



# County of San Diego

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May 6, 2021

## **COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 10926) INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

The County of San Diego is seeking proposals from firms interested in providing Independent Redistricting Commission Public Outreach and Engagement Services (“Offerors”).

The contract term is anticipated to be from contract award through March 31, 2022.

The Contracting Officer for this solicitation is Richard McCarvell, Chief, Procurement Services (richard.mccarvell@sdcounty.ca.gov)

This RFP package includes:

- This Cover Letter to the RFP
- RFP Instructions and Rules
- Evaluation Criteria
- Submittal Items
- Proposal Cover Page (PC 600 Form)
- Representations and Certifications Form
- Nondisclosure Indemnification Agreement
- DVB Requirements and Forms
- Contract Template, which includes drafts of the following:
  - Exhibit A - Statement of Work
  - Exhibit B - Insurance and Bonding Requirements
  - Exhibit C - Pricing Schedule

### **SCHEDULE**

Below is the County’s timeline for this RFP and is subject to change at any time. The County will issue an addendum for changes to the Questions due date, or Proposal due date. The actual timing and sequence of events resulting from this RFP shall ultimately be determined by the County.

Event Description	Date and Time
Pre-Proposal Conference	May 11, 2021 at 1:00 p.m. San Diego time
Questions due	May 18, 2021 prior to 5:00 p.m. San Diego time
Proposals due	June 1, 2021 prior to 3:00 p.m. San Diego time
Independent Redistricting Commission consideration of Source Selection Committee (SSC) recommendation	Anticipated on June 29, 2021

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**PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held by Video/Teleconference using the Microsoft Teams platform on the Date and Time listed in Schedule. To participate, please provide your intent to attend by 5:00 p.m. (local time) on May 10, 2021, Microsoft Teams information will be sent to Offerors that provide their intent to attend via email to Richard.Mccarvell@sdcounty.ca.gov. Attendance at the pre-proposal conference is encouraged but not mandatory. The County will provide an overview of the RFP process and may provide a program/technical overview and other information. Requests for clarification related to definition or interpretation of this RFP shall be submitted in writing as Questions in accordance with Section 8 (Duty to Inquire, Questions, and Explanation to Offerors). Attendance at the pre-proposal conference is encouraged but not mandatory.

**PROPOSAL SUBMITTAL**

The County has temporarily changed procurement processes due to the social distancing and other requirements put in place in response to the COVID-19 pandemic. Unless otherwise modified by the County's COVID-19 Updates for County Contracts and Contractors, found at [https://www.sandiegocounty.gov/content/sdc/purchasing/COVID-19\\_Updates.html](https://www.sandiegocounty.gov/content/sdc/purchasing/COVID-19_Updates.html), the following procedures shall apply to this RFP:

- Offeror must submit a complete original proposal in accordance with the format provided in this solicitation to the County of San Diego, Department of Purchasing and Contracting through electronic upload to BuyNet by the Date and Time listed in Schedule.
- If Offeror is unable to submit via BuyNet for any reason, Offeror may submit via electronic files on CD/DVD or a printed proposal at the Purchasing and Contracting front desk. Please use this method only if unable to submit through BuyNet. Until further notice, RFPs will be accepted at the front desk by mail or courier service only (the County will not accept personal delivery by Offerors or Offeror's representatives). When submitting via BuyNet, allow extra time to submit by an alternate method in the event of technical difficulties.
- When submitting electronic files, Offeror may optionally submit in original format (e.g. Microsoft Word) with clear pictures (.jpg, .jpeg, .gif, or ".png") of signature pages containing original signatures. Electronic or digital signatures will not be accepted. Please use this method only if unable to submit in PDF form.

The County's decision about the timeliness or responsiveness of any submitted document shall be final, and the County has the discretion to waive or not waive any defect or nonconformance.

Additional COVID-19 procurement information is available at:  
[https://www.sandiegocounty.gov/content/sdc/purchasing/COVID-19\\_Updates.html](https://www.sandiegocounty.gov/content/sdc/purchasing/COVID-19_Updates.html)

**QUESTIONS**

Questions regarding this RFP shall be submitted in writing to the Contracting Officer by the Date and Time listed in Schedule, in accordance with Section 8 (Duty to Inquire, Questions, and Explanation to Offerors). Oral explanations or responses to Questions will not be binding upon the County.

Concerns or comments regarding this solicitation should be directed to the Contracting Officer.

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**RFP INSTRUCTIONS AND RULES**

**1. RFP PROCESS**

- 1.1. RFPs shall normally be made available on the County of San Diego's BuyNet Website at <https://buynet.sdcountry.ca.gov/>. If you are unable to download this document, you may request a hard copy from Purchasing and Contracting's front counter or contact clerical support at (858) 505-6367.
- 1.2. The County reserves the right to host pre-proposal conference(s). If scheduled, the date, time, and location for the pre-proposal conference(s) will be as set forth in this RFP or as otherwise provided on BuyNet.
- 1.3. Offerors should submit all Questions by due date and time specified in the cover letter to this RFP.
- 1.4. Proposals received, including any additions, revisions, and clarifications, will be evaluated by a Source Selection Committee (SSC) appointed by a Source Selection Authority(s) (SSA).
- 1.5. If, at any point in the selection process, the County determines that a proposal will no longer be considered for award, the Contracting Officer will attempt to notify the Offeror.
- 1.6. During the selection process, the SSA may determine that an Offeror's proposal is no longer in the competitive range and that it will no longer be considered for award.
- 1.7. The County reserves the right to request clarification of and/or additional information ("Clarification") from Offerors. The Contracting Officer will determine the appropriate means of Clarification, which may include telephonic, email, letter, presentations, oral interviews, or as an addendum or revision to the proposal. The County may invite Offerors to make a presentation to, or participate in interviews with, the County at a date, time and location determined by the County. The County is not obligated to seek Clarification, so Offerors are advised to submit complete and accurate information in the proposal.
- 1.8. At any point in the selection process, the SSA may authorize discussions to be held with one or more Offerors in the competitive range. Discussions may include requests for revised proposals, Best and Final Offers (BAFOs), or addenda to the proposal and may contain additional selection factors.
- 1.9. The SSC may recommend to the SSA, and the Independent Redistricting Commission (IRC), that award be made to one or more Offerors.
- 1.10. After receipt and approval of the SSA's decision the Contracting Officer will post a Notice of Recommendation to Award (NOR) a contract to the Offeror(s) whose proposal(s) has been ranked highest by the County on the basis of best value to the County, and upon receipt of concurrence of the recommendation by the IRC, the Contracting Officer will enter into contract finalization negotiations and, upon the successful completion, award a contract(s)
- 1.11. Reserved.
- 1.12. The County may rescind or modify the NOR at any time due to unsuccessful negotiations or if the County otherwise determines that it is in its best interest to do so.
- 1.13. The County may, at any time, restart evaluations, modify or replace the membership of the SSC, or correct any deficiencies in the procurement process or evaluation.
- 1.14. The timing and sequence of events resulting from this RFP shall ultimately be determined by the County.

**2. INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

- 2.1. It is the Offeror's responsibility to submit a proposal based on the most current RFP, addenda thereto, responses to Questions, any diligence material made available by the County, and any other information posted on BuyNet. Offerors must consistently check BuyNet for information and are responsible to comply with anything posted on BuyNet relating to this RFP. The County has no obligation to contact Offerors directly with any such RFP related information.
- 2.2. Offerors shall submit one original proposal prior to the date and time specified and through the means specified in the cover letter to this RFP.
  - 2.2.1. When requested, Offeror shall submit additional copies of the proposal in the manner requested. Copies should be clearly marked as copies and numbered.
  - 2.2.2. For proposals submitted electronically through BuyNet, the time on the BuyNet server shall be considered the official time for purposes of determining timely submittal.
  - 2.2.3. For proposals submitted at the Purchasing and Contracting front desk, the time stamp at the front desk shall be considered official time for purposes of determining timely submittal.
  - 2.2.4. In the event of multiple submittals of an original proposal by an Offeror, the County will only consider the most recent submittal submitted by the due date and time. The County will not review or consider previous submittals, whether submitted at the front desk or through BuyNet. Offerors are strongly encouraged to submit only one original

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proposal and withdraw or replace any previous submittals in the event they choose to update their proposal. Proposals may be found non-conforming if the County is unable to determine which is the most recent, timely submittal.

- 2.3. All proposals shall be signed by an authorized officer or employee of the Offeror. The name, title, mailing address, email address, and phone number of the authorized officer or employee shall be included. Scanned images of pages containing original signatures are acceptable for submission of an electronic file. Electronic or digital signatures will not be accepted.
- 2.4. The proposal must be submitted in compliance with the following format, unless otherwise specified in this RFP:
  - 2.4.1. Submit electronic proposals as files in .pdf format. Separate each exhibit into one or more files. Clearly name files as to the exhibit and order. Pages requiring signatures must be scanned from an original signature. Other pages may be scanned, or converted to .pdf from other file formats. Converted and searchable formats are preferred.
  - 2.4.2. Proposals shall be formatted to print on 8-1/2" x 11" page size with no less than 1/2" margins and eleven (11) point font.
  - 2.4.3. Proposals shall be formatted as black ink on white background/paper with no shading, or otherwise suitable for black and white reproduction.
  - 2.4.4. Pages shall be consecutively numbered within the bottom or top margin of each page, including attachments.
  - 2.4.5. Each proposal shall be typed and be concise but comprehensive. Proposals shall not include unnecessarily elaborate brochures, visual or other presentations, or artwork beyond what is sufficient to present a complete and effective proposal.
- 2.5. Your proposal must be organized in accordance with this RFP. Unless otherwise specified, the proposal shall conform to the following organization:
  - 2.5.1. A completed and signed PC 600 Form shall be submitted as the cover of Offeror's proposal.
  - 2.5.2. Completed and signed Representations and Certifications form.
  - 2.5.3. Completed and signed Nondisclosure Indemnification Agreement (if applicable).
  - 2.5.4. Completed and signed DVB forms (if applicable).
  - 2.5.5. Any other required forms.
  - 2.5.6. A table of contents listing, by page number, the contents of the proposal.
  - 2.5.7. Program/Technical exhibit.
  - 2.5.8. Cost/Price exhibit.
  - 2.5.9. Confidential/Proprietary exhibit (if applicable).
- 2.6. Offerors shall submit separate exhibits in separate files for the Program/Technical; Cost/Price; and (if applicable) Confidential/Proprietary exhibit components of their proposal.
  - 2.6.1. Submit a Program/Technical exhibit
    - 2.6.1.1. Content shall be organized to correspond to the applicable question or item within Submittal Items. All forms, responses and attachments shall be sequentially numbered to correspond to the applicable question or item.
    - 2.6.1.2. No price data are to be included in the Program/Technical exhibit.
    - 2.6.1.3. No confidential/proprietary information, including PI (Personal Information), PII (Personally Identifiable Information) or PHI (Protected Health Information), is to be included in the technical exhibit. Responses that include the confidential/proprietary information shall refer to the response contained within the Confidential/Proprietary exhibit (for example: If Submittal Item #1 requires staff Social Security Numbers, the response to Submittal Item #1 shall reflect "see response #1 contained within Confidential/Proprietary exhibit).
    - 2.6.1.4. If price or confidential/proprietary information is included in the Program/Technical exhibit, the County may, at its sole discretion, remove such information or declare the proposal non-conforming.
  - 2.6.2. Submit a separate Cost/Price exhibit.
    - 2.6.2.1. All cost and pricing information must be contained within Cost/Price exhibit.
  - 2.6.3. Submit a separate Confidential/Proprietary exhibit (if applicable). The County is a public agency subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following. The County of San Diego intends to publish contracts, which may contain some or all of the successful proposal(s), to its public web site. If confidential/proprietary information is contained within the submission:
    - 2.6.3.1. It must be submitted in a separate clearly labeled exhibit with all pages marked as "CONFIDENTIAL/PROPRIETARY EXHIBIT".
    - 2.6.3.2. Offeror must provide a signed Nondisclosure Indemnification Agreement.
    - 2.6.3.3. In accordance with the California Public Records Act, the County will not treat pricing or terms and conditions as confidential. Confidential/Proprietary exhibits will be examined prior to review, and price or terms and

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conditions may be removed or the County may declare a proposal non-conforming because of the inclusion of price or terms and conditions in the Confidential/Proprietary exhibit.

- 2.7. All proposals become the property of the County. An Offeror may request the return of its proposal upon withdrawal as specified in Paragraph 6, which return County may grant or deny in its sole discretion.
- 2.8. It is understood and agreed upon by the Offeror by submitting a proposal that the County has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number of proposals received; identity of Offeror(s), content of proposals; the County evaluation methodology and results; and the identity of the members of the SSC. Information releasable after award is subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following.

**3. EVALUATION AND SELECTION**

- 3.1. The County shall have the discretion, but not the obligation, to construe any submission as non-conforming and ineligible for consideration if it does not conform to the requirements of the Request for Proposals. The County shall also have the discretion to waive any irregularities or deviations from the requirements of the Request for Proposals in any submission.
- 3.2. Evaluations shall be based on the list of criteria contained in the Evaluation Criteria and Submittal Items.
- 3.3. The County may consider information known to the County in addition to the information provided in response to the RFP.
- 3.4. At any point in the evaluation process, the County may determine that a proposal is unacceptable in any area and no longer consider it for award.
- 3.5. When evaluating Offeror's program/technical response, County may appropriately consider the Environmental Impact of the proposed products and delivery of services in accordance with Board of Supervisors Policy B-67 Environmentally Preferable Procurement. Offerors are encouraged to include such information in the proposal.
- 3.6. When evaluating an Offeror's pricing, the County may also consider the effect of the proposal on the overall total cost to the County.
- 3.7. Local preference: In accordance with Section 405 of the San Diego County Code of Administrative Ordinances, when evaluating competing proposals, the County of San Diego will give a 5% price preference to Preferred Vendors (a Local Business that is also a Veteran Owned Business, Disabled Veteran Business, or Small Business). A Veteran Owned Business and Disabled Veteran Business is defined in County of San Diego, Board of Supervisors Policy B-39a. A Small Business is defined in County of San Diego, Board of Supervisors Policy B-53.

The price preference will be applied to the proposed price portion of the evaluation only. Five percent (5%) or fifty thousand dollars (\$50,000), whichever is less ("Price Adjustment"), shall be subtracted from any Preferred Vendor's proposed price being evaluated for award ("Adjusted Price"). A Preferred Vendor's Adjusted Price shall be the basis for evaluating the proposal's price. Contract award will be made to the proposer(s) providing the best value to the County after consideration of the price preference and will be made at the unadjusted price. For example, a Preferred Vendor submitting a proposal for \$100,000 would be evaluated as if the proposed price was \$95,000. If based on the Adjusted Price, the Preferred Vendor is evaluated to be the best value, the Preferred Vendor would be awarded a contract at the unadjusted price of \$100,000.

**4. DETERMINATION OF ECONOMY AND EFFICIENCY**

Pursuant to County Charter Sections 703.10 and 916, award of a contract resulting from this RFP may be subject to the County's requirement to determine that the services can be provided more economically and efficiently by an independent contractor than by persons employed in the Classified Service.

**5. COUNTY COMMITMENT**

- 5.1. This RFP does not commit the County to award, nor does it commit the County to pay any cost incurred in the submission of the proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.
- 5.2. The County reserves the right to accept or reject any or all proposals received as a result of this RFP or to negotiate with any other provider of the requested goods and/or services.
- 5.3. The County reserves the right to terminate this RFP in part or in its entirety at any time prior to contract execution.
- 5.4. No prior, current, or post award communication with any officer, agent, or employee of the County shall affect or modify any terms or obligations of this RFP except as explicitly provided for in this RFP.

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**6. LATE, MODIFIED, OR WITHDRAWN PROPOSAL**

- 6.1. A proposal that is received, but that is not received at the office or by the electronic means designated in the solicitation by the exact time specified for receipt will not be considered unless; it is received before award is made, the County determines that it is in its best interest to accept the proposal, and
  - 6.1.1. It was sent by mail or personal delivery, and it is determined by the County that the late receipt was due solely to mishandling by the County after receipt by the County; or
  - 6.1.2. No timely and conforming proposal was submitted.
- 6.2. Proposals may not be modified after the due date, except a modification resulting from the Contracting Officer's request for a revised proposal, Best and Final Offer (BAFO), or an addendum to the proposal.
- 6.3. Proposals may be withdrawn by written notice signed by a duly authorized representative of Offeror if received prior to Notice of Recommendation to Award. Thereafter, all proposals constitute firm offers, subject to negotiation, that will remain open and cannot be revoked, withdrawn, or modified for a period of six (6) months thereafter.

**7. DILIGENCE MATERIAL**

County, its agents, advisors, and representatives make no representation or warranty, express or implied, as to the accuracy or completeness of any provided diligence material. Without limiting the generality of the foregoing, the diligence material may include certain statements, estimates, and projections provided by or with respect to the County. Such statements, estimates, and projections reflect various assumptions made by the County, which may or may not prove to be correct. No representations are made by the County as to the accuracy of such statements, estimates, projections, or assumptions.

**8. DUTY TO INQUIRE, QUESTIONS, AND EXPLANATION TO OFFERORS**

- 8.1. Offerors' Inquiries and County Responses – All communications from the Offeror (including its employees, agents, and representatives) to the County or its officers and employees (including consultants working on or assisting with this procurement), related to this RFP or the Offeror's proposal, must be directed in writing exclusively to the Contracting Officer, unless otherwise authorized in writing by the Contracting Officer. Any improper contact may, at County's sole discretion, cause the Offeror to be removed from consideration for contract award.
- 8.2. Should an Offeror find discrepancies in or omissions from, or be in doubt as to the meaning of, the RFP or related documents, Offeror shall have a duty to at once notify the County. Such notifications, or other requests for explanation regarding the RFP or related documents, shall be directed to the Contracting Officer in writing as a question ("Question"). Offeror is responsible for ensuring that Questions are received by the County. The County may choose not to respond to Questions received after the date stated in the Cover Letter. Offerors should not communicate with or attempt to contact any other County personnel about this solicitation, except as otherwise allowed for in this RFP

**9. PROTEST PROCEDURE**

County Board of Supervisors Policy A-97 sets forth the procedures for filing and resolution of protests related to this RFP. Board Policy A-97 is available from the Clerk of the Board, 1600 Pacific Highway, San Diego, CA 92101, or on the County's Web site at <http://www.SanDiegoCounty.gov/> under the Clerk of the Board's page.

