cancel this Agreement with no liability to the Commission or offer an amendment to the Contractor to reflect the reduced amount. Where possible, the Commission shall make only prospective funding changes.

3. Budget Adjustments.

a. Contractor agrees to adhere to the budget included herein. Notwithstanding the above, Contractor may submit requests for budget adjustments to reallocate funds contained in **Exhibit "B."** Requests must be submitted in advance, in writing and include showing of good cause that advances the overall purpose of the Agreement.

b. The First 5 Executive Director ("Director") must, in advance and in writing, approve and execute amendments for budget adjustments contained in **Exhibit "B."** Services rendered pursuant to any budget adjustment that has not first been requested in writing and approved by the Director, shall not be payable under this Agreement or any later amendment.

c. The Commission expressly grants to the Director the authority to approve said budget adjustments provided the change does not increase the maximum compensation of this Agreement or create any other obligation on the Commission under this Agreement.

4. Effective Date and Term.

a. Effective Date. The effective date of this contract is the date the last party signs this contract. All obligations imposed on both parties shall be binding on both parties commencing on the effective date and shall remain in effect until satisfied by performance.

b. Unless terminated earlier, pursuant to the provisions of this contract, the term of this contract shall be from its effective date until June 30, 2023 (the "Term.") The Term of this Agreement may be extended upon written agreement by both parties.

5. Termination of the Agreement.

a. Termination for Cause.

i. If the Commission determines that there has been a material breach of this Agreement by Contractor which poses a threat to health and safety, the Commission may immediately terminate the Agreement. In addition, if any of the following occur, Commission shall have the right to terminate this

Agreement effective immediately upon giving written notice to the Contractor.

1. Contractor fails to perform its duties obligations under this Contract; or
2. Contractor fails to fulfill in a timely and professional manner its obligations under this Contract; or
3. Contractor fails to exercise good behavior either during or outside of working hours that is of such a nature as to bring discredit upon the Commission; or
4. Any requisite licenses or certifications required for the performance of this Contract and held by the Contractor are terminated, suspended, reduced or restricted; or
5. Contractor has not documented services or has not sufficiently documented services to the satisfaction of the Commission. This includes without limitation, failure to meet industry standard or failure to satisfy any special requirements of documentation needed by third party payors or Federal or State funding agencies; or
6. Contractor has failed or refused to furnish information to corporate with any inspection, review or audit of Contractor's program or Commission's use of Contractor's program. This includes interviews or reviews of records in any form of information storage.

- ii. All obligations to provide services shall be automatically terminated on the effective date of termination.
- iii. For all other material breaches of this Contract, Commission must give Contractor written notice setting forth the nature of the breach. If Contractor fails to remedy said breach within ten (10) days from the date upon written notice, Commission may immediately terminate the Contract, upon written notice. Contractor shall thereafter have no further rights, powers or privileges against Commission under or arising out of this Contract.
- iv. In the event a breach does not result in termination, but does result in costs being incurred by Commission, said costs shall be charged to and paid by Contractor, which costs may include, but are limited to, costs incurred by Commission in investigating and communicating with Contractor regarding said breach, including staff time.

- b. Termination for Convenience. Either party may terminate this Agreement at any time by giving to the other party sixty (60) days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Contractor shall be paid for all work satisfactorily completed prior to the effective date of said termination.

6. Independent Contractor Status.

a. Independent Contractor. Contractor is an independent contractor of the Commission. Nothing in this Agreement shall be construed as creating an employer-employee relationship, partnership or a joint venture relationship. Nothing in this contract authorizes or permits the Commission to exercise discretion or control over the professional manner in which Contractor provides services. Contractor's services shall be provided in a manner consistent with all applicable standards and regulations governing such services.

b. No Eligibility for Fringe Benefits. Contractor understands and agrees that Contractor and its personnel are not, and shall not be, eligible for membership in or any benefits from any Commission group plan for hospital, surgical, or medical insurance, or for membership in any Commission retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a Commission employee.

