



**CONTRACT FOR SERVICES**

**CONTRACT NUMBER:** PI-ECE-1718-106  
**CONTRACT TERM:** JULY 19, 2017- JUNE 30, 2018  
**CONTRACT AMOUNT:** \$25,000.00  
**CONTRACTOR:** CHABOT COLLEGE  
**CONTACT PERSON:** SARA PARKER  
**CONTACT TITLE:** DEAN, SOCIAL SCIENCES  
**TELEPHONE:** 510-723-6669  
**EMAIL:** SPARKER@CHABOTCOLLEGE.EDU  
**CONTRACTOR ADDRESS:** 25555 HESPERIAN BOULEVARD, HAYWARD, CA 94545

THIS CONTRACT, is hereby made and entered into on this 19<sup>th</sup> day of July, 2017 by and between First 5 Alameda County ("First 5"), an independent public agency of the State of California, and Chabot College ("Contractor").

IT IS HEREBY MUTUALLY AGREED that both parties will adhere to the provisions of this Agreement including Exhibit A (Program Description and Performance Requirements), Exhibit B (Terms and Conditions of Payment) and Exhibit C (Insurance Requirements).

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

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Janis Burger  
CEO  
First 5 Alameda County

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Lorenzo Legaspi  
Vice Chancellor of Business Services  
Chabot College

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Date

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Date

## **Agreement**

Recitals:

WHEREAS, First 5, is authorized by the California Children and Families First Act of 1998 ("Act") to expend moneys allocated to it for the purposes authorized by the Act and by the First 5 Strategic Plan for the support and improvement of early childhood development within Alameda County; and

WHEREAS, First 5 is desirous of securing the provision of certain services and deliverables in furtherance of its Strategic Plan; and

WHEREAS, Contractor is willing and able to perform duties and render services and deliverables which are determined by First 5 to be necessary or appropriate for the support and improvement of early childhood development within Alameda County; and

WHEREAS, First 5 desires that such duties and services be provided by Contractor, and Contractor agrees to perform such duties and render such services, as set forth below:

### **I. TERM OF AGREEMENT**

The Term of this Agreement begins on the 19th day of July, 2017 and shall continue, provided funding is allocated by First 5, until terminated in accordance with this Agreement. This Agreement shall supersede any previous agreement between Contractor and First 5 for the same services and the same time period.

Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Agreement will be purchased by First 5 from Contractor under a new Agreement following expiration or termination of this Agreement. Contractor waives all rights or claims to notice or hearing respecting any failure by First 5 to continue to purchase all or any such service from Contractor following the expiration or termination of this Agreement.

### **II. PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS -- EXHIBIT A**

This Agreement shall be accompanied by Exhibit A, which is incorporated herein by this reference, and which includes a description of the duties and services to be performed for First 5 by Contractor. Contractor agrees to comply with all provisions, to perform all work, and to provide all such duties and services set forth in Exhibit A in a professional and diligent manner. Contractor shall obtain First 5's approval of all reports, requests, and other services and responsibilities, as required under this Agreement.

### **III. TERMS AND CONDITIONS OF PAYMENT-- EXHIBIT B**

The total amount to be paid to Contractor under this Agreement shall not exceed the sum of \$25,000.00 and First 5 shall, under no circumstances, be required to pay in excess of that amount. Payment shall be made pursuant to the terms and conditions set forth in Exhibit B, attached hereto and by this reference made a part hereof. Sums not so paid shall be retained by First 5.

Unless it is otherwise provided in Exhibit B to this Agreement, Contractor shall submit all claims for reimbursement under the Agreement within ninety (90) days after the ending date of the Agreement. All claims submitted after ninety (90) days following the ending date of the Agreement will not be subject to reimbursement by First 5. Any "obligations incurred" included in claims for reimbursements and paid by

First 5 which remain unpaid by the Contractor after ninety (90) days following the ending date of the agreement will be disallowed under audit by First 5 and shall be repaid to First 5.

Contractor agrees to comply with all requirements which are now, or may hereafter be, imposed by First 5, or any successor, with respect to the receipt and disbursement of the funds referred to in Exhibit B, as well as such requirements as may be imposed by First 5.