All protests must be filed in accordance with Board Policy A-97, which requires among other things that a protest must be filed timely, be submitted in writing to the Contracting Officer identified in the solicitation package, and be based on a protestable action and established grounds for protest.

**10. DEBRIEF AND REVIEW OF CONTRACT FILES**

Offeror may request a "debriefing" from the Contracting Officer on the findings about Offeror's proposal (with no comparative information about proposals submitted by others) after Offeror has been notified by the Contracting Officer that the Offeror's proposal is no longer being considered for award.

After contract execution, the proposals, and any other releasable documents may be reviewed. Copies of any documents desired by the reviewer will be prepared at the requestor's expense in accordance with current County rates for such copies.

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**11. OFFEROR COMMUNICATIONS**

- 11.1. If Offeror issues any public announcement or otherwise engages in communication that, in the County's sole determination, compromises the integrity of this RFP process or attempts to restrain competition, Offeror may be removed from consideration for award.
- 11.2. Audio and/or video recording of pre-proposal conferences, presentations, discussions, negotiations, debriefings, or other communications with the County regarding this RFP are prohibited, unless specifically authorized in writing by the Contracting Officer.

**12. CLAIMS AGAINST THE COUNTY**

Neither Offeror nor any of its representatives shall have any claims whatsoever against the County or any of its respective officials, agents, or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive contract with Offeror in accordance with the terms thereof).

**13. SOLICITING EMPLOYEES**

Until contract award, Offerors shall not, directly or indirectly, solicit any employee of the County to leave the County's employ in order to accept employment with the Offeror, its affiliates, actual or prospective contractors, or any person acting in concert with the Offeror, without prior written approval of the County's Contracting Officer. This paragraph does not prevent the employment by an Offeror of a County employee who has initiated contact with the Offeror.

**14. CALIFORNIA REVENUE AND TAXATION CODE SECTION 18662**

In compliance with California Revenue and Taxation code section 18662, if Offeror is a non-resident of California (out-of-state invoices) that receives California source income and has not completed FTB Form 590, there may be a backup withholding on all payments. Fifteen (15) business days prior to the first payment, new suppliers or suppliers with expired forms or forms with incorrect information must submit new forms to the County (forms are available from the Franchise Tax Board website listed below).

Under certain circumstances, Offerors may be eligible for reduced or waived nonresident withholding. If Offeror has already received a waiver or a reduced withholding response from the State of California and the response is still valid, Offeror should submit the response to the County in lieu of the forms. Failure to submit the required forms will result in withholding of payments. Offerors should to the Franchise Tax Board websites (listed below) for tax forms and information on non-resident withholding, including waivers or reductions. The County will not give Offerors any tax advice. It is recommended that Offerors speak with their tax advisers and/or the State of California for guidance. Franchise Tax Board Websites:

- <https://www.ftb.ca.gov>
- <https://www.ftb.ca.gov/forms/Search/Home/FormRequest/1619>
- <https://www.ftb.ca.gov/forms/search/>

If selected for award, the Offeror is to submit forms to the Auditor & Controller via fax at (858) 694-2060 or mail originals to: County of San Diego, 5530 Overland Avenue, Suite 410, San Diego, CA 92123. The P.O. Number or Contract Number (if available) and "California Revenue and Taxation Code Section 18662" must appear on fax cover sheet and/or the outside of the mailing envelope.

**15. W-9 FORM**

If selected for award, the Offeror must complete and submit a W-9 form if a current form is not on file with the County.

(Remainder of this page left blank)



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**EVALUATION CRITERIA**

The evaluation criteria listed below are in descending order of importance by paragraph, not subparagraphs, and will be considered in the evaluation of the Offeror's written and oral proposals accordingly. Proposals should give clear, concise information in sufficient detail to allow an evaluation based on these criteria.

Mandatory minimum requirements for eligibility are included in the evaluation criteria. Failure to satisfy these mandatory minimum requirements will be considered disqualifying, and the proposal will not be considered for award.

**1. MINIMUM REQUIREMENTS (PASS/FAIL)**

- 1.1. Confirmation that the personnel of the Offeror assigned to this project and the personnel of any subcontractor assigned to this project meet the requirements of Elections Code 21551(d) and 21550(c)(4).
- 1.2. Acceptance of County of San Diego (COSD)'s terms and conditions (Draft Agreement) and insurance requirements as stated in this RFP, or acceptance with exceptions that are acceptable to the County.

**2. OFFEROR AND OFFEROR'S PERSONNEL EXPERIENCE AND QUALIFICATIONS**

- 2.1. The nature and depth of Offeror's (and sub-contractors) experience providing services of a similar scope to that of the County of San Diego Independent Redistricting Commission ("IRC")'s requirements in the Statement of Work with an emphasis on providing outreach and engagement to California Counties/Cities/Political subdivisions and Redistricting commissions.
- 2.2. The extent of personnel experience relevant to providing services of a similar scope to that of the IRC's requirements for tasks assigned.
- 2.3. The extent to which Offeror's experience demonstrates knowledge of relevant redistricting requirements pertaining to California Counties and San Diego County in particular, Cities, and other political subdivisions.
- 2.4. The provision of favorable references that support stated experience relevant to providing high-quality outreach and engagement services similar in scope to the IRC's requirements.

**3. TECHNICAL APPROACH**

- 3.1. The extent to which the Offeror will deliver comprehensive, high quality, innovative, low risk, efficient, and effective public outreach and engagement services pertaining to redistricting.
- 3.2. The extent to which Offeror's approach on outreach and engagement in San Diego County will facilitate engagement and participation of the public in the redistricting process.
- 3.3. The extent to which the Offeror has the capacity to both accomplish the tasks assigned in the required time frame, and adapt to unforeseen changes to the project schedule, timeline and workload demands.

**4. PRICE**

- 4.1. Price reasonableness of the fixed price proposal.
- 4.2. The extent to which the offer provides reasonable, stable, comprehensive, and predictable pricing that limits pricing risk or variance to the County.

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**SUBMITTAL ITEMS**

Proposals should give clear, concise information in sufficient detail and in the order presented below to allow for a comprehensive evaluation. Any submission may be construed as non-conforming and ineligible for consideration if it does not conform to the Submittal Requirements described by these Submittal Items. The County, at its sole discretion, may waive any variances from these Submittal Items and/or seek Clarification.

**1. MINIMUM REQUIREMENTS (PASS/FAIL)**

1.1. Confirm that all personnel of the Offeror assigned to this project and the personnel of any subcontractor assigned to this project meets the requirements of Elections Code section 21551(d) and 21550(c)(4). Section 21551(d) provides: "The commission shall not retain a consultant who would not be qualified as an applicant pursuant to paragraph (4) of subdivision (c) of Section 21550." Section 21550(c)(4) provides: "Within the 10 years immediately preceding the date of application to the commission, neither the applicant, nor an immediate family member of the applicant, has done any of the following:

- 1.1.1. Been appointed to, elected to, or have been a candidate for office at the local, state, or federal level representing the County of San Diego, including as a member of the board.
- 1.1.2. Served as an employee of, or paid consultant for, an elected representative at the local, state, or federal level representing the County of San Diego.
- 1.1.3. Served as an employee of, or paid consultant for, a candidate for office at the local, state, or federal level representing the County of San Diego.
- 1.1.4. Served as an officer, employee, or paid consultant of a political party or as an appointed member of a political party central committee.
- 1.1.5. Been a registered federal, state, or local lobbyist.

Yes  No

1.2. The County's terms and conditions (Draft Agreement) have been provided as part of this document. The offeror should respond to these documents in accordance with the procedures and format set forth below.

1.2.1. Confirm your organization's acceptance of the Draft Agreement and insurance requirements as presented in the RFP.

Yes  No

1.2.2. If NO, provide a detailed paragraph-by-paragraph, contract clause-by-contract clause description of any issues or concerns that Offeror may have with the documents listed. If Offeror objects to a particular paragraph or clause, then Offeror will need to further describe, in business terms and not in proposed language, the nature of its concern and what terms Offeror is willing to accept. The Exception List shall provide the reason or rationale supporting the item of concern and/or counter-response. Simply stating that a paragraph or clause is "Not Acceptable" or proposing alternative contract terms without describing in business language the reason or rationale may be considered acceptance of that paragraph or clause. If Offeror does not identify specific concerns with a particular paragraph or clause, the County will consider the paragraph and/or clause acceptable. The Offeror shall also provide a description of the business benefit to the County for the proposed language changes. The Offeror shall provide a Redlined (track changes) copy of Terms and Conditions reflecting the proposed revisions.

Should you take exception(s) to the Draft Agreement, you understand that the County may, as part of its evaluation process, conclude that exceptions are so numerous and/or material that the proposal does not meet minimum requirements.

No Standard Offeror Form Contracts – Do not provide a copy of the Offeror's standard contract to the County. The County will be using the enclosed Draft Agreement in negotiations with the Offeror.

The Offeror will be deemed to have accepted any terms and conditions of the Draft Agreement to which it does not take exception in its proposal, and such accepted terms and conditions will not be subject to further negotiation except at the County's sole discretion.

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**2. OFFEROR AND OFFEROR'S PERSONNEL EXPERIENCE AND QUALIFICATIONS**

- 2.1. Provide a list of relevant projects of similar scope to that of the IRC's requirements undertaken by your firm within the past ten (10) years. Note any projects undertaken for independent or hybrid redistricting commissions. For each project example listed include:
- 2.1.1. Client name.
  - 2.1.2. A summary description of the work that your firm performed and similarities to the County's scope.
  - 2.1.3. Identify role in contract: prime or subcontractor.
  - 2.1.4. For work conducted in the County of San Diego, the name of the jurisdiction for which the work was performed and the percentage that work represents compared to all of your work in San Diego County.
  - 2.1.5. Percentage of work conducted in rural and urban areas.
  - 2.1.6. List subcontractors if applicable and their tasks.
  - 2.1.7. A description of your experience working with community groups and a list of those groups.
  - 2.1.8. A description of your experience working with hard-to-reach rural areas, communities historically disengaged from the governmental process, and non-English speaking communities.
  - 2.1.9. Provide success metrics, such as number of people engaged, number of communities contacted, number of meetings held, survey statistics if available.
  - 2.1.10. Project start date/end date.
- 2.2. Provide up to five (5) references for customers for whom your firm has provided services of similar scope to that of the IRC's requirements. For each reference detail:
- 2.2.1. Customer name.
  - 2.2.2. Contact details (address, phone number and email address).
  - 2.2.3. A summary of the services provided and a description of similarities to the IRC's scope.
  - 2.2.4. Provide any community group references or support letters, if available.
- The County will make reasonable attempts to contact references. The County's inability to reach a reference after reasonable attempts may be treated as an unfavorable reference for evaluation purposes. An unfavorable response is a response from a listed reference stating that they would not enlist the company to perform services again in the future, or comments provided that the County deems to be substantially negative or reflective of substandard service.
- 2.3. Provide a list of all sub-contractors who are being utilized to perform services related to this agreement. For each proposed sub-contractor:
- 2.3.1. Describe the role/tasks to be performed.
  - 2.3.2. Provide a list of relevant projects of similar scope to the work being performed by sub-contractors within the past ten (10) years. Note any projects undertaken for independent or hybrid redistricting commissions. For each project example listed include:
    - 2.3.2.1. Client name.
    - 2.3.2.2. A summary description of the work performed by the sub-contractor and similarities to the County's scope.
    - 2.3.2.3. Identification of role in contract: prime or subcontractor.
    - 2.3.2.4. For work conducted in the County of San Diego, list the name of the jurisdiction for which the work was performed and the percentage that work represents compared to all of your work in San Diego County.
    - 2.3.2.5. Percentage of work conducted in rural and urban areas.

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- 2.3.2.6. List subcontractors used, if applicable and their tasks.
- 2.3.2.7. A description of their experience working with community groups and list those groups.
- 2.3.2.8. A description of their experience working with hard-to-reach rural areas, communities historically disengaged from the governmental process, and non-English speaking communities.
- 2.3.2.9. Provide success metrics, such as number of people engaged, number of communities contacted, number of meetings held, survey statistics if available.
- 2.3.2.10. Project start date/end date.

2.4. Provide resumes for all key personnel who will be assigned to this project (Offeror personnel and any applicable subcontractor personnel). Include:

- 2.4.1. Pertinent past project experience relevant to the role assigned in the project.
- 2.4.2. Years of experience in field.
- 2.4.3. Education (degree(s) and specialization).
- 2.4.4. Current Professional Registration.
- 2.4.5. Other professional qualifications (certifications, publications, organizations, trainings, awards, etc.).

2.5. Complete the chart below detailing key personnel participation in select projects from Section 2.1. Include the names of key personnel, their roles in this project and their connection to projects listed in Section 2.1.

Name of Key Personnel	Role in Project	P 1	P2	P3	P4	P5
Staff A Name	Title and description of work					
Staff B Name	Title and description of work					
Staff C Name	Title and description of work					
Staff D Name	Title and description of work					
List projects as described in Section 2.1 and use this table to complete the table above.						
Project Title 1 (P1)	Brief description of project					
Project Title 2 (P2)	Brief description of project					
Project Title 3 (P3)	Brief description of project					
Project Title 4 (P4)	Brief description of project					
Project Title 5 (P5)	Brief description of project					

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**3. TECHNICAL APPROACH**

3.1. Compliance to “Exhibit A – Statement of Work (SOW)” requirements. Confirm your agreement with the requirements as stated.

Yes  No

3.1.1. If your organization has exceptions to any requirements, provide a marked up redlined version of the Statement of Work that provides applicable alternative language along with a supporting explanation to support any alternative standards/language being proposed. Failure to specifically reject a proposed requirement will be deemed an acceptance of such requirement.

3.2. With specific reference to Exhibit A Statement of Work, provide a detailed description of how you will provide services for this project. Include in your description:

3.2.1. Tasks/Activities to be performed, provide timeline.

3.2.2. Who will be assigned to complete each task/activity.

3.2.3. The estimated hours expended on each task including personnel specific expended hours.

3.2.4. Methodologies and best practices to be deployed.

3.2.5. The issues/risks related to system implementation, including proposed effective risk mitigation strategies.

3.2.6. Due to the uncertainties created by the COVID 19 pandemic, it is unknown at this point in time the extent to which in-person meetings will be permissible and/or recommended on the grounds of public safety. If your organization is proposing in person activities as part of your technical proposal, for each activity proposed you should propose an alternative remote activity option in the event that in person activities are not permissible and/or recommended at that time. Note, Elections Code § 21552(c)(2) provides:

3.2.6.1. (B) In the event any state or local health order prohibits large gatherings, the commission may modify the location of the hearings, including use of virtual hearings that use technology to permit remote viewing and participation, to the extent required to comply with public health requirements. If the commission modifies the location of a hearing, it shall provide opportunities to view and listen to proceedings by video, to listen to proceedings by phone, and to provide public comment by phone and in writing with no limitation on the number of commenters. The commission shall, to the greatest extent practicable, provide an opportunity for in-person participation for at least one hearing in each supervisorial district. Methods for providing in-person participation may include but are not limited to, setting up multiple rooms with audiovisual connections to the hearing, allowing community members to make appointments to make public comment, providing personal protective equipment, or holding hearings in outdoor spaces.

3.3. Describe in detail your communications strategy for this effort. Responses may include examples of past work (literature, video clips, etc.) to support your proficiency in communicating effectively.

3.3.1. Propose a specific plan designed to reflect your unique approach on how to engage citizens in rural communities and unincorporated areas with limited computer/internet access.

3.3.2. Propose a specific plan designed to reflect your unique approach on how to engage citizens in urban communities with limited computer/internet access.

3.4. Describe how the methodologies and best practices proposed as part of your outreach and engagement strategy are anticipated to facilitate the effective engagement and participation of the public in the redistricting process. Include in your description any applicable research, past experiences, case study examples, etc., that provide evidence to support the probability of success as it pertains maximizing engagement and participation.

3.5. Describe the extent to which your organization (and sub-contractor) has the capacity to accomplish the tasks assigned in the required timeframe.

3.6. Describe your present and future known workload and how the provision of these services can be seamlessly integrated alongside existing workload commitments.

3.7. Describe how personnel will be efficiently located to provide services as part of this agreement. Include in the description:

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- 3.7.1. Detail the office location of all personnel assigned to this agreement and identify personnel working remotely.
- 3.7.2. For each person assigned to the agreement, detail the staff hours and the percentage of staff time being allocated to support this project.
- 3.8. Describe how your organization (and subcontractors) will be able to handle an unexpected change in workload demand. For example, describe additional reserve support resources available to support this effort, or additional flexibility in assigned staff availability, etc.

**4. PRICE**

Complete Exhibit C Pricing Schedule as instructed.

**COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 10926)  
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**PROPOSAL COVER PAGE (PC-600)**

**SUBMITTAL INFORMATION**

Submit this Completed Form as the Cover Page of Your Proposal

**DESCRIPTION**

Request for Proposals (RFP) 10926

Independent Redistricting Commission Public Outreach and Engagement Services

**OFFEROR INFORMATION (TO BE COMPLETED BY OFFEROR)**

Please Type or Print Clearly

**BUSINESS INFORMATION**

Company/Organization Name

Address

( )

Telephone Number

Website Address

( )

Fax Number (optional)

County communications to Offeror regarding this RFP will be sent to the POC. If no POC is provided, such communications will be sent to the Authorized Representative.