7. Warranties of Contractor.

a. Warranty of Contractor for Provisions of Services. The Contractor warrants that Contractor has obtained and shall keep in full force and effect during the term of this Contract all permits, registrations, certificates, credentials and licenses necessary to accomplish the work specified in the Contract. Contractor warrants that it, and each of the personnel employed or otherwise retained by Contractor, shall at all times, to the extent required by law, be properly registered, certified, credentialed and licensed throughout the entire Term of this Agreement under the local, State and Federal laws and regulations applicable to the provision of services herein. Failure to maintain such permits, registrations, certificates, credentials and licenses throughout the entire Term of this Agreement, shall be deemed a breach of the Agreement and constitutes ground for termination by the Commission.

b. Warranty of Contractor re Compliance with all Laws. The Contractor warrants that Contractor shall keep informed of, observe, comply with and cause all of its agents and personnel to observe and comply with all Federal, State and local laws and rules and regulations made pursuant to such laws, which in any way affect the conduct of work under this Agreement. If any conflict arises between provisions of the scope of work or specifications in this Agreement and any law, then the Contractor shall immediately notify the Commission in writing.

c. Warranty of Contractor re Facilities. Contractor shall obtain and maintain for the duration of this contract, appropriate licenses, permits and certificates required by all local, State and Federal mandates applicable to the facilities used for performance of this Contract.

d. Power and Authority of Contractor. If the Contractor is a corporation, Contractor represents and warrants that it is and will remain, throughout the term of this Contract, either a duly organized, validly existing California corporation in good standing under the laws of the State of California or a duly organized, validly existing foreign corporation in good standing in the state of incorporation and authorized to transact business in the State of California.

e. Signatory authority. Contractor warrants that it has full power and authority to enter into and perform the Contract, and the person signed this Contract warrants that he/she has been properly authorized and empowered to enter into this Contract.

f. Immigration Reform and Control Act. Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Contract are aware of and understand the Immigration Reform and Control Act (“IRCA”) of 1986, Public Law 99-603. Contractor certifies that Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this Contract are in compliance with IRCA.

8. Nondiscrimination. Contractor agrees that it will abide by all Federal and State labor and employment laws and regulations pertaining to unlawful discrimination prohibiting discrimination against any employee or applicant for employment because of race, color, religion, sexual orientation, disability, national origin, or any other protected class, and those conditions contained in Presidential Executive Order number 11246, as amended by Executive Order (1) 75 and as approved by the Department of Labor Relations (41 CFR Part 61).

9. Indemnification.

a. Contractor agrees to accept responsibility for loss or damage to any person or entity, and shall defend, indemnify and hold harmless the Commission, its officers, agents, employees and volunteers from and against any and all claims, demands, damages, liabilities, costs, expenses, judgements, attorney fees, and costs of litigation, or other losses that may be asserted by any person or entity, including Contractor, and that arise out of or are made in connection with the acts or omissions related to the performance of any duty, obligation or work hereunder.

b. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses are brought about in part by the comparative passive negligence of the Commission, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the role negligence or willful misconduct of the Commission, its officers and employees.

c. The preceding paragraph applies to any theory of recovery relating to said act or omission, including, but not limited to the following:

- i. Violation of statute, ordinance or regulation.
- ii. Professional malpractice.
- iii. Willful, intentional or other wrongful acts, or failures to act.
- iv. Negligence or recklessness.
- v. Furnishing of defective or dangerous products.
- vi. Premises liability.
- vii. Strict liability.
- viii. Inverse condemnation.
- ix. Violation of civil rights.
- x. Violation of any federal or state statute, regulation or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax

Board, or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

d. It is the intent of the parties to prove the Commission the fullest indemnification, defense, and hold harmless any rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract, and the remaining language shall be given full force and effect.

10. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described in Exhibit "C" attached hereto and incorporated herein by this reference.

11. Fiscal Monitoring, Audits and Reporting.

a. **Fiscal Records.** Contractor shall maintain accurate fiscal records pertaining to services performed under this Agreement. Such fiscal records shall be open for inspection to Commission auditors at any reasonable time and will reflect cost accounting that conforms to generally accepted accounting procedures which clearly identifies the source of all costs. Agreement costs shall not be co-mingled with other project costs. Contractor shall maintain such records and accounts for a minimum of five years, or in the cause of an audit, until audit findings are resolved, whichever is later.

b. **Commission Audits/Scope.** Commission may audit Contractor's fiscal records relating to services performed under this Contract, at Contractor's expense, at any time with fourteen (14) day advance written notice. Commission audits shall be conducted in accordance with generally accepted audit standards and limited to matters connected with the performance of the Contract, which includes without limitation, verification that services billed by the Contractor were actually provided. Contractor shall provide Commission with on-site access to all reasonable documents, records, and other supporting information for billing and services under this Contract. Disallowed costs shall be repaid to the Commission.

c. **State Audit.** Pursuant to California Government Code section 8546.7, every Commission contract involving the expenditure of funds in excess of ten thousand dollars (\$10,000.00) is subject to examination and audit of the State Auditor for a period of three years after final payment under the contract. Contractor shall permit the State auditor to have access to any pertinent books, documents, papers and records for the purpose of said audit.

d. **Inspection Rights.** Upon reasonable request, the Contractor shall allow the Commission to evaluate the quality, appropriateness and timelines of services performed under this Agreement and to inspect, evaluate and audit books, records and facilities maintained by Contractor and subcontractors pertaining to such services. Books and records include, without limitation, all physical records originated or prepared in the performance of this Agreement including work papers, reports, financial records and books of account. Upon reasonable request, at any time during the period of this Agreement, and for a period of five years thereafter, the Contractor shall furnish any such records, or copy thereof, or copy thereof, to Commission.

e. Non-Disclosure. All reports, information, documents, or any other materials prepared by Contractor under this Contract are the property of the County unless otherwise provided herein. Contractor shall not disclose such reports, information, documents and other materials without County's prior written consent. Any requests for information shall be forwarded to County along with all copies of the information requested. County shall make sole decision whether and how to release information according to law.

f. Tax Information Reporting. Upon request, Contractor shall submit its tax identification number or social security number, whichever is applicable, in the form of a signed W-9 form, to facilitate appropriate fiscal management and reporting.

g. No Discrimination In Level Of Services. As a condition for reimbursement, Contractor shall provide to and ensure that clients served under this Contract receive the same level of services as provided to all other clients served regardless of status or source of funding.

h. Accounting for Travel and Lodging. In the event that the scope of services expressly contemplates payment for travel and lodging, these costs must be reasonable and in no event shall exceed levels allowed for San Luis Obispo County employees on official business, unless otherwise provided for in this Agreement. A copy of the San Luis Obispo County's Travel Policy can be found here: <https://www.slocounty.ca.gov/Departments/Auditor-Controller-Treasurer-Tax-Collector/Forms-Documents/Resources-for-Vendors/County-Travel-Policy.pdf>

i. Gifts. Gifts may not be charged to this Contract, whether to Contractor, staff or anyone else.

j. Billing Irregularities. If Contractor bills Commission for any services or amount of services that were not actually provided, Contractor shall be responsible for reimbursing the Commission in full. More than five (5) instances of erroneous billing per calendar year shall be ground for termination of the Contract for cause. Further, the Commission's right to reimbursement shall extend for a period of three (3) years after the services are rendered or any audit discovers the erroneous billing, whichever is later but not to exceed a period of seven (7) years from the termination date of this Contract or any amendment thereto. For any single error in excess of five hundred (\$500.00) dollars or any cumulative error in excess of one thousand (\$1,000.00) dollars per years the Commission will be entitled to the legal rate of interest on the over charged amount from the date of billing.

k. Recognition. Contractor agrees to give appropriate recognition to First 5 as funder or partial funder of these services in printed, or electronic materials, media and advertising as outlined in the First 5 SLO County: Recognizing Your Funder Guide, incorporated by reference herein.

