



County of San Diego

JOHN M. PELLEGRINO
DIRECTOR

DEPARTMENT OF PURCHASING AND CONTRACTING
5560 OVERLAND AVENUE, SUITE 270, SAN DIEGO, CALIFORNIA 92123-1204
Phone (858) 505-6367 Fax (858) 715-6452

ALLEN R. HUNSBERGER
ASSISTANT DIRECTOR

March 18, 2020

COVID-19 INFORMATION FOR INDIVIDUALS AND ENTITIES WHO CONTRACT WITH THE COUNTY OF SAN DIEGO

Dear County Contractors,

We are writing to you to address some questions you may have as a result of the current COVID19 (coronavirus) pandemic.

In response to the pandemic, the County's Public Health Officer has issued two Public Health Orders. They are available at:

- <https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/HealthOfficerOrderCOVID19.pdf>

Additional information about the pandemic and the County's response is available at:

- <https://www.coronavirus-sd.com>

The County is regularly updating this website as new information is available. This notice provides general information to contractors who conduct business with the County. The information and direction set forth below is general, and as such, is subject to any specific contractual requirements set forth in each agreement and to any funding source limitations, including State and federal limitations.

The pandemic may affect a contractor's operations and its contract performance. Unless directed otherwise by the County, County contractors must continue to perform in accordance with their contract's terms and must do so in conformance with the above-referenced Public Health Officer orders, in addition to any other federal or State directives. While the County recognizes that the pandemic will likely affect a contractor's operations, unless otherwise directed by the County, the contractor must exhaust all possible options to continue its contractual obligations before ceasing work. This may include having employees work remotely or from an alternate location or locations. A contractor must promptly report to its Contracting Officer's Representative (COR) or Contracting Officer any change in its operation that is inconsistent with the terms of its County contract or that would materially affect the services or goods it provides to or on behalf of the County. A contractor must also promptly notify the COR or Contracting Officer if it believes that it will be unable to perform its contractual obligations.

The County will work with contractors to amend, as necessary and appropriate, contracts where the contractual requirements do not allow the contractor to comply with the Public Health Officer orders or other State or federal directives. The County, however, may only amend agreements where allowed to do so by the applicable funding source, where the amendment is consistent with the County's programmatic requirements, where funding is available, and where legally allowed. Therefore, it is incumbent upon each contractor to take all appropriate measures to comply with the Public Health Officer orders and other State or federal directives while complying with its existing contract.

Contractors should also review their employee benefit plans, policies and procedures and their contract requirements to ensure compliance with its contractual obligations. If a contractor allows its staff to work from home or an alternative location, the contractor must ensure proper physical and virtual security sufficient to protect confidential information, including client, financial and data systems information. Physical security means that any writings, pictures and the like are secure and not accessible to unauthorized individuals. Virtual security means protecting electronically stored and transmitted information by protecting computers with passwords, virus protection software, and similar protective measures.

The County recognizes that the pandemic and local, State and federal responses are rapidly evolving. The County continues to monitor federal and State contracting guidance and will provide updates as more information becomes available. The County requests that contractors document any operational changes and the associated costs caused by the pandemic. The County may request this information at a future date. There is, however, currently no known mechanism for reimbursement.

Finally, the U.S. Small Business Administration has provided guidance on available programs, including Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters. That information can be found at: <https://disasterloan.sba.gov/ela/>.

We thank you for all that you continue to do for the San Diego County residents during this difficult time and appreciate your cooperation and teamwork.

Sincerely,



JOHN M. PELLEGRINO, Director
Department of Purchasing and Contracting

cc: DPC Correspondence File

ah/ac