**REPRESENTATIVE AUTHORIZED TO SIGN OFFER**

Authorized Representative Name

Authorized Representative Title

Authorized Representative Email Address

( )

Authorized Representative Telephone Number

Mailing Address

**AUTHORIZED POINT OF CONTACT (POC)**

(if different from Authorized Representative)

POC Name

POC Title

POC Email Address

( )

POC Telephone Number

POC Mailing Address

**SIGNATURE**

I certify under penalty of perjury under the laws of the State of California, that I am authorized to execute and submit this proposal on behalf of the Offeror listed above; that all of the RFP instructions and rules, exhibits, addenda, explanations, and any other information provided by the County, including but not limited to, the diligence material, has been reviewed, understood and complied with; and that all information in this submission is true, correct, and in compliance with the terms of the RFP.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

**COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 10926)  
INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

Department of Purchasing and Contracting  
**REPRESENTATIONS AND CERTIFICATIONS**

**The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).**

- 1. BUSINESS TYPE**  
 For-profit  Non-profit  Government  
 Attach proof of status for Non-profit.
- 2. INTERLOCKING DIRECTORATE**  
 In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.
- 3. BUSINESS REPRESENTATION**  
 Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:
  - 3.1.** Are you a local business with a physical address within the County of San Diego?  Yes  No
  - 3.2.** Are you certified by the State of California as a:
    - Disabled Veteran Business Enterprise (DVBE)  
 Certification #: \_\_\_\_\_
    - Small Business Enterprise (SBE)  
 Certification #: \_\_\_\_\_
  - 3.3.** Are you certified by the U.S. Dept Of Veterans' Affairs as:
    - Veteran Owned Small Business (VOSB)  
 Certification # \_\_\_\_\_
    - Service Disabled Veteran Owned Small Business (SDVOSB)  
 Certification # \_\_\_\_\_
  - 3.4.** Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): \_\_\_\_\_%
- 4. DEBARMENT, SUSPENSION AND RELATED MATTERS**
  - 4.1.** Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:
    - 4.1.1.** Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
    - 4.1.2.** Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 4.2.** Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:
    - 4.2.1** Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;
- 4.3** Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.
- 4.4** If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.
- 5. CURRENT COST OR PRICING**  
 Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.
- 6. INDEPENDENT PRICING**  
 Offeror certifies that in relation to this procurement:
  - 6.1.** The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;
  - 6.2.** Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and
  - 6.3.** No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.
- 7. TAX INFORMATION**  
 The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

**CERTIFICATION**

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Company/Organization: \_\_\_\_\_

**SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER**



**COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 10926)**  
**INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

**NONDISCLOSURE INDEMNIFICATION AGREEMENT**

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement (“Agreement”) is made and entered into by and between the County of San Diego (“County”) and Offeror Company/Organization Name: \_\_\_\_\_ (“Offeror”) with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror’s submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled “*EXHIBIT – CONFIDENTIAL/PROPRIETARY*” containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County’s ongoing non-disclosure of Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror’s representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
  - a. Offeror fails to comply with the terms and conditions of this Agreement; or
  - b. Offeror provides the County with written notice that some or all of the records may be released; or
  - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively “County Parties”), against any and all claims, demands, liability, judgments, awards, fines, mechanics’ liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys’ fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as “Claims”), related to Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics’ liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys’ fees and court costs, which arise out of or are in any way connected to Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR	
Offeror Company/Organization Name:	_____
Authorized Representative Name:	_____
Authorized Representative Title:	_____
Signature: _____	Date: _____

**COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 10926)**  
**INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

**DVB REQUIREMENTS AND FORMS**

The County, as a matter of policy, encourages the participation of Disabled Veterans Businesses (DVB) through DVB Subcontractor Participation goals. County of San Diego, Board of Supervisors Policy B-39a Veteran Owned Business (VOB) and Disabled Veterans Business Enterprise (DVBE) Program is found at <http://www.sdcounty.ca.gov/cob/policy/index.html#>. The County DVB program recognizes the State of California DVBE certification, which may be found at <http://www.dgs.ca.gov/PD> and the federal SDVOSB certification, which may be found at <https://www.va.gov/osdbu/verification/> .

For this solicitation:

DVB Subcontractor Participation Requirements are not applicable. Bidder/Offeror (Offeror) does not need to submit DVB documentation with its submittal.

**COUNTY CONTRACT NUMBER TBD  
AGREEMENT WITH [#CONTRACTOR'S NAME] FOR INDEPENDENT REDISTRICTING  
COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

**DRAFT AGREEMENT**

**RFP 10926**

**INDEPENDENT REDISTRICTING  
COMMISSION PUBLIC OUTREACH AND  
ENGAGEMENT SERVICES  
DRAFT  
AGREEMENT**

**INCLUDES:**

Exhibit A – Statement of Work

Exhibit B – Insurance and Bonding

Exhibit C – Pricing/Payment Schedule

**COUNTY CONTRACT NUMBER TBD**  
**AGREEMENT WITH [#CONTRACTOR'S NAME] FOR INDEPENDENT REDISTRICTING**  
**COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

**DRAFT AGREEMENT**

This agreement ("Agreement") is made and entered into effective as of the date of the last signature on the signature page by and between the County of San Diego, a political subdivision of the State of California ("County") and [# *enter full corporate title, describe company, located at (complete address)*] ("Contractor"), with reference to the following facts:

**RECITALS**

- A. Pursuant to Administrative Code section 401, the County's Director of the Department of Purchasing and Contracting is authorized to award a contract for Independent Redistricting Commission Demographer Services.
- B. Contractor is specially trained and possesses certain skills, experience, education and competency to perform these services.
- C. The Chief Administrative Officer made a determination that Contractor can perform the services more economically and efficiently than the County, pursuant to Section 703.10 of the County Charter.
- D. The Agreement shall consist of this document, Exhibit A Statement of Work, Exhibit A-1 (Contractors Proposal), Exhibit B Insurance Requirements and Exhibit C, Payment Schedule. In the event that any provision of the Agreement or its Exhibits, A, A-1, B or C, conflicts with any other term or condition, precedence shall be: First (1st) the Agreement; Second (2nd) Exhibit B; Third (3rd) Exhibit A; Fourth (4th) Exhibit C; and Fifth (5<sup>th</sup>) Exhibit A-1

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

**ARTICLE 1**  
**PERFORMANCE OF WORK**

- 1.1 Standard of Performance. Contractor shall, in good and workmanlike manner and in accordance with the highest professional standards, at its own cost and expense, furnish all of the labor, technical, administrative, professional and all other personnel, all supplies and materials, equipment, printing, transportation, training, facilities, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by County, necessary or proper to perform and complete the work and provide the services required of Contractor by this Agreement.
- 1.2 Contractor's Representative. The person identified on the signature page ("Contractor's Representative") shall ensure that Contractor's duties under this Agreement shall be performed on behalf of the Contractor by qualified personnel; Contractor represents and warrants that (1) Contractor has fulfilled all applicable requirements of the laws of the State of California to perform the services under this Agreement and (2) Contractor's Representative has full authority to act for Contractor hereunder. Contractor and County recognize that the services to be provided by Contractor's Representative pursuant to this Agreement are unique: accordingly, Contractor's Representative shall not be changed during the Term of the Agreement without County's written consent. County reserves the right to terminate this Agreement pursuant to Clause 7.1 "Termination for Default", if Contractor's Representative should leave Contractor's employ, or if, in County's judgment, the work hereunder is not being performed by Contractor's Representative.
- 1.3 Contractor as Independent Contractor. Contractor is, for all purposes of this Agreement, an independent contractor, and neither Contractor nor Contractor's employees or subcontractors shall be deemed to be employees of the County. Contractor shall perform its obligations under this Agreement according to the Contractor's own means and methods of work, which shall be in the exclusive charge and under the control of the Contractor, and which shall not be subject to control or supervision by County except as to the results of the work. County hereby delegates to Contractor any and all responsibility for the safety of Contractor's employees, which shall include inspection of property to identify potential hazards. Neither Contractor nor Contractor's employees or subcontractors shall be entitled to any benefits to which County employees are entitled, including without limitation, overtime, retirement benefits, workers' compensation benefits and injury leave.
- 1.4 Contractor's Agents and Employees or Subcontractors. Contractor shall obtain, at Contractor's expense, all agents, employees and subcontractors required for Contractor to perform its duties under this Agreement, and all such services shall be performed by Contractor's Representative, or under Contractor's Representatives' supervision, by persons authorized by law to perform such services. Retention by Contractor of any agent, employee or subcontractor shall be at Contractor's sole cost and expense, and County shall have no obligation to pay Contractor's agents, employees or

**COUNTY CONTRACT NUMBER TBD**  
**AGREEMENT WITH [#CONTRACTOR'S NAME] FOR INDEPENDENT REDISTRICTING**  
**COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

subcontractors; to support any such person's or entity's claim against the Contractor; or to defend Contractor against any such claim.

Any subcontract or consultant agreement that is in excess of fifty thousand dollars (\$50,000) or twenty five percent (25%) of the value of the contract, whichever is less, or a combination of subcontracts or consultant agreements to the same individual or firm for the agreement period, or any subcontract or consultant agreement for professional medical or mental health services, regardless of value, must have prior concurrence of the Contracting Officer's Representative ("COR"). Contractor shall provide Contracting Officer Representative with copies of all other subcontracts relating to this Agreement entered into by Contractor within 30 days after the effective date of the subcontract. Such subcontractors of Contractor shall be notified of Contractor's relationship to County. "Subcontractor" means any entity, other than County, that furnishes to Contractor services or supplies relevant to this Agreement other than standard commercial supplies, office space, and printing services.

1.4.1 Contractor Responsibility. In the event any subcontractor is utilized by Contractor for any portion of the project, Contractor retains the prime responsibility for carrying out all the terms of this Agreement, including the responsibility for performance and insuring the availability and retention of records of subcontractors in accordance with this Agreement. No subcontract utilizing funds from this Agreement shall be entered into if it has a term extending beyond the ending date of this Agreement.

1.4.2 Mandated Clause. All subcontracts shall include the Standard Terms and Conditions required of Contractor Articles 3, 7, 8, 9, 10, 11, 12, 13, 14 and 16 herein.

1.4.3 County Approval. As identified above, all subcontracts under this Agreement shall have prior written approval of the Contracting Officer Representative.

1.5 Off Shore Prohibition. Except where Contractor obtains the County's prior written approval, Contractor shall perform the work of this Agreement only from or at locations within the United States. Any County approval for the performance of work outside of the United States shall be limited to the specific instance and scope of such written approval, including the types of work and locations involved. Notwithstanding the foregoing, this Section shall not restrict the country or countries of origin of any assets purchased to provide the work hereunder; provided that when such assets are used to provide the work, such assets shall be used only from or at locations within the geographic boundaries of the United States.

**ARTICLE 2**  
**SCOPE OF WORK**

2.1 Statement of Work. Contractor shall perform the work described in the "Statement of Work" attached as Exhibit "A" to this Agreement, and by this reference incorporated herein, except for any work therein designated to be performed by County.

2.2 Right to Acquire Equipment and Services. Nothing in this Agreement shall prohibit the County from acquiring the same type or equivalent equipment and/or service from other sources, when deemed by the County to be in its best interest.

2.3 Responsibility for Equipment. For cost reimbursement agreements, County shall not be responsible nor be held liable for any damage to persons or property consequent upon the use, misuse, or failure of any equipment used by Contractor or any of Contractor's employees, even though such equipment may be furnished, rented, or loaned to Contractor by County. The acceptance or use of any such equipment by Contractor or Contractor's employees shall be construed to mean that Contractor accepts full responsibility for and agrees to exonerate, indemnify and hold harmless County from and against any and all claims for any damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such damage be to the employee or property of Contractor, other Contractors, County, or other persons. Equipment includes, but is not limited to material, computer hardware and software, tools, or other things.

2.3.1 Contractor shall repair or replace, at Contractor's expense, all County equipment or fixed assets that are damaged or lost as a result of Contractor negligence.

2.4 Non-Expendable Property Acquisition. County retains title to all non-expendable property provided to Contractor by County, or which Contractor may acquire with funds from this Agreement if payment is on a cost reimbursement basis, including property acquired by lease purchase Agreement. Contractor may not expend funds under this Agreement

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for the acquisition of non-expendable property having a unit cost of \$5,000 or more and a normal life expectancy of more than one year without the prior written approval of Contracting Officer Representative. Contractor shall maintain an inventory of non-expendable equipment, including dates of purchase and disposition of the property. Inventory records on non-expendable equipment shall be retained, and shall be made available to the County upon request, for at least three years following date of disposition. Non-expendable property that has value at the end of the Agreement (e.g. has not been depreciated so that its value is zero), and to which the County may retain title under this paragraph, shall be disposed of at the end of the Agreement as follows: At County's option, it may: 1) have Contractor deliver to another County contractor or have another County contractor pick up the non-expendable property; 2) allow the contractor to retain the non-expendable property provided that the contractor submits to the County a written statement in the format directed by the County of how the non-expendable property will be used for the public good; or 3) direct the Contractor to return to the County the non-expendable property.

**ARTICLE 3**  
**DISENTANGLEMENT**

**3.1 General Obligations.**

At County's discretion, Contractor shall accomplish a complete transition of the services as set forth in Exhibit A to this Agreement (for purposes of this Article 3.1, these shall be referred to as the "Disentangled Services") being terminated from Contractor and the Subcontractors to County, or to any replacement provider designated by County, without any interruption of or adverse impact on the Disentangled Services or any other services provided by third parties. This process shall be referred to as the Disentanglement. Contractor shall fully cooperate with County and any new service provider and otherwise promptly take all steps, including, but not limited to providing to County or any new service provider all requested information or documentation, required to assist County in effecting a complete Disentanglement. Contractor shall provide all information or documentation regarding the Disentangled Services or as otherwise needed for Disentanglement, including, but not limited to, data conversion, client files, interface specifications, training staff assuming responsibility, and related professional services. Contractor shall provide for the prompt and orderly conclusion of all work required under the Agreement, as County may direct, including completion or partial completion of projects, documentation of work in process, and other measures to assure an orderly transition to County or the County's designee of the Disentangled Services. All Contractor work done as part of the Disentanglement shall be performed by Contractor and will be reimbursed by the County at no more than Contractor's costs, up to the total amount of this Agreement. Contractor shall not receive any additional or different compensation for the work otherwise required by the Agreement. Contractor's obligation to provide the Services shall not cease until the earlier of the following: 1) The Disentanglement is satisfactory to County, including the performance by Contractor of all asset-transfers and other obligations of Contractor provided in this Paragraph, has been completed to the County's reasonable satisfaction or 2) twelve (12) months after the Expiration Date of the Agreement.

**3.2 Disentanglement Process.**

The Disentanglement process shall begin on any of the following dates: (i) the date County notifies Contractor that no funds or insufficient funds have been appropriated so that the Term shall be terminated pursuant to the Agreement, Article 7; (ii) the date designated by County not earlier than sixty (60) days prior to the end of any initial or extended term that County has not elected to extend pursuant to the Agreement's, Signature Page, Agreement Term; or (iii) the date any Termination Notice is delivered, if County elects to terminate any or all of the Services pursuant to the Agreement, Article 7. Subject to Exhibit A Contractor's obligation to perform Disentangled Services, and County's obligation to pay for Disentangled Services, shall expire: (A) when funds appropriated for payment under this Agreement are exhausted, as provided in this Agreement, Article 7; (B) at the end of the initial or extended term set forth in this Agreement's, Signature Page, Agreement Term; or (C) on the Termination Date, pursuant to this Agreement, Article 7 (with the applicable date on which Contractor's obligation to perform the Services expires being referred to herein as the "Expiration Date"). Contractor and County shall discuss in good faith a plan for determining the nature and extent of Contractor's Disentanglement obligations and for the transfer of the Disentangled Services in process provided, however, that Contractor's obligation under this Agreement to provide all Disentangled Services shall not be lessened in any respect.

**3.3 Specific Obligations.**

The Disentanglement shall include the performance of the following specific obligations:

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3.3.1 No Interruption or Adverse Impact

Contractor shall cooperate with County and all of the County's other service providers to ensure a smooth transition at the time of Disentanglement, with no interruption of Disentangled Services or other work required under the Agreement, no adverse impact on the provision of Disentangled Services or other work required under the Agreement or County's activities, no interruption of any services provided by third parties, and no adverse impact on the provision of services provided by third parties.

3.3.2 Third-Party Authorizations.

Without limiting the obligations of Contractor pursuant to any other clause in Exhibit A herein, Contractor shall, subject to the terms of any third-party agreements, procure at no charge to County any third-party authorizations necessary to grant County the use and benefit of any third-party agreements between Contractor and third-party contractors used to provide the Disentangled Services, pending their assignment to County. Similarly, at County's direction, Contractor shall obtain all legally necessary client consents or authorizations legally necessary to transfer client data to County or any new service provider.

3.3.3 Licenses to Proprietary Software.

For any software programs developed for use under this Agreement, Contractor shall provide a nonexclusive, nontransferable, fully-paid, perpetual, irrevocable, royalty-free worldwide license to the County (or other service provider, as the case may be), at no charge to County, to use, copy, and modify, all Contractor Underlying Works and Contractor Derivatives that would be needed in order to allow County to continue to perform for itself, or obtain from other providers, the Services as the same might exist at the time of Disentanglement. Contractor shall also provide County with a copy of each such program, in such media as requested by County, together with object code, source code, and appropriate documentation. Contractor shall also offer to County the right to receive maintenance (including all enhancements and upgrades) and support with respect to such Contractor Underlying Works and Contractor Derivatives for so long as County requires, at the best rates Contractor is offering to other major customers for services of a similar nature and scope.

3.3.4 Return, Transfer and Removal of Assets.

3.3.4.1 Contractor shall return to County all County assets in Contractor's possession, pursuant to Paragraph 2.4 of the Agreement.

3.3.4.2 County shall be entitled to purchase at net book value those Contractor assets used for the provision of Disentangled Services to or for County, other than those assets expressly identified by the Parties as not being subject to this provision. Contractor shall promptly remove from County's premises, or the site of the work being performed by Contractor for County, any Contractor assets that County, or its designee, chooses not to purchase under this provision.

3.3.5 Transfer of Leases, Licenses, and Agreements.

Contractor, at its expense, shall convey or assign to County or its designee such fully-paid leases, licenses, and other agreements used by Contractor, County, or any other Person in connection with the Disentangled Services, as County may select, when such leases, licenses, and other agreements have no other use by Contractor. Contractor's obligation described herein, shall include Contractor's performance of all obligations under such leases, licenses, and other agreements to be performed by it with respect to periods prior to the date of conveyance or assignment and Contractor shall reimburse County for any losses resulting from any claim that Contractor did not perform any such obligations.

3.3.6 Delivery of Documentation.

Contractor shall deliver to County or its designee, at County's request, all documentation and data related to County, including, but not limited to, the County Data and client files, held by Contractor, and Contractor shall destroy all copies thereof not turned over to County, all at no charge to County. Notwithstanding the foregoing, Contractor may retain one (1) copy of the documentation and data, excluding County Data, for archival purposes or warranty support.