12. Miscellaneous Provisions.

a. Non-Assignment of Contract. Contractor shall not delegate, assign or otherwise transfer in whole or in part its rights or obligations under this Agreement without the prior written consent of Commission. Any such assignment, transfer or delegation without the Commission's prior written consent shall be null and void.

b. Entire Agreement and Modifications. This Agreement supersedes all previous contracts between the parties hereto on the same subject matter and constitutes the entire understanding of the parties hereto on the subject matter of this Contract. Contractor shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this contract, Contractor relies solely upon the provisions contained in this Contract and no others.

c. Governing Law and Venue. This Agreement shall be governed by, and construed in accordance with, the laws of the State of California, without regard to its conflict of laws provisions. Each party hereto agrees that the exclusive venue for any action arising out of breach of the interpretation of this Agreement or other documents delivered pursuant to any provisions thereof, shall be the Superior Court of the State of California for the County of San Luis Obispo.

d. Waiver. No delay or failure on the part of any of any party hereto in exercising any right, power or privilege under this Contract shall impair any such right, power or privilege or be construed as a waiver of any default or any acquiescence therein. No single or partial exercise of any such right, power or privilege shall prelude the further exercise of such right, power or privilege or the exercise of any other right, power or privilege. No waiver shall be valid unless made in writing and signed by the party against whom enforcement of such waiver is sought and then only to the extent expressly specified therein.

e. Severability. The Contractor agrees that if any provisions of this Contract is found to be invalid, illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Upon determination that any term or provision is invalid, illegal or unenforceable, the parties shall negotiate in good faith to modify this contract so as to affect the original intent of the parties as closely as possible.

f. Headings. The section headings contained in this agreement are for reference purposes only and shall not affect the meaning or interpretation of this agreement.

g. Notices. All notices given or made pursuant hereto shall be in writing and shall be deemed to have been duly given if delivered (a) personally; (b) mailed by registered or certified mail (postage paid, return receipt requested); or (c) sent by a nationally recognized overnight courier (providing proof of delivery);

To the Contractor at:

Shana Paulson, Children Services Manager
CAPSLO Child Care Resource Connection
805 Fiero Lane
San Luis Obispo, CA 93401

To the Commission at:

Wendy Wendt, Executive Director
Children and Families Commission of San Luis Obispo County
3220 South Higuera Street, Suite 232
San Luis Obispo, CA 93401

Any such notice shall be deemed to have been received if: (a) in the case of personal delivery, and mail, with return receipt, on the dates of such delivery; (b) in the case of nationally recognized overnight courier, on the next business day after the date sent; and (c) in the case of mailing, on the third business day following posting.

h. Force Majeure. Neither the Commission nor the Contractor shall be deemed in default in the performance of the terms of this contract if either party is prevented from performing the terms of this Contract by causes beyond its control, including without limitation: acts of God; rulings or decisions by municipal, Federal, States or other governmental bodies; or any catastrophe resulting from flood, fire, explosion, pandemic or other causes beyond the control of the defaulting party. Any party delayed by force majeure shall as soon as reasonably possible give the other party written notice of the delay. The party delayed shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the party delayed shall immediately give the other parties written notice thereof and shall resume performance under this Contract.

i. Conflict of Interest. Contractor acknowledges that Contractor is aware of and understands the provisions of Sections 1090 et. seq. and 87100 et. seq. of the Government Code, which relate to conflict of interest of public officers and employees. Contractor certifies that Contractor is unaware of any financial or economic interest of any public officer or employee of the Commission relating to this Contract. Contractor agrees to comply with applicable requirements of Government Code section 87100 et. seq. during the terms of this Contract.

j. Third Party Beneficiaries. It is expressly understood that the enforcement of the terms and conditions and all rights of action related to enforcement, shall be strictly reserved to Commission and Contractor. Nothing contained in this contract shall give or allow and claim or right of action whatsoever by any other third person.