#### **IV. INSURANCE -- EXHIBIT C**

Contractor shall maintain in force, at all times during the term of this Agreement, the insurance specified in Exhibit C attached hereto and made a part of this Agreement by this reference, and shall comply with all other requirements set forth in that Exhibit. Contractor shall provide Workers' Compensation insurance at Contractor's own cost and expense, and neither Contractor nor its carrier shall be entitled to recover from First 5 any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

#### **V. ADDITIONAL FISCAL PROVISIONS**

Contractor shall not claim reimbursement from First 5 for (or apply sums received from First 5 with respect to) that portion of its obligations which has been paid by another source of revenue. Sums received as a result of services provided to other public or private organizations shall be considered such revenue insofar as such sums are or can be applied to the work to be performed by Contractor pursuant to this Agreement.

If Contractor is a non-profit corporation, unrestricted or undesignated private charitable donations and contributions shall not be considered revenue applicable to this Agreement; Contractor has total freedom in planning for the usage of such resources in expanding and enriching programs, or in providing for such other operating contingencies as it may desire. Nothing herein shall be deemed to prohibit Contractor from contracting with more than one entity to perform additional work similar to or the same as that herein contracted for.

#### **VI. RECORDS**

A. Contractor shall maintain on a current basis complete financial records including, but not necessarily limited to, books of original entry, source documents in support of accounting transactions, a general ledger, personnel and payroll records, cancelled checks, and related documents in accordance with generally accepted accounting principles and any specific requirements of the applicable funding source.

B. Contractor shall maintain on a current basis complete records pertaining to the provision of services and eligibility, including, but not limited to, medical records, client files, participant records, patient logs or other service related documentation in accordance with instructions provided by First 5.

C. Contractor shall maintain on a current basis complete records pertaining to Contractor's organizational structure and activities, including, but not limited to, bylaws, articles of incorporation, documentation of tax exempt status, if applicable, Board of Directors roster, minutes of meetings of the Board of Directors and committees, administrative program policies and procedures and any other documents required by First 5 or the State or federal government or the applicable funding source.

Contractor will cooperate with First 5 in the preparation of, and will furnish any and all information required for, reports to be prepared by First 5 and/or Contractor as may be required by the rules, regulations, or requirements of the County of Alameda, First 5 or of any other governmental entity. First 5 shall specify in detail the cooperation required.

Records shall be retained by Contractor, and shall be made available for auditing and inspection, for no less than five (5) years following the provision of any services pursuant to this Agreement, or for a longer period as required by the applicable funding source. If Contractor enters into any First 5-approved agreement with any related organization to provide services such agreement shall contain a clause to the effect that the related records of that organization shall be retained, and shall be made available for auditing and inspection, for no less than five (5) years following its provision of services pursuant to the subcontract, or for a longer period as required by the applicable funding source.

First 5 reserves the right to issue further instructions regarding the extent of records required to be kept, the format to be used, and record retention and access requirements as is necessary to perform audits and to otherwise comply with requirements set forth by applicable funding sources.

## **VII. AUDITS**

Contractor's records, as defined in Section VI of this Agreement, shall be accessible to First 5 for audit and inspection to assure proper accounting of funds, and to certify the nature of, and evaluate Contractor's performance of its obligations as set forth in this Agreement. First 5 shall be entitled to access onto Contractor's premises to observe operations, inspect records or otherwise evaluate performance at all reasonable times and without advance notice. First 5 shall conduct inspections and manage information in a manner consistent with applicable laws relating to confidentiality of records and in a manner that will minimize disruption of Contractor's work.

Funds provided by First 5 shall be accounted for separately in the Contractor's books and records. A systematic accounting record shall be kept by the Contractor of the receipt and disbursement of funds. The Contractor shall retain original substantiating documents related to contract expenditures and make these records available for First 5's review upon request. Contractor will be responsible for maintaining adequate financial records of this contract. First 5 may request general ledger documentation in support of the Contractor's expense report.

Separate and apart from the audit and inspection provisions set forth immediately above, Contractor's records will be subject to audits as required by Federal and/or State agencies and/or other funding sources. These audits include those performed pursuant to applicable OMB Circulars or audits otherwise authorized by Federal or State law.

## **VIII. LIMITATION ON LIABILITY; INDEMNIFICATION**

The liabilities or obligations of First 5 with respect to its performance, non-performance or obligations pursuant to this Agreement shall be the liabilities or obligations of First 5 and its Trust Fund, and shall not become the liabilities or obligations of the County. Contractor shall not look to the County for satisfaction of obligations or liabilities.