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- 3.4 Findings Confidential. Any reports, information, data, etc., given to or prepared or assembled by Contractor under this Agreement that the County requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.
- 3.5 Publication, Reproduction or Use of Materials. No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. The County shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement. All reports, data and other materials prepared under this Agreement shall be the property of the County upon completion of this Agreement.

**ARTICLE 4**  
**COMPENSATION**

The Payment Schedule, and/or budget are in Exhibit C and the compensation is on the Signature page. County will pay Contractor the agreed upon price(s), pursuant to Exhibit C for the work specified in Exhibit A, Statement of Work. The County is precluded from making payments prior to receipt of services (advance payments). Contractor shall provide and maintain an accounting and financial support system to monitor and control costs to assure the Agreements completion. Invoices are subject to the requirements below.

4.1 Fiscal for Fixed Pricing. (Rev. 7/1/17)

- 4.1.1 General Principles. Contractor shall, comply with generally accepted accounting principles and good business practices, including all applicable cost principles published by the [Federal Office of Management and Budget \(OMB\)](#), including 2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS "The Uniform Guidance", which can be viewed at [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl). Contractor shall comply with all federal, State and other funding source requirements. Contractor shall, at its own expense, furnish all cost items associated with this Agreement except as herein otherwise specified in the budget or elsewhere to be furnished by County. Contractor shall submit annually to the County a cost allocation plan in accordance with The Uniform Guidance.
- 4.1.2 Invoices. Payment for the services performed under this Agreement shall be in accordance with Exhibit C, unless other payment methodologies are negotiated and agreed to by both Contractor and County. Contractor shall submit approved invoices monthly to the Contracting Officer's Representative ("COR") for work performed in the monthly period, accordingly. Contractor's monthly invoices shall be completed and submitted in accordance with written COR instructions and shall include a statement certifying whether it is in compliance with Paragraph 8.16 of this Agreement
- 4.1.3 Payments. County agrees to pay Contractor in arrears only after receipt and approval by COR of properly submitted, detailed and itemized original invoice referencing the Agreement number. Payment shall be NET 30 days from receipt and approval of invoice unless otherwise stated.
- 4.1.4 Full Compensation. Pending any adjustments by the COR, each invoice approved and paid shall constitute full and complete compensation to the Contractor for all work completed during the billing period pursuant to Exhibit A and Exhibit C. Contractor shall be entitled only to compensation, benefits, reimbursements or ancillary services specified in this Agreement. Payment shall be NET 30 days from receipt and approval of invoice unless otherwise stated.
- 4.1.5 Prompt Payment for Vendors and Subcontractors
- 4.1.5.1 Prompt payment for vendors and subcontractors.
- 4.1.5.1.1 Unless otherwise set forth in this paragraph, Contractor shall promptly pay its vendors and subcontractor(s) for satisfactory performance under its subcontract(s) to this Agreement. Such prompt payment shall be no later than thirty (30) days after Contractor receives payment for such services from County and shall be paid out of such amounts as are paid to Contractor under this Agreement.
- 4.1.5.1.2 Contractor shall include a payment clause conforming to the standards set forth in Paragraph 4.1.5.1.1 of this Agreement in each of its subcontracts, and shall require each of its subcontractors to include such a clause in their subcontracts with each lower-tier subcontractor or supplier.



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- 4.1.5.2 If Contractor, after submitting a claim for payment to County but before making a payment to a vendor or subcontractor for the goods or performance covered by the claim, discovers that all or a portion of the payment otherwise due such vendor or subcontractor is subject to withholding from the vendor or subcontractor in accordance with the vendor or subcontract agreement, then the Contractor shall:
- 4.1.5.2.1 Furnish to the vendor or subcontractor and the COR within three (3) business days of withholding funds from its vendor or subcontractor a notice stating the amount to be withheld, the specific causes for the withholding under the terms of the subcontract or vendor agreement; and the remedial actions to be taken by the vendor or subcontractor in order to receive payment of the amounts withheld.
  - 4.1.5.2.2 Contractor shall reduce the subcontractor's progress payment by an amount not to exceed the amount specified in the notice of withholding furnished under paragraph 4.1.5.2.1 of this Agreement and Contractor may not claim from the County this amount until its subcontractor has cured the cause of Contractor withholding funds;
  - 4.1.5.2.3 Upon the vendor's or subcontractor's cure of the cause of withholding funds, Contractor shall pay the vendor or subcontractor as soon as practicable, and in no circumstances later than ten (10) days after the Contractor claims and receives such funds from County.
- 4.1.5.3 Contractor shall not claim from County all of or that portion of a payment otherwise due to a vendor or subcontractor that Contractor is withholding from the vendor or subcontractor in accordance with the subcontract agreement where Contractor withholds the money before submitting a claim to County. Contractor shall provide its vendor or subcontractor and the COR with the notice set forth in Paragraph 4.1.5.2.1 of this Agreement and shall follow Paragraph 4.1.5.2.3 of this Agreement when vendor or subcontractor cures the cause of Contractor withholding its vendors or subcontractor's funds.
- 4.1.5.4 Overpayments. If Contractor becomes aware of a duplicate contract financing or invoice payment or that County has otherwise overpaid on a contract financing or invoice payment, Contractor shall immediately notify the COR and request instructions for disposition of the overpayment.
- 4.1.6 Conditions Prerequisite To Payments. County may elect not to make a particular payment if any of the following exists:
- 4.1.6.1 Misrepresentation. Contractor, with or without knowledge, made any misrepresentation of substantial and material nature with respect to any information furnished to County.
  - 4.1.6.2 Unauthorized Actions by Contractor. Contractor took any action pertaining to this Agreement, which required County approval, without having first received said County approval.
  - 4.1.6.3 Default. Contractor was in default under any terms and conditions of this Agreement.
- 4.1.7 Withholding Of Payment. County may withhold payment until reports, data, audits or other information required for Agreement administration or to meet County or State reporting or auditing requirements are received and approved by COR or designee. The County may also withhold payment if, in the County's opinion, Contractor is in non-compliance with this Agreement.
- 4.1.8 Availability of Funding. The County's obligation for payment of any Agreement beyond the current fiscal year is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are designated by the County and are made available for such performance.

County shall, in its sole discretion, have the right to terminate or suspend Agreement or reduce compensation and service levels proportionately upon thirty (30) days' written notice to Contractor in the event that Federal, State or County funding for this Agreement ceases or is reduced prior to the ordinary expiration of the term of this Agreement. In the event of reduction of funding for the Agreement, County and Contractor shall meet within ten (10) days of written notice to renegotiate this Agreement based upon the modified level of funding. In this case if no agreement is reached between County and Contractor within 10 days of the first meeting, either party shall have the right to terminate this Agreement within ten (10) days written notice of termination.

In the event of termination of this Agreement in accordance with the terms of this Section, Contractor shall be entitled to retain all sums paid as of the effective date of such termination, subject to any payment offset to which County may be entitled, for damages or otherwise, under the terms of this Agreement. In the event of

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termination of this Agreement pursuant to this Section, in no event shall Contractor be entitled to any loss of profits on the portion of this Agreement so terminated, or to other compensation, benefits, reimbursements or ancillary services other than as herein expressly provided.

- 4.1.9 Disallowance. In the event the Contractor receives payment for services under this Agreement which is later disallowed by the County, Contractor shall promptly refund the disallowed amount to County on request, or at its option, County may offset the amount disallowed from any payment due or to become due to Contractor under any Agreement with the County.
- 4.1.10 Maximum Price. During the performance period of this Agreement, the maximum price for the same or similar items and/or services shall not exceed the lowest price at which Contractor then offers the items and/or services to its most favored customer.

**ARTICLE 5**  
**AGREEMENT ADMINISTRATION**

- 5.1 County's Agreement Administrator. The Director of Purchasing and Contracting is designated as the Contracting officer ("Contracting Officer") and is the only County official authorized to make any Changes to this Agreement. The County has designated the individual identified on the signature page as the Contracting Officer's Representative ("COR")
  - 5.1.1 County's COR will chair Contractor progress meetings and will coordinate County's Agreement administrative functions. The COR is designated to receive and approve Contractor invoices for payment, audit and inspect records, inspect Contractor services, and provide other technical guidance as required. The COR is not authorized to change any terms and conditions of this Agreement. Only the Contracting Officer, by issuing a properly executed amendment to this Agreement, may make changes to the scope of work or total price.
  - 5.1.2 Notwithstanding any provision of this Agreement to the contrary, County's COR may make Administrative Adjustments ("AA") to the Agreement, such as line item budget changes or adjustments to the service requirements that do not change the purpose or intent of the Statement of Work, the Terms and Conditions, the Agreement Term or the total Agreement price. Each AA shall be in writing and signed by COR and Contractor. All inquiries about such AA will be referred directly to the COR.
- 5.2 Agreement Progress Meeting. The COR and other County personnel, as appropriate, will meet periodically with the Contractor to review the Agreement performance. At these meetings the COR will apprise the Contractor of how the County views the Contractor's performance and the Contractor will apprise the County of problems, if any, being experienced. The Contractor shall also notify the Contracting Officer (in writing) of any work being performed, if any, that the Contractor considers being over and above the requirements of the Agreement. Appropriate action shall be taken to resolve outstanding issues. The minutes of these meetings will be reduced to writing and signed by the COR and the Contractor. Should the Contractor not concur with the minutes, the Contractor shall set out in writing any area of disagreement. Appropriate action will be taken to resolve any areas of disagreement.

**ARTICLE 6**  
**CHANGES**

- 6.1 Contracting Officer. The Contracting Officer may at any time, by a written order, make changes ("Changes"), within the general scope of this Agreement, in the definition of services to be performed, and the time (i.e.) hours of the day, days of the week, etc. and place of performance thereof. If any such Change causes an increase or decrease in the cost of, or the time required for, the performance of any part of the work under this Agreement, whether changed or not changed by such an order, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified in writing accordingly. Such changes may require Board of Supervisors approval.
- 6.2 Claims. Contractor must assert any claim for adjustment under this clause within thirty (30) days from the date of receipt by the Contractor of the notification of Change; provided, however, that the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this Agreement. Where the cost of property made obsolete or excess as a result of a change is included in the Contractor's claim for adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of such property. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this

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Agreement entitled "Disputes" (Article 15). However, nothing in this clause shall excuse the Contractor from proceeding with this Agreement as changed.

**ARTICLE 7**  
**SUSPENSION, DELAY AND TERMINATION**

- 7.1 Termination for Default. Upon Contractor's breach of this Agreement, County shall have the right to terminate this Agreement, in whole or part. Prior to termination for default, County will send Contractor written notice specifying the cause. The notice will give Contractor ten (10) days from the date the notice is issued to cure the default or make progress satisfactory to County in curing the default, unless a different time is given in the notice. If County determines that the default contributes to the curtailment of an essential service or poses an immediate threat to life, health or property, County may terminate this Agreement immediately upon issuing oral or written notice to the Contractor without any prior notice or opportunity to cure. In the event of termination under this Article, all finished or unfinished documents, and other materials, prepared by Contractor under this Agreement shall become the sole and exclusive property of County.

In the event of such termination, the County may purchase or obtain the supplies or services elsewhere, and Contractor shall be liable for the difference between the prices set forth in the terminated order and the actual cost thereof to the County. The prevailing market price shall be considered the fair repurchase price. Notwithstanding the above, Contractor shall not be relieved of liability to County for damages sustained by County by virtue of any breach of this Agreement by Contractor, and County may withhold any reimbursement to Contractor for the purpose of off-setting until such time as the exact amount of damages due County from Contractor is determined.

If, after notice of termination of this Agreement under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, the rights and obligations of the parties shall, if this Agreement contains a clause providing for termination for convenience of the County, be the same as if the notice of termination had been issued pursuant to such clause.

- 7.2 Damages for Delay. If Contractor refuses or fails to prosecute the work, or any separable part thereof, with such diligence as shall ensure its completion within the time specified in this Agreement, or any extension thereof, or fails to complete said work within such time, County will be entitled to the resulting damages caused by the delay. Damages will be the cost to County incurred as a result of continuing the current level and type of service over that cost that would be incurred had the Agreement segments been completed by the time frame stipulated and any other damages suffered by County.
- 7.3 County Exemption from Liability. In the event there is a reduction of funds made available by County to Contractor under this or subsequent agreements, the County of San Diego and its Departments, officers and employees shall incur no liability to Contractor and shall be held harmless from any and all claims, demands, losses, damages, injuries, or liabilities arising directly or from such action.
- 7.4 Full Cost Recovery Of Investigation And Audit Costs. Contractor shall reimburse County of San Diego for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation (material breach) of the terms of the Agreement.

At the sole discretion of the County, and subject to funding source restrictions and federal and State law, County may (1) withhold reimbursement for such costs from any amounts due to Contractor pursuant to the payment terms of the Agreement, (2) withhold reimbursement for such costs from any other amounts due to Contractor from County, and/or (3) require Contractor to remit a check for the total amount due (or a lesser amount specified by the County) to County within thirty (30) days of request by County. Alternatively, at the County's sole discretion, County and Contractor may enter into a written repayment plan for the reimbursement of the audit/investigation costs.

- 7.5 Termination for Convenience. The County may, by written notice stating the extent and effective date terminate this Agreement for convenience in whole or in part, at any time. The County shall pay the Contractor as full compensation for work performed in accordance with the terms of this Agreement until such termination:
- 7.5.1 The unit or pro rata price for any delivered and accepted portion of the work.
- 7.5.2 A reasonable amount, as costs of termination, not otherwise recoverable from other sources by the Contractor as approved by the County, with respect to the undelivered or unaccepted portion of the order, provided compensation hereunder shall in no event exceed the total price.

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- 7.5.3 In no event shall the County be liable for any loss of profits on the resulting order or portion thereof so terminated.
- 7.5.4 County's termination of this Agreement for convenience shall not preclude County from taking any action in law or equity against Contractor for:
- 7.5.4.1 Fraud, waste or abuse of Agreement funds, or
  - 7.5.4.2 Improperly submitted claims, or
  - 7.5.4.3 Any failure to perform the work in accordance with the Statement of Work, or
  - 7.5.4.4 Any breach of any term or condition of the Agreement, or
  - 7.5.4.5 Any actions under any warranty, express or implied, or
  - 7.5.4.6 Any claim of professional negligence, or
  - 7.5.4.7 Any other matter arising from or related to this Agreement, whether known, knowable or unknown before, during or after the date of termination.
- 7.6 Suspension of Work. The Contracting Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this Agreement for the period of time that the Contracting Officer determines appropriate for the convenience of the Government. County reserves the right to prohibit, without prior notice, contractor or contractor's employees, directors, officers, agents, subcontractors, vendors, consultants or volunteers from 1) accessing County data systems and County owned software applications, including websites, domain names, platforms, physical files, 2) treating County's patients, clients, or facility residents, or 3) providing any other services under this Agreement.
- 7.7 Remedies Not Exclusive. The rights and remedies of County provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law, equity, or under resulting order.

**ARTICLE 8**  
**COMPLIANCE WITH LAWS AND REGULATIONS**

- 8.1 Compliance with Laws and Regulations. Contractor shall at all times perform its obligations hereunder in compliance with all applicable federal, State, County, and local laws, rules, and regulations, current and hereinafter enacted, including facility and professional licensing and/or certification laws and keep in effect any and all licenses, permits, notices and certificates as are required. Contractor shall further comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.
- 8.2 Contractor Permits and License. Contractor certifies that it possesses and shall continue to maintain or shall cause to be obtained and maintained, at no cost to the County, all approvals, permissions, permits, licenses, and other forms of documentation required for it and its employees to comply with all existing foreign or domestic statutes, ordinances, and regulations, or other laws, that may be applicable to performance of services hereunder. The County reserves the right to reasonably request and review all such applications, permits, and licenses prior to the commencement of any services hereunder.
- 8.3 Equal Opportunity. Contractor shall comply with the provisions of Title VII of the Civil Rights Act of 1964 in that it will not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment nor shall Contractor discriminate in any way that would deprive or intend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, handicap, medical condition, sexual orientation or marital status.
- 8.4 Affirmative Action. Each Contractor of services and supplies employing fifteen (15) or more full-time permanent employees, shall comply with the Affirmative Action Program for Vendors as set forth in Article IIIk (commencing at Section 84) of the San Diego County Administrative Code, which program is incorporated herein by reference. A copy of this Affirmative Action Program will be furnished upon request by COR or from the County of San Diego Internet web-site ([www.co.san-diego.ca.us](http://www.co.san-diego.ca.us)).
- 8.5 Non Discrimination. Contractor shall ensure that services and facilities are provided without regard to ethnic group identification, race, color, nation origin, creed, religion, age, sex, physical or mental disability, political affiliation or

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marital status in accordance with applicable laws, including, but not limited to, Title VI of the Civil Rights Act of 1964 (42 U.S.C 200-d), Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C 324), Section 504 of the Rehabilitation Act of 1973, The Civil Rights Restoration Act of 1987 (P.L. 100-209), Executive Order 12898 (February 11, 1994), Executive Order 13166 (August 16, 2000), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000-d), the Age Discrimination of 1975 (42 U.S.C. 6101), Article 9.5, Chapter 1, Part 1, Division 2, Title 2 (Section 11135, et seq) of the California Government Code, Title 9, Chapter 4, Subchapter 6 (Section 10800, et seq) of the CCR and California Dept of Social Services Manual of Policies and Procedures (CDSS MPP) Division 21.