[INTENTIONALLY LEFT BLANK – SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

Concurred in by the Executive Director of the Children and Families Commission of San Luis Obispo County.

By: _____
Wendy Wendt, Executive Director

Date

CHILDREN AND FAMILIES COMISSION OF SAN LUIS OBISPO COUNTY

By: _____
James Brescia, Chairperson

Date

Authorized by Commission Action on: _____.

APPROVED AS TO FORM AND LEGAL EFFECT BY LEGAL COUNSEL FOR THE COMISSION:

Natalie Frye-Laacke

By: _____
Natalie Frye-Laacke, Counsel for Commission

Date

CONTRACTOR

By: _____
Elizabeth "Biz" Steinberg, Executive Director
Community Action Partnership of SLO County, Inc.

Date

Exhibit “A”

Scope of Work

Schedule of Deliverables

Deliverable 1: ELC Program Recruitment & SSA Network Coordinator Recruitment

1.1: Conduct targeted recruitment through San Luis Obispo County Quality Counts (SLO QC) and Resource and Referral Programs

- Recruit 10 FCC (8 Spanish-speaking) and 2 center-based in year one
- Recruit and additional 7 FCC (5 Spanish-speaking) and 1 center-based in year two
- Timeline: Upon completion of sub-contract

Deliverable 2: Develop SSA Network Plan to ensure fiscal solvency and improve program quality

2.1: Schedule SSA Network Stakeholder Meetings

- Schedule quarterly SSA Network meetings (including but not limited to Child Care Planning Council, Quality Counts and First 5) to build linkages and ensure a relevant and responsive Network of services
- Timeline: Quarterly meetings upon completion of sub-contract

2.2: Co-develop SSA Network Member Plan

- Meet individually with programs to develop SSA Network Member Improvement Plan to identify program priorities that balance business with pedagogical goals including preference for automated system; recruitment, enrollment and staffing needs; and review program’s baseline per-child costs and revenue
- Timeline: Upon completion of sub-contract and enrollment into SSA Network

2.3: Develop Aligned and Coordinated Training Plans

- Identify group training needs and coordinate/align with existing partners in professional development including SLO QC trainers and coaches
- Timeline: Ongoing and responsive upon completion of sub-contract

Deliverable 3: Deploy SSA Network Supports to ensure fiscal solvency and improve program quality

3.1: Invest in SSA Network Supports

- Assist SSA Network members with access to automated enrollment, fee collection, expense tracking and revenue tracking
- Assist SSA Network members with automated system for enhance parent communication upon request
- Purchase NAEYC memberships and assist to SSA member staff to access benefits through an NAEYC group plan
- Timeline: To be determined by SSA Network Member Plan

3.2: Group Training for Participants

- Conduct group training at least quarterly.
- Training will target SSA Network participants but be open to all ELC providers interested in building business oversight and efficiencies.
- Document training in ECE Workforce Registry
- Conduct pre-post and training evaluations
- Timeline: At least quarterly upon completion of sub-contract

3.3: Individualized Coaching for Participants

- Provide monthly, individualized coaching that includes review of revenue, expenses, enrollment, recordkeeping progress towards leadership goals inclusive of business viability and pedagogical improvement goals
- Timeline: At least monthly upon completion of sub-contract

Deliverable 4: Address ELC Professional Staffing Shortages

4.1 Create and/or Promote ELC professional job board and substitute pool

- Partner to implement an ELC professional job board for SLO County either through development or linkage to existing staffing support resources
- Partner to develop an ELC professional substitute pool for SLO County either through development or linkage to existing staffing support resources
- Timeline: Beginning January 2022