Contractor agrees to indemnify, to defend at its sole expense, to save and hold harmless First 5, the individual members thereof, and all First 5 officers, agents, employees and volunteers, and the County of Alameda, its officers, agents, and employees from any and all liability in addition to any and all losses,

claims, actions, lawsuits, damages, judgments of any kind whatsoever arising out of the negligent acts, omissions or intentional misconduct of Contractor or Contractor's employees, agents, subcontractors or volunteers in performance of services or in the course of performing services rendered pursuant to this Agreement.

#### **IX. SUBCONTRACTING**

None of the work to be performed by Contractor shall be subcontracted without the prior written consent of First 5. Contractor shall be as fully responsible to First 5 for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor. First 5-approved contracts between Contractor and any subcontractor shall contain language providing that Contractor shall be as fully responsible to First 5 for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor.

#### **X. ASSIGNMENT**

Contractor shall not transfer any interest in this Agreement (whether by assignment or novation) without prior written approval of First 5. However, Contractor may assign its rights to receive compensation from First 5 for performance of the Agreement to financial institutions for the purpose of securing financial resources, provided that written consent from First 5 shall have first been obtained. No party shall, on the basis of this Agreement, in any way contract on behalf of, or in the name of, the other party to the Agreement, and any attempted violation of the provisions of this sentence shall confer no rights, and shall be void.

#### **XI. INDEPENDENT CONTRACTOR STATUS**

Neither the Contractor nor any of its employees shall by virtue of this Agreement be an employee of First 5 for any purpose whatsoever, nor shall it or they be entitled to any of the rights, privileges, or benefits of First 5 employees. Contractor shall be deemed at all times an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Contractor assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment.

#### **XII. CONFIDENTIALITY**

Pursuant to Health and Safety Code 130140.1(e), any individually identifiable information collected by First 5 California Commissions must be protected from disclosure to unauthorized entities unless consent was obtained from the client, parent or legal guardian. Contractor agrees to maintain the confidentiality of any patient information which may be obtained as a result of work performed pursuant to this Agreement unless required by law. Patients are defined as children and families who receive services by First 5 or children and families who receive services from the Contractor as outlined in Exhibit A to this Agreement. First 5 shall respect, to the extent permitted by law, the confidentiality of information furnished by Contractor to First 5 as specified in Exhibit A.

All information that is maintained by First 5 and Contractor may be subject to inspection by any person pursuant to a request under the California Public Records Act. The information shared under California Public Records Acts refers only to agencies, organizations or partners, not individuals or patients who are recipients of child health or family services.

Confidential information is defined as all information disclosed to Contractor which relates to First 5's past, present and future activities, as well as activities under this Agreement. Contractor will hold all such information in trust and confidence. Upon cancellation or expiration of this Agreement, Contractor will return to First 5 all written or descriptive matter which contain any such confidential information.

### **XIII. TERMINATION PROVISIONS**

Termination for Cause – If First 5 determines that Contractor has failed, or will fail, through any cause, to fulfill in a timely and proper manner its obligations under the Agreement, or if First 5 determines that Contractor has violated or will violate any of the covenants, agreements, provisions, or stipulations of the Agreement, First 5 shall thereupon have the right to terminate the Agreement by giving written notice to Contractor of such termination and specifying the effective date of such termination.

Without prejudice to the foregoing, Contractor agrees that if prior to or subsequent to the termination or expiration of the Agreement upon any final or interim audit by First 5, Contractor shall have failed in any way to comply with any requirements of this Agreement, then Contractor shall pay to First 5 forthwith whatever sums are so disclosed to be due to First 5 (or shall, at First 5's election, permit First 5 to deduct such sums from whatever amounts remain undisbursed by First 5 to Contractor pursuant to this Agreement or from whatever remains due Contractor by First 5 from any other contract between Contractor and First 5).

In the event that the funding allocation or the funds available to First 5 changes, First 5 may determine, in its sole discretion, that it is necessary to reduce, eliminate or otherwise modify the funding to Contractor under this Agreement due to the unavailability of funds or First 5's assessment of its funding priorities. If First 5 elects to reduce or eliminate funding pursuant this provision, it will provide 30 days advance written notice to Contractor.