- 8.6 AIDS Discrimination. Contractor shall not deny any person the full and equal enjoyment of, or impose less advantageous terms, or restrict the availability of, the use of any County facility or participation in any County funded or supported service or program on the grounds that such person has Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) as those terms are defined in Title 3, Division 2, Chapter 8, Section 32.803, of the San Diego County Code of Regulatory Ordinances.
- 8.7 American with Disabilities Act (ADA) 1990. Contractor shall not discriminate against qualified people with disabilities in employment, public services, transportation, public accommodations and telecommunications services in compliance with the Americans with Disabilities Act (ADA) and California Administrative Code Title 24.
- 8.8 Political Activities Prohibited. None of the funds, provided directly or indirectly, under this Agreement shall be used for any political activities or to further the election or defeat of any candidate for public office. Contractor shall not utilize or allow its name to be utilized in any endorsement of any candidate for elected office. Neither this Agreement nor any funds provided hereunder shall be utilized in support of any partisan political activities, or activities for or against the election of a candidate for an elected office.
- 8.9 Lobbying. Contractor agrees to comply with the lobbying ordinances of the County and to assure that its officers and employees comply before any appearance before the County Board of Supervisors. Except as required by this Agreement, none of the funds provided under this Agreement shall be used for publicity or propaganda purposes designed to support or defeat any legislation pending before State and federal Legislatures, the Board of Supervisors of the County, or before any other local governmental entity. This provision shall not preclude Contractor from seeking necessary permits, licenses and the like necessary for it to comply with the terms of this Agreement.
- 8.9.1 Reserved.
- 8.10 Religious Activity Prohibited. There shall be no religious worship, instructions or proselytization as part of or in connection with the performance of this Agreement.
- 8.11 Drug and Alcohol-Free Workplace. The County of San Diego, in recognition of individual rights to work in a safe, healthful and productive work place, has adopted a requirement for a drug and alcohol free work place, County of San Diego Drug and Alcohol Use Policy C-25, available on the County of San Diego website. This policy provides that all County-employed Contractors and Contractor employees shall assist in meeting this requirement.
- 8.11.1 As a material condition of this Agreement, the Contractor agrees that the Contractor and the Contractor employees, while performing service for the County, on County property, or while using County equipment:
- 8.11.1.1 Shall not be in any way impaired because of being under the influence of alcohol or a drug.
- 8.11.1.2 Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal drug.
- 8.11.1.3 Shall not sell, offer, or provide alcohol or an illegal drug to another person; provided, however, that the foregoing restriction shall not be applicable to a Contractor or Contractor employee who as part of the performance of normal job duties and responsibilities prescribes or administers medically prescribed drugs.
- 8.11.2 Contractor shall inform all employees who are performing service for the County on County property or using County equipment of the County objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

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8.11.3 The County may terminate for default or breach this Agreement, and any other agreement the Contractor has with the County, if the Contractor, or Contractor employees are determined by the Contracting Officer not to be in compliance with the conditions listed herein.

**8.12 Board of Supervisors' Policies.** Contractor represents that it is familiar, and shall use its best efforts to comply, with the following policies of the Board of Supervisors, available on the County of San Diego website:

8.12.1 Board Policy B-67, which encourages the County's Contractors to offer products made with recycled materials, reusable products, and products designed to be recycled to the County in response to the County's requirements; and

8.12.2 Board Policies B-53 and B-39a, which encourage the participation of small and disabled veterans' business enterprises in County procurements; and

8.12.3 Zero Tolerance for Fraudulent Conduct in County Services. Contractor shall comply with County of San Diego Board of Supervisors Policy A-120 "Zero Tolerance for Fraudulent Conduct in County Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of County programs and the provision of County services. Upon proven instances of fraud committed by independent contractors in connection with their performance under the Agreement, said contractor shall be subject to corrective action up to and including termination of the Agreement; and

8.12.4 Interlocking Directorate. In recognition of Board Policy A-79, available on the County of San Diego Website, not-for-profit Contractors shall not subcontract with related for-profit subcontractors for which an interlocking relationship exist unless specifically authorized in writing by the Board of Supervisors; and

8.12.5 Zero Tolerance in Coaching Medi-Cal or Welfare Clients (Including Undocumented Immigrants). The County of San Diego in recognition of its unique geographical location and the utilization of the Welfare and Medi-Cal systems by foreign nationals who are not legal residents of this county or country, has adopted a Zero Tolerance policy and shall aggressively prosecute employees and Contractors who coach Medi-Cal or Welfare clients (including undocumented immigrants), to obtain services for which they are not otherwise entitled.

As a material condition of this Agreement, Contractor agrees that the Contractor and Contractor's employees, while performing service for the County, on County property or while using County equipment shall not:

(a) in any way coach, instruct, advise, or guide any Medi-Cal or Welfare clients or prospective clients who are undocumented immigrants on ways to obtain or qualify for Medi-Cal assistance, for which they are not otherwise entitled.

(b) support or provide funds to any organization engaged directly or indirectly in advising undocumented immigrants on ways to obtain or qualify for Medi-Cal assistance, for which they are not otherwise entitled.

Contractor shall inform all employees that are performing service for the County on County property or using County equipment of County's Zero Tolerance Policy as referenced herein.

County may terminate for default or breach this Agreement and any other agreement Contractor has with County, if Contractor or Contractor employees are determined not to be in compliance with the conditions stated herein.

8.13 Cartwright Act. Following receipt of final payment under the Agreement, Contractor assigns to the County all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright act (Chapter 2) (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Contractor for sale to the County under this Agreement.

8.14 Hazardous Materials. Contractor shall comply with all Environmental Laws and all other laws, rules, regulations, and requirements regarding Hazardous Materials, health and safety, notices, and training. Contractor agrees that it will not store any Hazardous Materials at any County facility for periods in excess of ninety (90) days or in violation of the applicable site storage limitations imposed by Environmental Law. Contractor agrees to take, at its expense, all actions necessary to protect third parties, including, without limitation, employees and agents of the County, from any exposure to Hazardous Materials generated or utilized in its performance under this Agreement. Contractor agrees to report to

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the appropriate governmental agencies all discharges, releases, and spills of Hazardous Materials that are required to be reported by any Environmental Law and to immediately notify the County of it. Contractor shall not be liable to the County for the County's failure to comply with, or violation of, any Environmental Law. As used in this section, the term "Environmental Laws" means any and all federal, state or local laws or ordinances, rules, decrees, orders, regulations or court decisions (including the so-called "common law"), including, but not limited to, the Resource Conservation and Recovery Act, relating to hazardous substances, hazardous materials, hazardous waste, toxic substances, environmental conditions or other similar substances or conditions. As used in this section the term "Hazardous Materials" means any chemical, compound, material, substance or other matter that: (a) is a flammable, explosive, asbestos, radioactive nuclear medicine, vaccine, bacteria, virus, hazardous waste, toxic, overtly injurious or potentially injurious material, whether injurious or potentially injurious by itself or in combination with other materials; (b) is controlled, referred to, designated in or governed by any Environmental Laws; (c) gives rise to any reporting, notice or publication requirements under any Environmental Laws, or (d) is any other material or substance giving rise to any liability, responsibility or duty upon the County or Lessee with respect to any third person under any Environmental Laws.

**8.15 Clean Air Act and Federal Water Pollution Control Act.**

8.15.1 Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.

8.15.2 Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq.). Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.

**8.16 Debarment, Exclusion, Suspension, and Ineligibility.**

8.16.1 Contractor certifies that, except as disclosed to County and acknowledged in writing by County prior to the execution of this Agreement, Contractor, its employees, directors, officers, agents, subcontractors, vendors, consultants, and volunteers:

8.16.1.1 Are not presently debarred, excluded, suspended, declared ineligible, voluntarily excluded, or proposed for debarment, exclusion, suspension or ineligibility by any federal, state, or local department or agency; and

8.16.1.2 Have not within a 3-year period preceding this Agreement been convicted of, or had a civil or administrative judgment rendered against them for, the commission of fraud or a criminal offense or civil action in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction; violation of federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property; physical, financial or sexual abuse or misconduct with a patient or client, or medical negligence or malpractice;

8.16.1.3 Are not presently indicted or otherwise criminally, civilly or administratively charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and

8.16.1.4 Have not within a 3-year period preceding this Agreement had one or more public transaction (federal, State, or local) terminated for cause or default.

8.16.2 Contractor shall have an ongoing duty during the term of this Agreement to disclose to the County any occurrence that would prevent Contractor from making the certifications contained in this Section 8.16 on an ongoing basis. Such disclosure shall be made in writing to the COR and the County Office of Ethics and Compliance within five (5) business days of when Contractor discovers or reasonably believes there is a likelihood of such occurrence.

8.16.3 Contractor invoices shall include the following language:

I certify that the above deliverables and/or services were delivered and/or performed specifically for this Agreement in accordance with the terms and conditions set forth herein.

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- 8.17 Display of Fraud Hotline Poster(s). As a material term and condition of this Agreement, Contractor shall:
- 8.17.1 Prominently display in common work areas within all business segments performing work under this Agreement County of San Diego Office of Ethics and Compliance Ethics Hotline posters;
- 8.17.2 Posters may be downloaded from the County Office of Ethics and Compliance website at: <http://www.sandiegocounty.gov/content/sdc/cao/oec.html>. Additionally, if Contractor maintains a company website as a method of providing information to employees, the Contractor shall display an electronic version of the poster(s) at the website;
- 8.17.3 If Contractor has implemented a business ethics and conduct awareness program, including a reporting mechanism, the Contractor need not display the County poster;
- 8.17.4 In the event Contractor subcontracts any of the work performed under this Agreement, Contractor include this clause in the subcontract(s) and shall take appropriate steps to ensure compliance by the subcontractor(s).
- 8.18 False Claims Act Training. Contractor shall, not less than annually, provide training on the Federal False Claims Act (31 USC 3729-3730) and State False Claims Act (California Government Code 12650-12653) to all employees, directors, officers, agents, subcontractors, consultants or volunteers providing services under this Agreement. Contractor shall maintain verification of this training. Contractor shall retain these forms, or an electronic version, in accordance with the Agreement requirement for retention of records. For the purposes of this section, "Subcontractor" shall include any entity, other than County, that furnishes to Contractor services or supplies relevant to this Agreement other than standard commercial supplies, office space, and printing services.
- 8.19 Code of Ethics. As a material term and condition of this Agreement, Contractor shall develop and implement a Code of Ethics or similar document and maintain it during the term of this Agreement. Additionally, Contractor shall train all employees and volunteers on the Code of Ethics, and all employees, volunteers, directors, officers, and agents shall certify that they have received training and have been provided an opportunity to ask questions of their employer regarding the Code of Ethics. Contractor shall retain these certifications in accordance with the Agreement's provision regarding retention of records. Contractor shall pass this requirement down to its subcontractors in its entirety. For purposes of this section, "Subcontractor" shall mean any entity, other than County, that furnishes to Contractor services or supplies relevant to this Agreement other than standard commercial supplies, office space, and printing services.
- 8.20 Compliance Program. Contractors with an agreement that exceeds more than \$250,000 in value annually shall establish, and maintain for the duration of this Agreement, a compliance program that meets the standards of Federal Sentencing Guidelines section 8B2.1 and 42 CFR 438.608 (b)(1) – (b) (7) regardless of funding source or services.
- 8.21 Investigations. Unless prohibited by an investigating government authority, Contractor shall cooperate and participate fully in any investigation initiated by County relative to this Agreement. Upon County's request, Contractor shall promptly provide to County any and all documents, including any and all communications or information stored digitally, and make available for interviews any employee(s) of Contractor identified by County. Contractor further agrees to immediately notify County if any employee, director, officer, agent, subcontractor, vendor, consultant or volunteer of Contractor comes under investigation by any federal, State or local government entity with law enforcement or oversight authority over the Agreement or its funding for conduct arising out of, or related to, performance under this Agreement.
- Contractor shall promptly make available to County all internal investigative results, findings, conclusions, recommendations and corrective action plans pertaining to the investigation in its possession as requested by the County, unless otherwise protected by applicable law or privilege.
- 8.22 Reserved.
- 8.23 Reserved.
- 8.24 Reserved.



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**ARTICLE 9**  
**CONFLICTS OF INTEREST; CONTRACTOR'S CONDUCT**

9.1 Conflicts of Interest. Contractor presently has no interest, including but not limited to other projects or independent agreements, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor shall not employ any person having any such interest in the performance of this Agreement. Contractor shall not hire County's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of County. Without such written approval, performance of services under this Agreement by associates or employees of County shall not relieve Contractor from any responsibility under this Agreement.

9.1.1 California Political Reform Act and Government Code Section 1090 Et Seq. Contractor acknowledges that the California Political Reform Act ("Act"), Government Code section 81000 et seq., provides that Contractors hired by a public agency, such as County, may be deemed to be a "public official" subject to the Act if the Contractor advises the agency on decisions or actions to be taken by the agency. The Act requires such public officials to disqualify themselves from participating in any way in such decisions if they have any one of several specified "conflicts of interest" relating to the decision. To the extent the Act applies to Contractor, Contractor shall abide by the Act. In addition, Contractor acknowledges and shall abide by the conflict of interest restrictions imposed on public officials by Government Code section 1090 et seq.

9.1.2 California Elections Code Section 21551(d). Contractor's personnel assigned to this project and all subcontractors' personnel assigned to this project shall satisfy the requirements of Elections Code section 21551(d), which provides: "The commission shall not retain a consultant who would not be qualified as an applicant pursuant to paragraph (4) of subdivision (c) of Section 21550." Section 21550(c)(4) provides: "Within the 10 years immediately preceding the date of application to the commission, neither the applicant, nor an immediate family member of the applicant, has done any of the following:

9.1.2.1 Been appointed to, elected to, or have been a candidate for office at the local, state, or federal level representing the County of San Diego, including as a member of the board.

9.1.2.2 Served as an employee of, or paid consultant for, an elected representative at the local, state, or federal level representing the County of San Diego.

9.1.2.3 Served as an employee of, or paid consultant for, a candidate for office at the local, state, or federal level representing the County of San Diego.

9.1.2.4 Served as an officer, employee, or paid consultant of a political party or as an appointed member of a political party central committee.

9.2 Conduct of Contractor.

9.2.1 Contractor shall inform the County of all Contractor's interests, if any, that are, or that Contractor believes to be, incompatible with any interests of the County.

9.2.2 Contractor shall not, under circumstances that might reasonably be interpreted as an attempt to influence the recipient in the conduct of his duties, accept any gratuity or special favor from individuals or organizations with whom the Contractor is doing business or proposing to do business, in accomplishing the work under this Agreement.

9.2.3 Contractor shall not use for personal gain or make other improper use of confidential information, which is acquired in connection with his employment. In this connection, the term "confidential information" includes, but is not limited to, unpublished information relating to technological and scientific development; medical, personnel, or security records of the individuals; anticipated materials requirements or pricing actions; and knowledge of selections of Contractors or subcontractors in advance of official announcement.

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- 9.2.4 Contractor, its employees, directors, officers, agents, subcontractors, vendors, consultants, and volunteers shall not offer, directly or indirectly, any unlawful gift, gratuity, favor, entertainment, or other item(s) of monetary value to an employee or official of the County.
- 9.2.5 Referrals. Contractor further covenants that no referrals of clients through Contractor's intake or referral process shall be made to the private practice of any person(s) employed by the Contractor.
- 9.3 Prohibited Agreements. As required by Section 67 of the San Diego County Administrative Code, Contractor certifies that it is not in violation of the provisions of Section 67, and that Contractor is not, and will not subcontract with, any of the following:
- 9.3.1. Persons employed by County or of public agencies for which the Board of Supervisors is the governing body;
- 9.3.2. Profit-making firms or businesses in which employees described in sub-section 9.3.1, above, serve as officers, principals, partners, or major shareholders;
- 9.3.3. Persons who, within the immediately preceding twelve (12) months came within the provisions of the above sub-sections and who (1) were employed in positions of substantial responsibility in the area of service to be performed by the Agreement, or (2) participated in any way in developing the Agreement or its service specifications; and
- 9.3.4. Profit-making firms or businesses, in which the former employees described in sub-section 9.3.3 above, serve as officers, principals, partners, or major shareholders.
- 9.4 Limitation of Future Agreements or Grants. It is agreed by the parties to the Agreement that Contractor shall be restricted in its future contracting with the County to the manner described below. Except as specifically provided in this clause, Contractor shall be free to compete for business on an equal basis with other companies.
- 9.4.1 If Contractor, under the terms of the Agreement, or through the performance of tasks pursuant to this Agreement, is required to develop specifications or statements of work and such specifications or statements of work are to be incorporated into a solicitation, Contractor shall be ineligible to perform the work described within that solicitation as a prime or subcontractor under an ensuing County agreement. It is further agreed, however, that County will not, as additional work, unilaterally require Contractor to prepare such specifications or statements of work under this Agreement.
- 9.4.2 Contractor may not apply for nor accept additional payments for the same services contained in the Statement of Work.

**ARTICLE 10**  
**INDEMNITY AND INSURANCE**

- 10.1 Indemnity. County shall not be liable for, and Contractor shall defend and indemnify County and the employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), related to this Agreement or the work covered by this Agreement and arising either directly or indirectly from any act, error, omission or negligence of Contractor or its Contractors, licensees, agents, servants or employees, including, without limitation, Claims caused by the sole passive negligent act or the concurrent negligent act, error or omission, whether active or passive, of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
- 10.2 Insurance. Prior to execution of this Agreement, Contractor must obtain at its own cost and expense, and keep in force and effect during the term of this Agreement, including all extensions, the insurance specified in Exhibit "B," "Insurance Requirements," attached hereto.

**ARTICLE 11**  
**AUDIT AND INSPECTION OF RECORDS**

The County shall have the audit and inspection rights described in this section.

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- 11.1 Audit and Inspection. Contractor agrees to maintain and/or make available within San Diego County accurate books and accounting records relative to all its activities under this Agreement. Authorized federal, State or County representatives shall have the right to monitor, assess, or evaluate Contractor's performance pursuant to this Agreement, said monitoring, assessments, or evaluations to include but not limited to audits, inspection of premises, reports, and interviews of project staff and participants. Contractor assertions of confidentiality shall not be a bar to full access to the records.

At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County, State or federal officials for examination all of its records with respect to all matters covered by this Agreement and will permit County, State or federal officials to audit, examine and make excerpts or transcripts from such records, and to make audits of all invoices, materials, payrolls, records of personnel, information regarding clients receiving services, and other data relating to all matters covered by this Agreement. If an audit is conducted, it will be done in accordance with generally accepted government auditing standards as described in "Government Auditing Standards," published for the United States General Accountability Office or the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.