4.2 Address ELC Professional Retention

- Partner to re-create a peer mentor program that is inclusive of FCC mentors and compensates mentors for their expertise
- Develop eligibility criteria & connection to SLO QC
- Connect to apprenticeship programs and opportunities
- Timeline: Beginning January 2022

Deliverable 5: SSA Network Evaluation

5.1 Collect data

- Maintain documentation of all SSA Network activities
- Collect site level and SSA Network level data including both qualitative and quantitative data
- Utilize data to make informed refinements and ensure a responsive and meaningful SSA Network
- Participate in and facilitate SSA Network membership to participate in interviews and focus groups as appropriate
- Timeline: Ongoing

Deliverable 6: Develop Programmatic Sustainability Plan

6.1 Engage stakeholders in development of plan for SSA Network sustainability beyond pilot funding

- Sustainability planning included in agenda for all quarterly stakeholder meetings
- Connect with broader cross-sector groups to identify other mechanisms of support available from the business community
- Utilize format provided by F5CA
- Timeline: Submission of plan within first year of funding, refinement ongoing

NOTE: The Contractor Deliverables outlined above are designed in accordance with the Task List included in the Scope of Work with the Office of First 5 CA-First 5 California Agreement No. CFF LAA SSA 2021-40 with First 5 SLO County. This Task List is included below for reference.

Task 1: Create a sound financial and programmatic sustainability plan for beyond the Shared Service Alliance Network pilot funding.

- 1.1 The Shared Service Alliance Network will create a sustainability plan within the first twelve (12) months of funding and submit the plan to the F5CA contract manager.
- 1.2 Sustainability plans should outline how the Shared Service Alliance Network plans to support shared services beyond the contract period.
- 1.3 Sustainability may be obtained by the transition of cost to participating providers, local funding support, or a combination. F5CA will provide a plan format once the agreement has been approved by the Department of General Services (DGS).

Task 2: Develop a Shared Service Alliance Network approach that supports one or more early learning and care shared service networks consisting of at least ten (10) member early care and education programs per Network.

- 2.1 Prioritize Family Child Care (FCC) participation and sites typically not supported or have little access to systemic support, including sites impacted by COVID-19.
- 2.2 Serve at a minimum 60% family childcare homes of the overall total of early care and education programs in each Network.
- 2.3 Prioritize at least one additional high priority population, as stated in the proposed work plan, of ELC providers such as non-English speaking, rural/isolated, or those serving infants and toddlers.

Task 3: Submit a work plan to F5CA contract manager within 90 days of contract award execution. Upon receipt and approval of the plan the contractor will be provided up to 20% of the total agreement award for start-up expenses.

- 3.1 The plan must include details regarding what supports are prioritized for ELC providers, Contractor staff and/or subcontractor duties and responsibilities, timelines for shared services activities such as recruitment, training and technical assistance, and receipt of shared services supports, and final budget including any subcontractor budgets.

Task 4: Provide participating early learning and care members access to support services to enhance fiscal solvency and improve program quality:

- 4.1 The following support services are required:
 - Family enrollment and recruitment assistance to support full enrollment
 - Automation/support to collect full tuition and fees on time
 - Revenue covers per-child cost

4.2 Specific support services provided by the Network may vary based on location and needs identified by its members and also include optional additional services such as:

- **Other business practice support** such as payroll services, benefits management, banking services, janitorial services, food services, enhanced marketing, joint purchasing, and/or centralized administration.
- **Professional development** and/or consultation to members around quality early learning and care practices, which must include ensuring access to participation in QCC, as available and if desired by the ELC provider. This may also include provision of or access to professional development around the QCC framework or the ability to connect ELC providers to such resources.
- **Staffing support** services, which may include the creation of a sub pool or floater staff member that can be used by members, and/or support in securing private investments to be used towards increases in staff compensation and access to benefits. Any such support services shall be consistent with applicable public contracting requirements, as well as public hiring and collective bargaining requirements.

Task 5: Participate in an evaluation as determined by F5CA and F5CA's designated evaluation contractor which may include:

- 5.1 Data collection including at the site and SSA Network levels.
- 5.2 Participation in interviews and focus groups
- 5.3 Any other related activities deemed necessary by F5CA

Task 6: Create efficiency through utilization of current technology, which may include existing software or SSA platforms, or combining existing services to a single access point for provider access.

- 6.1 Ensure no duplication or supplantation with these funds. These contract funds may be used to enhance or expand existing SSA Networks but not replace or create duplicative systems within the applicants targeted service area.
- 6.2 Ensure no more than 15% of funds are utilized for administrative purposes of the contractor. This does not apply to subcontractor administrative costs.

Task 7: Develop and submit a plan for participation and coordination with local partners that support early learning and care sites for the purpose of information sharing and alignment where possible. Local Partners include but are not limited to:

- Quality Counts California (QCC) consortia
- Local education agencies
- Local child care planning councils
- Child Care Resource and Referral agencies

Exhibit “B”

Budget

	Year 1	Year 2	Total
I. PERSONNEL			
Salaries	\$19,458	\$84,811	\$104,269
Benefits(Taxes/Health Ins/WC)	\$3,558	\$17,005	\$20,563
Subtotal	\$23,016	\$101,816	\$124,832
II. OPERATING			
Automated System	\$4,000	\$16,000	\$20,000
Enrollment	\$4,000	\$20,000	\$24,000
Program Supplies	\$1,200	\$2,459	\$3,659
Stipends	\$10,000	\$22,000	\$32,000
NAEYC Subscription	\$360	\$900	\$1,260
Job Board Costs	\$756	\$6,428	\$7,184
Rent & Utilities	\$2,016	\$2,116	\$4,132
Travel	\$700	\$700	\$1,400
Subtotal	\$23,032	\$70,603	\$93,635
III. INDIRECT			
Indirect @ 8%	\$3,685	\$13,794	\$17,479
Subtotal	\$3,685	\$13,794	\$17,479
Total	\$49,733	\$186,213	\$235,946

Budget Narrative

I. PERSONNEL

Children Services Manager/Supervisor – 0.08 FTE

Management and supervision will coordinate and oversee contract administration, activities and personnel. This includes but is not limited to data collection and analysis, representation of SSA Network at local and state forums, coordination with SLO QC, outreach and retention, and the provision of system-level support for SSA Network, re-establishment of peer mentor program, job board and substitute pool development.

CCRC Specialist / Coach – 1 FTE in Year 1 & 1.4 FTE in Year 2

Bilingual / biliterate position recruits, works with programs to develop SSA Network Member Improvement Plans, trains, coaches, and supports participants. This position will be responsible for gathering baseline data, supporting aligned professional development with community partners, supporting reflective evaluation of participant progress toward goals, and distributing resources. Responsible for keeping manager/supervisor and stakeholders apprised of trends, needs, successes, challenges, and opportunities with a focus on sustainability and meaningful support.

Fringe benefits include payroll taxes at a rate of 7.65%, health insurance which is allocated per hour each employee spends in the program based on CAPSLOs annual Employee Insurance. Includes Workers Compensation which is built in at CAPSLOs current rate per salary paid.

II. OPERATING

Automated System: Reimbursement for costs of automated system to support enrollment, fee collection, expense tracking and revenue tracking. May include costs for an automated system to improve parent communication. Systems range from \$9 monthly per program to \$25 monthly per program. System selection will be made based on stakeholder input and SSA Network participant preferences.

Recruitment and Enrollment Support: Materials to support full program enrollment for participating SSA Network programs.

Program Supplies: Resources to support training and coaching.