If any services performed hereunder are not in conformity with the specifications and requirements of this Agreement, County shall have the right to require the Contractor to perform the services in conformity with said specifications and requirements at no additional increase in total Agreement amount. When the services to be performed are of such nature that the difference cannot be corrected, County shall have the right to (1) require Contractor immediately to take all necessary steps to ensure future performance of the services in conformity with requirements of the Agreement, and (2) reduce the Agreement price to reflect the reduced value of the services performed. In the event Contractor fails to perform the services promptly or to take necessary steps to ensure future performance of the service in conformity with the specifications and requirements of the Agreement, County shall have the right to either (1) by agreement or to otherwise have the services performed in conformity with the Agreement specifications and charge to Contractor any cost occasioned to County that is directly related to the performance of such services, or (2) terminate this Agreement for default as provided in the Termination clause.

- 11.2 External Audits. Contractors will provide the following to the COR:

11.2.1 Contractor shall provide COR a copy of all notifications of audits or pending audits by federal or State representatives regarding contracted services identified in this Agreement no later than three (3) business days of Contractor receiving notice of the audit.

11.2.2 Contractor shall provide COR with a copy of the draft and final State or federal audit reports within twenty four (24) hours of receiving them (Health and Human Services Agency (HHS) Contractors shall also provide electronic copies to Agency Contract Support (ACS) at ACS.HHSA@sdcounty.ca.gov).

11.2.3 Contractor shall provide COR a copy of the contractor's response to the draft and final State or federal audit reports at the same time as response provided to the State or federal representatives.

11.2.4 Unless prohibited by the government agency conducting the audit, Contractor shall provide COR a copy of all responses made by the federal or State audit representative to the contractors' audit response no later than three (3) business days of receiving it. This will continue until the federal or State auditors have accepted and closed the audit.

- 11.3 Cost or Pricing Data. If the Contractor submitted cost or pricing data in connection with the pricing of this Agreement or any change or modification thereto, unless such pricing was based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities of the general public, or prices set by law or regulation, the Contracting Officer or his representatives who are employees of the County or its agent shall have the right to examine all books, records, documents and other data of the Contractor related to the negotiation pricing or performance of such Agreement, change or modification, for the purpose of evaluating the accuracy, completeness and currency of the cost or pricing data submitted.

- 11.4 Availability. The materials described above shall be made available at the office of the Contractor, at all reasonable times, for inspection, audit or reproduction, until the expiration of three (3) years from the date of final payment under this Agreement, or by section 11.4.1 and 11.4.2, below:

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- 11.4.1 If this Agreement is completely or partially terminated, the records relating to the work terminated shall be made available for a period of three (3) years from the date of any resulting final settlement.
- 11.4.2 Record that relate to appeals under the “Disputes” clause of this Agreement, or litigation or the settlement of claims arising out of the performance of this Agreement, shall be made available until such appeals, litigation, or claims have been disposed of, or three years after Agreement completion, whichever is longer. County shall keep the materials described above confidential unless otherwise required by law.
- 11.5 Subcontract. The Contractor shall insert a clause containing all the provisions of this Article 11 in all subcontracts hereunder except altered as necessary for proper identification of the contracting parties and the contracting officer.

**ARTICLE 12**  
**INSPECTION OF SERVICE**

- 12.1 Subject to Inspection. All performance (including services, materials, supplies and equipment furnished or utilized in the performance of this Agreement, and workmanship in the performance of services) shall be subject to inspection and test by the County at all times during the term of this Agreement. Contractor shall cooperate with any inspector assigned by the County to permit the inspector to determine whether Contractor’s performance conforms to the requirements of this Agreement. County shall perform such inspection in a manner as not to unduly interfere with Contractor’s performance.
- 12.2 Specification and Requirements. If any services performed by Contractor do not conform to the specifications and requirements of this Agreement, County may require Contractor to re-perform the services until they conform to said specifications and requirements, at no additional cost, and County may withhold payment for such services until Contractor correctly performs them. When the services to be performed are of such a nature that Contractor’s cannot correct its performance, the County shall have the right to (1) require the Contractor to immediately take all necessary steps to ensure future performance of services conforms to the requirements of this Agreement, and (2) reduce the Agreement price to reflect the reduced value of the services received by County. In the event Contractor fails to promptly re-perform the services or to take necessary steps to ensure that future performance of the service conforms to the specifications and requirements of this Agreement, the County shall have the right to either (1) without terminating this Agreement, have the services performed, by agreement or otherwise, in conformance with the specifications of this Agreement, and charge Contractor, and/or withhold from payments due to Contractor, any costs incurred by County that are directly related to the performance of such services, or (2) terminate this Agreement for default.

**ARTICLE 13**  
**USE OF DOCUMENTS AND REPORTS**

- 13.1 Findings Confidential. Any reports, information, data, etc., given to or prepared or assembled by Contractor under this Agreement that the County requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.
- 13.2 Ownership, Publication, Reproduction and Use of Material. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other material or properties produced under this Agreement shall be the sole and exclusive property of County. No such materials or properties produced in whole or in part under this Agreement shall be subject to private use, copyright or patent right by Contractor in the United States or in any other country without the express written consent of County. County shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent, in whole or in part, any such reports, studies, data, statistics, forms or other materials or properties produced under this Agreement.
- 13.3 Confidentiality. Contractor agrees to maintain the confidentiality of and take industry appropriate and legally required measures to prevent the unlawful disclosure of any information that is legally required to be kept confidential. Except as otherwise allowed by local, State or federal law or regulation and pursuant to this Section 13.3, Contractor agrees to only disclose confidential records where the holder of the privilege, whether the County, or a third party, provides written permission authorizing the disclosure.
- 13.4 Public Records Act. The California Public Records Act (“CPRA”) requires County to disclose “public records” in its actual or constructive possession unless a statutory exemption applies. This generally includes contracts and related documents. If County receives a CPRA request for records relating to the Agreement, County may, at its sole discretion,

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either determine its response to the request without notifying Contractor or notify Contractor of the request. If County determines its response to the request without notifying Contractor, Contractor shall hold County harmless for such determination. If County notifies Contractor of the request, Contractor may request that County withhold or redact records responsive to the request by submitting to County a written request within five (5) business days after receipt of the County's notice. Contractor's request must identify specific records to be withheld or redacted and applicable exemptions. Upon timely receipt of Contractor's request, County will review the request and at its sole discretion withhold and/or redact the records identified by Contractor. Contractor shall hold County harmless for County's decision whether to withhold and/or redact pursuant to Contractor's written request. Contractor further agrees that its defense and indemnification obligations set forth in Section 10.1 of this Agreement extend to any Claim (as defined in Section 10.1) against the County Parties (as defined in Section 10.1) arising out of County's withholding and/or redacting of records pursuant to Contractor's request. Nothing in this section shall preclude Contractor from bringing a "reverse CPRA action" to prevent disclosure of records. Nothing in this section shall prevent the County or its agents or any other governmental entity from accessing any records for the purpose of audits or program reviews if that access is legally permissible under the applicable local, State or federal laws or regulations. Similarly, County or its agent or designee may take possession of the record(s) where legally authorized to do so.

13.5 Maintenance of Records. Contractor shall maintain all records relating to its performance under this Agreement, including all records of costs charged to this Agreement, and shall make them available within San Diego County for a minimum of five (5) years from the ending date of this Agreement, or longer where required by funding source or while under dispute under the terms of this Agreement, unless County agrees in writing to an earlier disposition. Contractor shall provide any requested records to County within two (2) business days of request.

13.6 Custody of Records. County, at its option, may take custody of Contractor's client records upon Agreement, termination, expiration, or at such other time as County may deem necessary. County agrees that such custody will conform to applicable confidentiality provisions of State and federal law. Said records shall be kept by County in an accessible location within San Diego County and shall be available to Contractor for examination and inspection.

13.7 Audit Requirement.

(a) Contractor shall annually engage a Licensed Certified Public Accountant licensed to perform audits and attests in the State of California to conduct an annual audit of its operations. Contractors that expend \$750,000 or more of federal grant funds per year shall also have an audit conducted in compliance with Government Auditing Standards, which includes Single Audit Act Amendments and the Compliance Supplement (2 CFR part 200 App. XI). Contractors that are commercial organizations (for-profit) are required to have a non-federal audit if, during its fiscal year, it expended a total of \$750,000 or more under one or more HHS awards. 45 CFR part 74.26(d) incorporates the threshold and deadlines of the Compliance Supplement but provides for-profit organizations two options regarding the type of audit that will satisfy the audit requirements. Contractor shall include a clause in any agreement entered into with an audit firm, or notify the audit firm in writing prior to the audit firm commencing its work for Contractor, that the audit firm shall, pursuant to 31 U.S.C. 7503, and to the extent otherwise required by law, provide access by the federal government or other legally required entity to the independent auditor's working papers that were part of the independent auditor's audit of Contractor. Contractor shall submit two (2) copies of the annual audit report, the audit performed in accordance with the Compliance Supplement, and the management letter to the County fifteen (15) days after receipt from the independent Certified Public Accountant but no later than nine (9) months after the Contractor's fiscal year end.

(b) Contractor shall immediately notify County upon learning that Contractor's independent Certified Public Accountant may or will issue a disclaimer of opinion due to substantial doubt of Contractor's ability to continue as a going concern.

13.8 Reports. Contractor shall submit reports required in Exhibit A and additional reports as may be requested by the COR and agreed to by the Contractor. Format for the content of such reports may be developed by County. The timely submission of these reports is a necessary and material term and condition of this Agreement and Contractor agrees that failure to meet specified deadlines will be sufficient cause to withhold payment. Contractor shall submit to County within thirty (30) days of the termination of this Agreement a report detailing all work done pursuant to this Agreement by Contractor.

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- 13.9 Evaluation Studies. Contractor shall participate as requested by the County in research and/or evaluative studies designed to show the effectiveness and/or efficiency of Contractor services or to provide information about Contractor's project.

**ARTICLE 14**  
**(RESERVED)**

**ARTICLE 15**  
**DISPUTES**

Notwithstanding any provision of this Agreement to the contrary, the Contracting Officer shall decide any dispute concerning a question of fact arising out of this Agreement that is not otherwise disposed of by the parties within a reasonable period of time. The decision of the Contracting Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary or so grossly erroneous as necessarily to imply bad faith. Contractor shall proceed diligently with its performance hereunder pending resolution by the Contracting Officer of any such dispute. Nothing herein shall be construed as granting the Contracting Officer or any other administrative official, representative or board authority to decide questions of law, or issues regarding the medical necessity of treatment or to pre-empt any medical practitioners' judgment regarding the medical necessity of treatment of patients in their care. The foregoing does not change the County's ability to refuse to pay for services rendered if County disputes the medical necessity of care.

**ARTICLE 16**  
**GENERAL PROVISIONS**

- 16.1 Assignment and Subcontracting. Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the County; County's consent shall not be unreasonably withheld. The Contractor shall make no agreement with any party for furnishing any of the work or services herein contained without the prior written consent of the COR, pursuant to Paragraph 1.4.
- 16.2 Contingency. This Agreement shall bind the County only following its approval by the Board of Supervisors or when signed by the Purchasing and Contracting Director.
- 16.3 Entire Agreement. This Agreement, together with all Exhibits attached hereto and other agreements expressly referred to herein, constitute the entire agreement between the parties with respect to the subject matter contained herein. All prior or contemporaneous agreements, understandings, representations, warranties and statements, oral or written, including any proposals from Contractor and requests for proposals from County, are superseded.
- 16.4 Sections and Exhibits. All sections and exhibits referred to herein are attached hereto and incorporated by reference.
- 16.5 Further Assurances. Parties agree to perform such further acts and to execute and deliver such additional documents and instruments as may be reasonably required in order to carry out the provisions of this Agreement and the intentions of the parties.
- 16.6 Governing Law. This Agreement shall be governed, interpreted, construed and enforced in accordance with the laws of the State of California.
- 16.7 Headings. The Article captions, Clause and Section headings used in this Agreement are inserted for convenience of reference only and are not intended to define, limit or affect the construction or interpretation of any term or provision hereof.
- 16.8 Modification Waiver. Except as otherwise provided in Article 6, "Changes," above, no modification, waiver, amendment or discharge of this Agreement shall be valid unless the same is in writing and signed by both parties.
- 16.9 Neither Party Considered Drafter. Despite the possibility that one party may have prepared the initial draft of this Agreement or played the greater role in the physical preparation of subsequent drafts, neither party shall be deemed the drafter of this Agreement and that, in construing this Agreement in case of any claim that any provision hereof may be ambiguous, no such provision shall be construed in favor of one party on the ground that such provision was drafted by the other.
- 16.10 No Other Inducement. The making, execution and delivery of this Agreement by the parties hereto has been induced by no representations, statements, warranties or agreements other than those expressed herein.

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- 16.11 Notices. Notice to either party shall be in writing and personally delivered; sent by certified mail, postage prepaid, return receipt requested; or emailed to the County's or Contractor's designated representative (or such party's authorized representative). Any such notice shall be deemed received by the party (or such party's authorized representative) on the earliest of the date of personal delivery, three (3) business days after deposit in the U.S. Mail, or upon sending of an email from which an acknowledgement of receipt has been received other than an out of office, unavailable, or undeliverable reply.
- 16.12 Severability. If any term, provision, covenant or condition of this Agreement is held to be invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby, and each term, provision, covenant or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 16.13 Successors. Subject to the limitations on assignment set forth in Clause 16.1 above, all terms of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto and their respective heirs, legal representatives, successors, and assigns.
- 16.14 Time. Time is of the essence for each provision of this Agreement.
- 16.15 Time Period Computation. All periods of time referred to in this Agreement shall be calendar days, unless the period of time specifies business days. Calendar days shall include all days of the week, including holidays. Business days shall be Monday through Friday, excluding County observed holidays.
- 16.16 Waiver. The waiver by one party of the performance of any term, provision, covenant or condition shall not invalidate this Agreement, nor shall it be considered as a waiver by such party of any other term, provision, covenant or condition. Delay by any party in pursuing any remedy or in insisting upon full performance for any breach or failure of any term, provision, covenant or condition shall not prevent such party from later pursuing remedies or insisting upon full performance for the same or any similar breach or failure.
- 16.17 Third Party Beneficiaries Excluded. This Agreement is intended solely for the benefit of the County and its Contractor. Any benefit to any third party is incidental and does not confer on any third party to this Agreement any rights whatsoever regarding the performance of this Agreement. Any attempt to enforce provisions of this Agreement by third parties is specifically prohibited.
- 16.18 Publicity Announcements and Materials. All public announcements, including those issued on Contractor letterhead, and materials distributed to the community shall identify the County of San Diego as the funding source for contracted programs identified in this Agreement. Copies of publicity materials related to contracted programs identified in this Agreement shall be filed with the COR. County shall be advised at least twenty four (24) hours in advance of all locally generated press releases and media events regarding contracted services identified in this Agreement. Alcohol and Drug Prevention Services Contractors shall notify COR or designee at least five (5) business days in advance of all Contractor generated media releases and media events regarding contracted services identified in this Agreement.
- 16.19 Critical Incidents. Contractor shall have written plans or protocols and provide employee training for handling critical incidents involving: external or internal instances of violence or threat of violence directed toward staff or clients; loss, theft or unlawful accessing of confidential client, patient or facility resident Personal Information (PI), Personally Identifiable Information (PII) and/or Personal Health Information (PHI); fraud, waste and/or abuse of Agreement funds; unethical conduct; or violation of any portion of San Diego County Board of Supervisors Policy C-25 "Drug & Alcohol Use" while performing under this Agreement. Contractor shall report all such incidents to the COR within one business day of their occurrence. However, if this Agreement includes Article 14, Contractor must adhere to the timelines and processes contained in Article 14.
- 16.20 Responsiveness to Community Concerns. Unless prohibited by applicable State or federal law, Contractor shall notify County within one business day of receipt of any material complaints including but not limited to complaints referring to issues of abuse or quality of care, submitted to Contractor orally or in writing, regarding the operation of Contractor's program or facility under this Agreement. Contractor shall take appropriate steps to acknowledge receipt of said complaint(s) from individuals or organizations. Contractor shall take appropriate steps to utilize appropriate forums to address or resolve any such complaints received. Nothing in this provision shall be interpreted to preclude Contractor from engaging in any legally authorized use of its facility, property or business as approved, permitted or licensed by the applicable authority.

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16.21 Criminal Background Check Requirements. Contractor shall ensure that criminal background checks are required and completed prior to employment or placement of any employee, director, officer, agent, subcontractor, consultant or volunteer in compliance with any licensing, certification, funding, or Agreement requirements, including the Statement of Work, which may be higher than the minimum standards described herein. At a minimum, background checks shall be in compliance with Board of Supervisors Policy C-28, available on the County of San Diego website, and are required for any individuals identified above who will be providing services under this Agreement or who will be assigned to sensitive positions funded by this Agreement. Sensitive positions are those that: (1) physically supervise minors or vulnerable adults; (2) have unsupervised physical contact with minors or vulnerable adults; and/or (3) have a fiduciary responsibility to any County client, or direct access to, or control over, bank accounts or accounts with financial institutions of any client. If this Agreement includes Article 14, Contractor must also adhere to requirements contained in Article 14.

Contractor shall have a documented process for reviewing the information and determine if criminal history demonstrates behavior that could create an increased risk of harm to clients. Contractor shall document review of criminal background findings and consideration of criminal history in the selection of such persons listed above in this section

16.21.1 Contractor shall utilize a subsequent arrest notification service during the term of this Agreement for any individual required to undergo the Criminal Background Check process described in 16.21.

16.21.2 Contractor shall keep the documentation of their review and consideration of the individual's criminal history on file in accordance with paragraph 13.4 "Maintenance of Records."

16.21.3 Definitions

- A. Activities of Daily Living: The basic tasks of everyday life, such as eating, bathing, dressing, toileting, and transferring.
- B. Minor: Individuals under the age of eighteen (18) years old.
- C. Sensitive Position: A job with responsibilities that can be criminally abused at great harm to the Agreement or the clients served. All positions that (1) physically supervise minors or vulnerable adults, (2) have unsupervised physical contact with minors or vulnerable adults, or (3) have fiduciary responsibility to a County client or direct access to, or control over client bank accounts, or serve in a financial capacity to the County client.
- D. Vulnerable Adult: (1) Individuals age eighteen (18) years or older, who require assistance with activities of daily living and who may be put at risk of abuse during service provision; (2) Individuals age eighteen (18) years or older who have a permanent or temporary limited physical and/or mental capacity that may put them at risk of abuse during service provision because it renders them: unable to make decisions for themselves, unable to physically defend themselves, or unaware of physical abuse or other harm that could be perpetrated against them.
- E. Volunteer: A person who performs a service willingly and without pay.