Stipends: Stipends for SSA Network participating programs will align with SLO QC stipend formulas which are based on participant investment in professional development and improvement through training, coaching and networking. Stipends for peer mentors in support of SSA Network participants will align with a county-adopted stipend structure determined through stakeholder input.

Membership: NAEYC membership, estimated at \$30 annually per ELC professional, purchased to create participant access to broader ELC community and group insurance benefit plans.

Job Board and Substitute Pool Implementation and Marketing: Resources to build a job board and substitute pool accessible to local programs and ELC job seekers.

Rent: The office for CAPSLO – Child Care Resource Connection is located at 805A Fiero Lane, San Luis Obispo. The rent allocation is based on the square footage of office space used for the assigned staff.

Utilities: Cover the costs for the program's office. Utilities include: gas, water, trash, and electricity.

Travel/Mileage: Local mileage to SSA Network programs for materials delivery and consultation as appropriate. Local mileage is reimbursed at the agency approved rate to all employees who must use their personal vehicle to conduct business (i.e., recruitment, attend meetings, training sessions, participating site program visits).

III. INDIRECT: Calculated at 8% of total (Personnel and Operating)

Exhibit “C”

Insurance Requirements

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement. The Commission reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

- A. Workers Compensation and Employers Liability Insurance**
 - i. Required if Contractor has employees as defined by the Labor Code of the State of California.
 - ii. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
 - iii. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
 - iv. Required Evidence of Insurance: Certificate of Insurance.

If Contractor currently has no employees as defined by the Labor Code of the State of California, Contractor agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

- B. General Liability Insurance**
 - i. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
 - ii. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, the Commission requires and shall be entitled to coverage for the higher limits maintained by Contractor.
 - iii. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by the Commission. Contractor is responsible for any deductible or self-insured retention and shall fund it upon Commission's written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the Contractor.
 - iv. The Commission shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the Contractor in the performance of this Agreement.
 - v. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.

- vi. The policy definition of “insured contract” shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the “f” definition of insured contract in ISO form CG 00 01, or equivalent).
- vii. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a “separation of insureds” or “severability” clause which treats each insured separately.
- viii. Required Evidence of Insurance:
 - a. Copy of the additional insured endorsement or policy language granting additional insured status; and
 - b. Certificate of Insurance.

C. Automobile Liability Insurance

- i. Minimum Limit: \$1,000,000 combined single limit per accident. The required limits may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
- ii. Insurance shall cover all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- iii. Insurance shall cover hired and non-owned autos.
- iv. Required Evidence of Insurance: Certificate of Insurance.

D. Professional Liability/Errors and Omissions Insurance (only applicable to contracts for professional services)

- i. Minimum Limits: \$1,000,000 per claim or per occurrence; \$1,000,000 annual aggregate.
- ii. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County.
- iii. If Consultant’s services include: (1) programming, customization, or maintenance of software; or (2) access to individuals’ private, personally identifiable information, the insurance shall cover:
 - a. Breach of privacy; breach of data; programming errors, failure of work to meet contracted standards, and unauthorized access; and
 - b. Claims against Consultant arising from the negligence of Consultant, Consultant’s employees and Consultant’s subcontractors.
- iv. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- v. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- vi. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.

- E. Standards for Insurance Companies. Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.
- F. Documentation
 - i. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with Commission for the entire term of this Agreement and any additional periods if specified in the sections, above.
 - ii. The name for Additional Insured endorsements and Certificates of Insurance is: Children and Families Commission of San Luis Obispo County
 - iii. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
 - iv. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
 - v. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.
- G. Policy Obligations. Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.
- H. Material Breach. If Contractor fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. The Commission, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, the Commission may purchase the required insurance, and without further notice to Contractor, Commission may deduct from sums due to Contractor any premium costs advanced by the Commission for such insurance. These remedies shall be in addition to any other remedies available to the Commission.