16.22 Reserved.

16.23 Survival. The following sections or articles of this Agreement shall survive the expiration or earlier termination of this Agreement: Sections 8.1, 8.13, 8.14, 8.15, 8.21, 10.1, 11.1, 11.2, and 11.4, and Articles 7 and 13.

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**SIGNATURE PAGE**

**AGREEMENT TERM.**

The initial term of this Agreement shall begin on the date of the last signature below and end on March 31, 2022

**OPTION TO EXTEND.** The County shall have the option to extend the term of this Agreement for \_\_\_\_ increments of \_\_\_\_ year(s) each for a total of \_\_\_\_ years beyond the expiration of the Initial Term, not to exceed \_\_\_\_\_, 20\_\_, pursuant to Exhibit C Payment Schedule or other applicable pricing provisions of this Agreement. Unless County notifies Contractor in writing not less than thirty (30) days prior to the expiration date that the County does not intend to extend the Agreement, the Agreement will be automatically extended for the next option period.

Options to Extend For One To Six Additional Months at End of Agreement. County shall also have the option to extend the term of this Agreement, in one or more increments, for a total of no less than one (1) and no more than six (6) calendar months (“Incremental Options”). The County may exercise each Incremental Option by providing written notice to Contractor no fewer than fifteen (15) calendar days prior to expiration of this Agreement. The rates in effect at the time an Incremental Option is exercised shall apply during the term of the Incremental Option.

**COMPENSATION:** Pursuant to Exhibit C or other applicable pricing provisions of this Agreement, County agrees to pay Contractor a maximum Agreement amount of \_\_\_\_\_ (\$#####), in accordance with the method of payment stipulated in Article 4.

**COR.** The County has designated the following individual as the Contracting Officer’s Representative (“COR”)

#Name and Title  
#Address  
#Address  
#Phone, FAX and email

**CONTRACTOR’S REPRESENTATIVE.** The Contractor has designated the following individual as the Contractor’s Representative.

#Name and Title  
#Address  
#Address  
#Phone, FAX and email

IN WITNESS WHEREOF, County and Contractor have executed this Agreement effective as of the date of the last signature below.

**COUNTY OF SAN DIEGO**

***[#CONTRACTOR NAME]***

By: \_\_\_\_\_  
JOHN M. PELLEGRINO, Director  
Department of Purchasing and Contracting

By: \_\_\_\_\_  
*[#Name and Title]*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
APPROVED FOR FORM AND LEGALITY

Date: \_\_\_\_\_

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**EXHIBIT A – STATEMENT OF WORK**

**1. SCOPE/PURPOSE**

To support the redrawing of supervisorial district boundaries in the County of San Diego (“County”), the County of San Diego Independent Redistricting Commission (“IRC”) plans to retain a contractor for public outreach and engagement services to seek and encourage broad and diverse community input during the redistricting public review process.

**2. BACKGROUND**

Every ten years, after the federal census, district boundaries for federal, state, and local elected offices are redrawn to reflect new population data and shifting populations to ensure equal representation to the extent possible. This process is called Redistricting. California Elections Code Section 21550-21553 and the County Charter, Section 400.1 set forth the rules for drawing the supervisorial district boundaries for the County of San Diego and provide that this responsibility rests with the IRC through a process that must include public engagement and public meetings of the IRC.

Fourteen people serve on the IRC that is required to reasonably represent the County’s diversity. Per State law, the process is independent from the influence of the Board of Supervisors. Also, per State law, the County provides funding and staffing support for the work of the IRC.

The redistricting process is conducted in conformance with California Elections Code Section 21550-21553 and other applicable law. Of specific relevance to this process is the legal requirement that the IRC must encourage public participation in redistricting through:

- Media Outreach
- Good government, civil rights, civic engagement, and community groups
- Live translation, if requested 72 hours in advance of any scheduled meeting
- Publication of notices on the Internet
- Publication of a draft map at least seven days before adoption
- Publication of relevant demographic data
- Ready access by the public to redistricting data and computer software equivalent to what is available to the commission members
- Receipt of maps or testimony from the public in writing or electronically.

At this time, there are two separate support contracts planned to assist the IRC. The first, the subject of this RFP, provides necessary public outreach and engagement services to insure appropriate public input and understanding of the redistricting process. The second provides necessary demographic consulting and mapping services. These two efforts should support each other and minimize overlap towards obtaining the most accurate and acceptable redistricting objectives.

**3. TARGET POPULATION AND GEOGRAPHICAL SERVICE AREA**

- 3.1. Contractor shall provide services in the County of San Diego and at the direction of the IRC. A single point of contact within the IRC will be established to facilitate such communication.
- 3.2. Contractor’s target audience shall be the residents of the County of San Diego (including all unincorporated areas) and shall be reflective of the County’s demographics, communities of interest, and place-based communities, taking into account the following, but not limited to, race/ethnicity, socio-economic status, language spoken, educational attainment, housing type, etc.

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3.3. Contractor shall coordinate with other entities for public outreach and engagement, including but not limited to local media outlets, community organizations, neighborhood associations, faith-based organizations, and local businesses.

**4. REQUIREMENTS FOR SERVICE DELIVERY**

4.1. Public Outreach and Engagement Services. Contractor shall provide ongoing public outreach and engagement services, analysis, and support of the IRC.

4.1.1. Contractor shall develop and execute a public outreach and communications plan with a timeline consistent with the IRC's timeline to approve and adopt a redistricting map of the County supervisorial districts. The public outreach and communications plan shall at a minimum identify:

4.1.1.0. Methods and strategies to increase public engagement and input in the development of draft redistricting maps in the process of approving and adopting a redistricting map, with particular focus on communities of interest, underserved communities, and communities that have been historically disengaged from the redistricting process.

4.1.1.1. Appropriate outreach and venues for in-person and/or virtual meetings for each target community.

4.1.1.2. Appropriate hours for meetings for each target community to accommodate all residents (e.g., regular business hours, on weekends, or during evening hours).

4.1.1.3. Appropriate translation services and translated written materials for the target communities at all public meetings and events to meet the applicable language requirements in state law and in coordination with IRC and the County. These services are above and beyond the translation services that the County currently provides for the IRC meetings.

4.1.1.4. Enhancements to the website to maximize interest, user friendliness, traffic and engagement.

4.1.1.5. An optimal media and public relations strategy for advertising community outreach events, that includes posting information on a public facing website, social media, email distributions, mailers, posters/flyers, local radio and television, PSAs, including collateral materials, such as presentations, standard talking points and FAQs for the IRC.

4.1.1.6. A variety of tools to solicit broad and diverse community input including, but not limited to, surveys and questionnaires, online input tools, and/or public comment.

4.1.1.7. A process to allow for public comment and suggestions in the drawing of supervisorial districts maps, in coordination with the IRC's demographic consulting and mapping services contractor and County staff.

4.2 Contractor shall organize, execute, and attend public meetings, educational events, and trainings with the goal of lowering barriers to and increasing the public's participation in the redistricting process.

4.2.1 These trainings shall include, but not be limited to, an overview of the redistricting process, applicable state and federal voting rights laws, and how to provide written and oral testimony at public meetings.

4.2.2 Contractor shall coordinate demographic and mapping training with the IRC's demographic consulting and mapping services contractor and County staff.

4.3 Contractor shall work to engage broad public participation and input at the regular meetings of the IRC and at a minimum of seven (7) Pre-Mapping Public Hearings and two (2) Public Hearings on draft redistricting maps, as required by the California Elections Code § 21552 subdivision (c).

4.3.1 Contractor shall work with the IRC and community partners to identify additional outreach efforts and/or special public hearings to reach target audiences, and gather a robust portfolio of broad, diverse public input that reflects the demographics and communities of interest of the County of San Diego.

4.3.2 Outreach shall be made in all supervisorial districts of the County to ensure the maximum number of residents have equal opportunity to provide their input.

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- 4.4 Contractor shall provide all staff, supervision, subcontractors, materials and supplies necessary to perform the work described herein and/or as directed by the IRC.
- 4.5 Contractor shall retain the services of no fewer than three (3) subcontractors to support the goals and objectives in the Statement of Work.
- 4.5.1 Subcontractors shall include local community-based organizations and service providers that currently provide broad and diverse public outreach/engagement services to the target population or members of the community who are recognized to have a close understanding of the community served.
- 4.5.2 Contractor shall perform ongoing subcontractor engagement and collaboration throughout the duration of the Contract.
- 4.6 Contractor shall coordinate with the IRC's demographic consulting and mapping services contractor as appropriate to support their mapping software training and technical support efforts.
- 4.7 Contractor shall continuously monitor and implement all updated guidelines and information regarding COVID-19 throughout the duration of the Contract. Contractor shall meet all current State and County guidelines for Safe Reopening related to COVID-19 as stated in <https://covid19.ca.gov> and <https://www.sandiegocounty.gov/coronavirus.html>.
- 4.8 Contractor shall submit any communication materials and information to IRC and/or designated County staff for approval prior to publishing or distribution.

**5. CONTRACT MONITORING AND REPORTING**

- 5.1. Contractor shall provide monthly detailed program status, management, and budget reports both orally and in writing to the IRC.
- 5.2. Contractor shall track and report in writing public participation in each outreach event.
- 5.2.1. Contractor shall ask participants to complete a voluntary survey to collect demographic data (including at minimum, zip code of residence, community of interest, age, gender, household income, race/ethnicity, rental/homeownership status).
- 5.2.2. Contractor shall provide a monthly detailed Outreach Report both orally and in writing to IRC which summarizes the following:
- 5.2.2.0. Narrative summary of outreach efforts, public participation and input received.
- 5.2.2.1. Number of outreach events.
- 5.2.2.2. Date, location and supervisorial district for each outreach event.
- 5.2.2.3. Total number of attendees and demographic information for each outreach event, including any available demographic data collected in the survey per 5.2.1 (listed above) for each outreach event.
- 5.2.2.4. Summary metrics and analytics for all marketing efforts including social media post metrics, website traffic, email click through rates, poster/flyer distribution reach, and TV and radio reach.
- 5.3. Contractor shall prepare a final report detailing all outreach efforts, public participation and input, number of events with date, supervisorial district, and number of attended at the end redistricting process and prior to the end of the contract.

**6. ADDITIONAL WORK AND SUPPORT SERVICES**

- 6.1. The County of San Diego may approve additional work and other related support services deemed necessary by the IRC. In such case, additional work and support services shall be confirmed and procured in the form of a

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task order.

**7. SPECIAL PROGRAM TIMING CONSIDERATIONS**

- 7.1. The goal of this contract is to provide public outreach and engagement consulting services in support of the IRC's adoption of a final supervisorial district map prior to the statutory deadline, currently December 15, 2021, in accordance with applicable law and the schedule and processes established by the IRC with County staff. At this time, necessary Federal census may not be available for IRC use until approximately September 30, 2021 and California modifications thereto available at an even later date, perhaps in late October. Responses to this RFP should take these dates into consideration to make best use of time and resources between contract award and the statutory deadline.

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**EXHIBIT B – INSURANCE AND BONDING REQUIREMENTS**

**INSURANCE REQUIREMENTS FOR CONTRACTORS**

Without limiting Contractor's indemnification obligations to County, Contractor shall provide at its sole expense and maintain for the duration of this contract, or as may be further required herein, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of the work by the Contractor, his agents, representatives, employees or subcontractors.

**1. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

- A. Commercial General Liability, Occurrence form, Insurance Services Office form CG0001.
- B. Automobile Liability covering all owned, non owned, hired auto Insurance Services Office form CA0001.
- C. Workers' Compensation, as required by State of California and Employer's Liability Insurance.
- D. Professional Liability (Errors & Omissions)

**2. Minimum Limits of Insurance**

Contractor shall maintain limits no less than:

- A. Commercial General Liability including Premises, Operations, Products and Completed Operations, Contractual Liability, and Independent Contractors Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. The General Aggregate limit shall be \$4,000,000.
- B. Automobile Liability: \$1,000,000 each accident for bodily injury and property damage.
- C. Employer's Liability: \$1,000,000 each accident for bodily injury or disease. Coverage shall include waiver of subrogation endorsement in favor of County of San Diego.
- D. Professional Liability (Errors & Omissions): \$2,000,000 per claim with an aggregate limit of not less than \$2,000,000. Coverage shall include contractual liability. This coverage shall be maintained for a minimum of three years following termination or completion of Contractor's work pursuant to the Contract.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. As a requirement of this contract, any available insurance proceeds in excess of the specified minimum limits and coverage stated above, shall also be available to the County of San Diego.

**3. Self-Insured Retentions**

Any self-insured retention must be declared to and approved by County Risk Management. At the option of the County, either: the insurer shall reduce or eliminate such self-insured retentions as respects the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

**4. Other Insurance Provisions**

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

A. Additional Insured Endorsement

The County of San Diego, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively are to be covered as additional insureds on the General Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in

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the form of an endorsement to the Contractor's insurance (at least as broad as ISO from CG 2010 11 85 or **both** CG 2010, CG 2026, CG 2033, or CG 2038; **and** CG 2037 forms if later revisions used).

**B. Primary Insurance Endorsement**

For any claims related to this Contract, Contractor's insurance coverage, including any excess liability policies, shall be primary insurance at least as broad as ISO CG 20 01 04 13 as respects the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively. Any insurance or self-insurance maintained by the County, its officers, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**C. Notice of Cancellation**

Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

**D. Severability of Interest Clause**

Coverage applies separately to each insured, except with respect to the limits of liability, and that an act or omission by one of the named insureds shall not reduce or avoid coverage to the other named insureds.

**General Provisions**

**5. Qualifying Insurers**

All required policies of insurance shall be issued by companies which have been approved to do business in the State of California by the State Department of Insurance, and which hold a current policy holder's alphabetic and financial size category rating of not less than A, VII according to the current Best's Key Rating guide, or a company of equal financial stability that is approved in writing by County Risk Management.

**6. Evidence of Insurance**

Prior to commencement of this Contract, but in no event later than the effective date of the Contract, Contractor shall furnish the County with a copy of the policy declaration and endorsement pages along with the certificates of insurance and amendatory endorsements effecting coverage required by this clause. Policy declaration and endorsement pages shall be included with renewal certificates and amendatory endorsements submissions and shall be furnished to County within thirty days of the expiration of the term of any required policy. Contractor shall permit County at all reasonable times to inspect any required policies of insurance.

**7. Failure to Obtain or Maintain Insurance; County's Remedies**

Contractor's failure to provide insurance specified or failure to furnish certificates of insurance and amendatory endorsements or failure to make premium payments required by such insurance shall constitute a material breach of the Contract, and County may, at its option, terminate the Contract for any such default by Contractor.

**8. No Limitation of Obligations**

The foregoing insurance requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of said insurance by the County are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Contractor pursuant to the Contract, including, but not limited to, the provisions concerning indemnification.

**9. Review of Coverage**

County retains the right at any time to review the coverage, form and amount of insurance required herein and may require Contractor to obtain insurance reasonably sufficient in coverage, form and amount to provide adequate protection against the kind and extent of risk which exists at the time a change in insurance is required.

**10. Self-Insurance**

Contractor may, with the prior written consent of County Risk Management, fulfill some or all of the insurance requirements contained in this Contract under a plan of self-insurance. Contractor shall only be permitted to utilize such self-insurance if in the opinion of County Risk Management, Contractor's (i) net worth, and (ii) reserves for payment of claims of liability against Contractor, are sufficient to adequately compensate for the lack of other insurance coverage required by this

**COUNTY CONTRACT NUMBER TBD**  
**AGREEMENT WITH [#CONTRACTOR'S NAME] FOR INDEPENDENT REDISTRICTING**  
**COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

Contract. Contractor's utilization of self-insurance shall not in any way limit liabilities assumed by Contractor under the Contract.

**11. Claims Made Coverage**

If coverage is written on a "claims made" basis, the Certificate of Insurance shall clearly so state. In addition to the coverage requirements specified above, such policy shall provide that:

- A. The policy retroactive date coincides with or precedes Contractor's commencement of work under the Contract (including subsequent policies purchased as renewals or replacements).
- B. Contractor will make every effort to maintain similar insurance during the required extended period of coverage following expiration of the Contract.
- C. If insurance is terminated for any reason, Contractor shall purchase an extended reporting provision of at least three years to report claims arising in connection with the Contract.
- D. The policy allows for reporting of circumstances or incidents that might give rise to future claims.

**12. Subcontractors' Insurance**

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. Such Additional Insured endorsement shall be attached to the certificate of insurance in order to be valid and on a form at least as broad as ISO from CG 2010 11 85 or both CG 2010, CG 2026, CG 2033, or CG 2038; and CG 2037 forms if later revisions used. If any sub contractor's coverage does not comply with the foregoing provisions, Contractor shall defend and indemnify the County from any damage, loss, cost, or expense, including attorneys' fees, incurred by County as a result of subcontractor's failure to maintain required coverage.

**13. Waiver of Subrogation**

Contractor hereby grants to County a waiver of their rights of subrogation which any insurer of Contractor may acquire against County by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the County for all work performed by the Contractor, its employees, agents and subcontractors.



**COUNTY CONTRACT NUMBER TBD  
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 COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

**EXHIBIT C – PRICING/PAYMENT SCHEDULE**

**1. FIXED PRICE PROPOSAL**

- 1.1. Based on the services expressly required and reasonably inferred from the SOW, and your proposed technical approach outlined in your response to section 3 of the submittal items, provide your proposed fixed price which is inclusive of associated travel and per diem expenses for in-person activities. Fixed prices shall be communicated in a format similar to the below table. The anticipated budget for this effort is \$200,000.
- 1.2. Due to the uncertainties created by the COVID 19 pandemic, it is unknown at this point in time the extent to which in-person meetings will be permissible and/or recommended on the grounds of public safety. If your organization has proposed in-person activities as part of your technical proposal, include those travel costs in your fixed price and detail all applicable associated travel and applicable per diem expenses as a separate line item as shown in the table below.

Work/Activity Description	Price
Consulting Services	
Managerial and/or administrative support	
Clerical/staff support	
Documents, reports, forms	
Reproduction	
Direct Expenses	
Indirect Expenses	
Technical Support	
Translation Services	
Public Input Meetings	
Technical assistance	
All associated travel and per diem expenses	
Any other items (itemize)	

Grand Total Fixed Price (inclusive of associated travel and per diem expenses for in-person activities) \$ \_\_\_\_\_

Offeror qualifies as a Preferred Vendor\* (if checked, complete information below)

By checking the box and submitting a Preferred Vendor Adjusted Price, Offeror represents that it qualifies as a Preferred Vendor as described in Section 405 of the San Diego Code of Administrative Ordinances and Section 3.7 of the RFP Instructions and Rules. To qualify as a Preferred Vendor, Offeror must be a Local Business that is also a Veteran Owned Business, Disabled Veteran Owned Business or Small Business. Offeror must document eligibility by satisfying both 1. and 2. below. Offeror must provide supporting documentation upon request of the County.

1. Local Business: Offeror maintains a headquarters or provides the same or similar services to those proposed from the following address(es) located within the geographic boundaries of San Diego County.

**COUNTY CONTRACT NUMBER TBD**  
**AGREEMENT WITH [#CONTRACTOR'S NAME] FOR INDEPENDENT REDISTRICTING**  
**COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

Headquarters    Other location providing the same or similar services

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

AND

2. Offeror holds a current certification that qualifies it as a Veteran Owned Business, Disabled Veteran Owned Business or Small Business. Indicate certification(s) below.

State of California Certifications:

Small Business (SB) – Certificate # \_\_\_\_\_

Micro Business (MB) – Certificate # \_\_\_\_\_

Small Business for the Purpose of Public Works (SB-PW) – Certificate # \_\_\_\_\_

Disabled Veteran Business Enterprise (DVBE) – Certificate # \_\_\_\_\_

U.S. Department of Veterans Affairs Certifications:

Veteran-Owned Small Business (VOSB) – Certificate # \_\_\_\_\_

Service-Disabled Veteran-Owned Small Business (SDVOSB) – Certificate # \_\_\_\_\_

**Preferred Vendor Adjusted Price:**

<b>GRAND TOTAL</b> (from Pricing Schedule):	<b>PRICE ADJUSTMENT</b> multiply Box 1 by 0.05 (if greater than \$50,000, enter \$50,000)	<b>ADJUSTED PRICE</b> subtract Box 2 from Box 1
<b>Box 1</b> \$ _____	<b>Box 2</b> \$ _____	\$ _____

County maintains the right to verify the calculation of the Adjusted Price. In the event of a mathematical error, the Grand Total from the pricing schedule shall prevail, and a corrected Price Adjustment shall be used.

1.3. Describe any assumptions used to develop the Grand Total Fixed Price.

**2. ADDITIONAL AS NEEDED PRICING**

2.1. In the event that in-person meetings are not permissible detail all applicable price deductions/additions associated with the alternative remote activities proposed as part of your technical approach.

Item	Price Change (deductions/addition)
Consulting Services	
Managerial and/or administrative support	
Clerical/staff support	
Documents, reports, forms	
Reproduction	

**COUNTY CONTRACT NUMBER TBD**  
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**COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

Direct Expenses	
Indirect Expenses	
Translation Services	
Technical Support	
Public Input Meetings	
Technical assistance	
All associated travel and per diem expenses	
Any other items (itemize)	
<b>TOTAL (+/-)</b>	

- 2.2. Provide an as-needed price (fully burdened hourly rates for available personnel/fixed prices for additional supporting items/software etc.) for additional products and services that may support this project. Prices must be firm for the duration of the agreement term.
- 2.3. In the event that the County’s IRC requests additional outreach sessions provide a fixed price per sessions for:
  - 2.3.1. Outreach sessions conducted on-site in San Diego County.
  - 2.3.2. Outreach sessions conducted remotely.
- 2.4. For both on-site and remote sessions detail the applicable price breakdown in a similar format to the pricing format requested in 1.1 of the Exhibit C pricing schedules.



# County of San Diego

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**Allen R. Hunsberger**  
Assistant Director

5/13/2021

## **ADDENDUM No. 1**

### **COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 10926) INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

Addendum No. 1 forms a part of the contract documents and changes the original documents only in the manner and to the extent stated.

1. Pre-proposal conference slides and an attendance list has been posted to BuyNet as separate attachments.



# Pre-Proposal Conference



## COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 10926)

### INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES

May 11, 2021



# Welcome

- ▶ RFP #10926 ONLY
- ▶ Conference will focus on the main points of the RFP
- ▶ Slides will be available on BuyNet
- ▶ Oral Explanation or Instructions shall not be considered binding by the County



# The Process

- ▶ Submit questions via email. Questions will be addressed via addendum(s) posted to BuyNet.
- ▶ Deadline for questions via e-mail:
  - ▶ May 18, 2021 @ 5:00 PM
  - ▶ [Richard.Mccarvell@sdcounty.ca.gov](mailto:Richard.Mccarvell@sdcounty.ca.gov)
  - ▶ Subject: RFP #10926



# The Process

- ▶ **Structured Process**
  - ▶ Best Value to the County
  - ▶ Price and all other factors are considered
- ▶ **Proposal Evaluation and Submittal Items**
  - ▶ Minimum Requirements - PASS/FAIL
  - ▶ Offeror and Offeror's Personnel, Experience and Qualifications
  - ▶ Technical Approach
  - ▶ Price





# Deadline and Delivery Location

- ▶ All proposals are due **NO LATER THAN :**
  - ▶ **3:00 PM San Diego time, June 1, 2021.**
  - ▶ Proposals may be submitted via electronic upload to BuyNet
  - ▶ If Offeror is unable to submit via BuyNet for any reason, Offeror may submit via electronic files on CD/DVD or a printed proposal at the Purchasing and Contracting front desk. Until further notice, RFPs will be accepted at the front desk by mail or courier service only (the County will not accept personal delivery by Offerors or Offeror's representatives).



# RFP Packet

- ▶ Cover letter to the RFP
- ▶ RFP Instructions and Rules
- ▶ Evaluation Criteria
- ▶ Submittal Items
- ▶ Proposal Cover Page (PC-600 Form)
- ▶ Representations and Certifications form
- ▶ Nondisclosure Indemnification
- ▶ Draft Contract
- ▶ Exhibits A, Exhibit B, & Exhibit C



# RFP Instructions and Rules

- ▶ Process
- ▶ Submission
  - ▶ Electronic upload to BuyNet
  - ▶ Confidential/Proprietary information
- ▶ Evaluation and Selection
- ▶ Review requirements of each section



# Evaluation and Submittal Items



- ▶ Address all areas of the RFP
- ▶ Evaluation Criteria Outlined in RFP
- ▶ Submittal Items - Outline's information requested to be submitted (technical and pricing)
- ▶ Separate Technical and Pricing
  - ▶ Do not put pricing in the technical volume



# PC-600 Form

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- ▶ The completed PC-600 Form
  - ▶ Offeror information
  - ▶ Authorized representative (No Electronic Signatures)
  - ▶ Cover page of the proposal



# Representations and Certifications



- ▶ The completed Reps and Certs
  - ▶ Page 2 of the proposal
  - ▶ Business Type / Representation
  - ▶ Disabled Veterans Business Enterprise requirements
  - ▶ Certification of Debarment, Suspension, Current Cost or Pricing and Independent Pricing
  - ▶ Federal Tax ID (prior to any award)
  - ▶ Name, Title, Date & **Signature** (No Electronic Signatures)



# California Revenue and Taxation Code



- ▶ Refer to the Franchise Tax Board websites for tax forms and information on nonresident withholding, including waivers or reductions.
  - ▶ W-9 / Form 590 / Form 587
- ▶ Failure to submit the required forms will result in withholding of payments.
- ▶ The County will not give you any tax advice. It is recommended you speak with your tax adviser and/or the State of California for guidance.



# Nondisclosure Indemnification Agreement



- ▶ California Public Records Act, Government Code Section 6250
  - ▶ Trade Secrets
  - ▶ Proprietary
- ▶ Agreement to defend and indemnify the County of San Diego and its Board of Supervisors, Officers, Directors, Employees and Agents
  - ▶ **No Electronic Signatures**





# Confidential/Proprietary Information



- ▶ If proposal contains confidential and/or proprietary information
  - ▶ Submit in a separate file marked as
    - ▶ **“EXHIBIT – CONFIDENTIAL/PROPRIETARY”**
  - ▶ Responses to solicitation requirements shall refer to the response contained within the **EXHIBIT – CONFIDENTIAL/PROPRIETARY**
  - ▶ Submit an original signed Indemnification Agreement **(No Electronic Signatures)**



# Contract

- ▶ Contract Terms and Conditions
- ▶ Exhibit A: Statement of Work
- ▶ Exhibit B: Insurance Requirements
- ▶ Exhibit C: Pricing Schedule



# Proposal Submission

- ▶ Follow Instructions and Rules
- ▶ Follow Evaluation and Submittal Items
- ▶ Respond to all items
- ▶ Do not assume evaluators know you
- ▶ It is the Offeror's responsibility to check for addenda.  
Register for BuyNet
- ▶ Check website daily
- ▶ Proposal Due Date/Will Close On/ No later than:  
**3:00 p.m. Local San Diego time – June 1, 2021**



# Questions

- ▶ Submit questions/clarifications via email to the Contracting Officer:
  - ▶ [Richard.Mccarvell@sdcounty.ca.gov](mailto:Richard.Mccarvell@sdcounty.ca.gov)
  - ▶ Subject: RFP #10926
- ▶ Questions to be received in writing no later than **May 18, 2021 at 5:00 PM (San Diego time)**
- ▶ Questions will be answered in subsequent addenda and posted to BuyNet.



**COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS  
(RFP 10926)**

**INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT  
SERVICES**

**PRE-PROPOSAL CONFERENCE**

**May 11, 2021 @ 1:00 PM, County of San Diego**

**ATTENDANCE AND INTEREST LIST**

<b><u>NAME</u></b>	<b><u>FIRM</u></b>	<b><u>BUSINESS EMAIL ADDRESS</u></b>
<u>Richard McCarvell</u>	<u>County of San Diego</u>	<u>Richard.Mccarvell@sdcounty.ca.gov</u>
<u>Liberty Donnelly</u>	<u>County of San Diego</u>	<u>Liberty.Donnelly@sdcounty.ca.gov</u>
<u>John Schmid</u>	<u>CookandSchmid</u>	<u>JSchmid@CookandSchmid.com</u>
<u>Leisa Rodriguez</u>	<u>University of San Diego</u>	<u>leisarodriguez@sandiego.edu</u>
<u>Carl Luna</u>	<u>University of San Diego</u>	<u>carlluna@sandiego.edu</u>
<u>Jack Beresford</u>	<u>San Diego Community College District Outreach Consultant</u>	<u>jberesford@sdccd.edu</u>
<u>Jessica Harleaux</u>	<u>Arellano Associates</u>	<u>JHarleaux@arellanoassociates.com</u>
<u>Pedro Anaya</u>	<u>Southwest Strategies LLC</u>	<u>panaya@swspr.comunty.ca.gov</u>
<u>Yolanda Cordova</u>	<u>The Daily Transcript</u>	<u>Yolanda_Cordova@sdtranscript.com</u>
<u>Pranett Chhunpen</u>	<u>Imprenta Communications Group, Inc</u>	<u>pchhunpen@icgworldwide.com</u>
<u>Commissioner Arv Larson</u>	<u>Independent Redistricting Commission</u>	<u>arv.larson@sdcounty.ca.gov</u>
<u>Paula Roberts</u>	<u>Aqua Community Relations Group</u>	<u>paula@aquacrg.com</u>
<u>Elida Chavez</u>	<u>Community Outreach Consultant</u>	<u>elidachavez01@gmail.com</u>
<u>Rozanna Zane</u>	<u>abasd.org</u>	<u>rozanna@abasd.org</u>



# County of San Diego

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**Allen R. Hunsberger**  
Assistant Director

5/24/2021

## ADDENDUM No. 2

### **COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 10926) INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES**

Addendum No. 2 forms a part of the contract documents and changes the original documents only in the manner and to the extent stated.

#### **Questions and Answers.**

Q1. Can you please clarify the meaning of 1.1.3 Served as an employee of, or paid consultant for, a candidate ... representing the County of San Diego? Does it mean any office WITHIN the County? For example, if you worked on a school board or water board campaign within San Diego County is that a conflict? Or just if you were in a role that represented countywide interests?

A1. The language included in Submittal items 1.1 requiring confirmation “that all personnel of the Offeror assigned to this project and the personnel of any subcontractor assigned to this project meets the requirements of Elections Code section 21551(d) and 21550(c)(4)” is mirrored on the language in the Elections Code. Therefore, it is the Offeror’s responsibility to determine if your Organization and proposal are compliant with this requirement.

Q2. The RFP calls for Enhancements to the website to maximize interest, user friendliness, traffic and engagement.

- a. Is the website mentioned the County IRC page <https://www.sandiegocounty.gov/content/sdc/redistricting.html>?
- b. If so, is the contractor responsible for actually making these changes (the contractor receives administrative access to the website) or will the contractor work with the County website host to implement suggested changes?
- c. If not, is the contractor responsible for securing and creating the outreach web platform necessary for the scope of work and for covering costs associated with website development and operation?
- d. Who will have final authority on approving such changes/web content?

A2. An answer to these questions will be posted via a subsequent addendum.

Q3. The RFP calls for an optimal media and public relations strategy for advertising community outreach events, that includes posting information on a public facing website, social media, email distributions, mailers, posters/flyers, local radio and television, PSAs, including collateral materials, such as presentations, standard talking points and FAQs for the IRC.

- a. Is the contractor responsible for physical costs (printing, mailing) associated with the production and distribution of materials or will these costs be borne by the County independent of the contract award?
- b. Will social media outreach be conducted through existing CoSD social media accounts? If so, will the contractor be given administrative access to the accounts? Or will the contractor be required to create new social media accounts?
- c. Who will have final approval on all materials created by the contractor for public dissemination and distribution?

A3. The contractor will be responsible for physical costs associated with the production and distribution of materials. The contractor is expected to create new social media accounts for the IRC for outreach. The contractor will be able to coordinate outreach with CoSD social media accounts but will not have access to them. Final approval of all substantive and content related changes to materials created by the contractor for public dissemination and distribution must be approved by the IRC. Minor changes, like corrections to grammatical errors will not need approval.

Q4. The RFP calls for a variety of tools to solicit broad and diverse community input including, but not limited to, surveys and questionnaires, online input tools, and/or public comment.:

- a. Is the contractor responsible for physical costs associated with the production and distribution (printing, mailing) of surveys and questionnaires or will these costs be borne by the County independent of the contract award?
- b. Will online surveys, questionnaires/input tools/public comment tools be implemented through existing CoSD website and social media platforms or must the Contractor create a separate online distribution system?

A4. An answer to these questions will be posted via a subsequent addendum.

Q5. The RFP calls for the Contractor to organize, execute, and attend public meetings, educational events, and trainings and to engage broad public participation and input... at a minimum of seven (7) Pre-Mapping Public Hearings and two (2) Public Hearings using appropriate outreach and venues for in-person and/or virtual meetings for each target community.

- a. Is the contractor responsible for production costs (costs of venues for in-person events; webinar and video production costs for all events, in-person/hybrid or fully virtual) or are these costs to be covered independent of the contract by the CoSD?
- b. Is the contractor responsible for subcontracting event production support (video, webinar, etc) or will the CoSD be subcontracting for such support independent of this contract?

A5. The contractor will be responsible for production costs (costs of venues for in-person events; webinar and video production costs for all events, in-person/hybrid or fully virtual), and for subcontracting event production support (video, webinar, etc.).

Q6. The RFP calls for the Contractor to “provide all staff, supervision, subcontractors, materials and supplies necessary to perform the work described herein and/or as directed by the IRC.”

- a. Does this cost apply to all IRC outreach subcontractors and staff working outside of the Contractor's contract responsibilities such as for CoSD staff/subcontractors providing areas of online support (webinars, website, social media)? Or does this provision only apply to staff/subcontractors working directly under the Contractor?

A6. The contractor will be responsible for costs associated with staff, supervision, subcontractors, materials and supplies to perform the work as described in their proposal.





# County of San Diego

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**Allen R. Hunsberger**  
Assistant Director

5/25/2021

## ADDENDUM No. 3

### COUNTY OF SAN DIEGO - REQUEST FOR PROPOSALS (RFP 10926) INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT SERVICES

Addendum No. 3 forms a part of the contract documents and changes the original documents only in the manner and to the extent stated.

#### Questions and Answers.

All outstanding questions and answers received to date are posted below. Please contact [Richard.Mccarvell@sdcounty.ca.gov](mailto:Richard.Mccarvell@sdcounty.ca.gov) if any questions already submitted have not been answered up to and including this addendum. Below includes outstanding answers to the questions documented in Addendum 2.

Q2. The RFP calls for Enhancements to the website to maximize interest, user friendliness, traffic and engagement.

- a. Is the website mentioned the County IRC page <https://www.sandiegocounty.gov/content/sdc/redistricting.html>?
- b. If so, is the contractor responsible for actually making these changes (the contractor receives administrative access to the website) or will the contractor work with the County website host to implement suggested changes?
- c. If not, is the contractor responsible for securing and creating the outreach web platform necessary for the scope of work and for covering costs associated with website development and operation?
- d. Who will have final authority on approving such changes/web content?

A2. Yes, the website mentioned is the website identified in your question. It is anticipated that contractor requested changes will be in coordination with County personnel and the contractor will be given administrative access to this website. Final approval of all substantive and content related changes created by the contractor must be approved by the IRC.

Q4. The RFP calls for a variety of tools to solicit broad and diverse community input including, but not limited to, surveys and questionnaires, online input tools, and/or public comment.:

- a. Is the contractor responsible for physical costs associated with the production and distribution (printing, mailing) of surveys and questionnaires or will these costs be borne by the County independent of the contract award?

b. Will online surveys, questionnaires/input tools/public comment tools be implemented through existing CoSD website and social media platforms or must the Contractor create a separate online distribution system?

A4. The contractor will be responsible for physical costs associated with the production and distribution of surveys and questionnaires. Online surveys, questionnaires/input tools/public comment tools can be implemented through the existing CoSD website or through a Contractor created online distribution system.