Termination Without Cause – Either party may terminate this Agreement upon 30 days advance written notice to the other party. In the event of termination, Contractor shall return any unspent funds and shall not be entitled to any further funds under this Agreement.

Termination By Mutual Agreement – First 5 and Contractor may otherwise agree in writing to terminate this Agreement in a manner consistent with mutually agreed upon specific terms and conditions.

### **XIV. COMPLIANCE WITH LAWS**

Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies, having jurisdiction over the scope of services or any part hereof, including Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), all provisions of the Occupational Safety and Health Act of 1970 and all amendments thereto, and all applicable federal, state, municipal and local safety regulations. All services performed by Contractor must be in accordance with these laws, ordinances, codes and regulations. Contractor shall indemnify and save First 5 and County harmless from any and all liability, fines, penalties and consequences from any noncompliance or violations of such laws, ordinances, codes and regulations. A violation of such laws, ordinances, codes and regulations shall constitute a material breach of this Agreement and may serve as a basis for termination of this Agreement under Article XIII ("Termination for Cause") and the initiation of appropriate legal proceedings by First 5.

## **XV. ACCIDENT REPORTING**

If a death, serious personal injury, or substantial property damage occurs in connection with the performance of this Agreement, Contractor shall immediately notify First 5 by telephone. Contractor shall promptly submit a written report, in such form as may be required by First 5, of all accidents which occur in connection with this Agreement. This report must include the following information: 1. name and address of the injured or deceased person(s); 2. name and address of Contractor's subcontractor, if any; 3. name and address of Contractor's liability insurance carrier; 4. a detailed description of the circumstances surrounding the accident, whether any of First 5's equipment, tools or materials were involved and the extent of the damage to First 5 and/or other property; 5. Whether any clients or recipients of services or other persons were witnesses to the accident; and 6. determination of what effect, if any, the accident will have upon Contractor's ability to perform services.

## **XVI. NON-DISCRIMINATION**

Contractor assures that it will comply with applicable state and federal laws and regulations that govern discrimination, including, but not limited to, the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964. Contractor further agrees that no person shall, on the grounds of race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam Era Veteran's status, political affiliation, or any other non-merit factors protected by applicable law, be excluded from participation in, be denied associated benefits, or be otherwise subjected to discrimination under activities covered in this Agreement.

## **XVII. GOVERNING BOARD LIMITATIONS; CONFLICT OF INTEREST**

Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies regarding conflicts of interest.

Contractor shall not make governmental decisions, as defined in section 18700(c)(4) of Title 2 of the California Code of Regulations, and Contractor's work shall be subject to intervening substantive review by staff of First 5.

If Contractor has entered into this Agreement as a not-for-profit organization as defined by state and federal law, and is in receipt of funds from First 5 based on such status, Contractor shall at all times conduct its business in a manner consistent with that required of a not-for-profit organization by applicable laws.

## **XVIII. DRUG-FREE WORKPLACE**

Contractor and Contractor's employees shall comply with the County's policy of maintaining a drug-free workplace. Neither Contractor nor Contractor's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code Section 812, including marijuana, heroin, cocaine, and amphetamines, at any County facility or work site. If Contractor or any employee of Contractor is convicted or pleads nolo contendere to a criminal drug statute violation occurring within Alameda County, the Contractor, within five days thereafter, shall notify First 5. Violation of this provision shall constitute a material breach of this Agreement subject to termination by First 5 under Article XIII ("Termination for Cause") of this Agreement.

## **XIX. MODIFICATIONS TO AGREEMENT**

First 5 shall assign a liaison to Contractor with respect to the performance of this Agreement. Unless otherwise provided in Exhibit A and/or B to this Agreement, any adjustments requested by the Contractor to line items of a budget or to the program description included as an Exhibit to this Agreement shall not alter (1) services or other performance to be provided under this Agreement, (2) the time of performance of any act hereunder, or (3) the total amount of money allocated hereunder. Only one budget revision is allowed per year and may be granted or denied per the assessment of First 5 staff. For all budget line item adjustments over 10%, a written justification for each line item should be submitted for approval. Budget line item adjustments under 10% are not subject to a formal revision and may be shifted at the Contractor's discretion once per year. This Agreement can be amended only by written agreement of the parties hereto.

## **XX. OWNERSHIP OF WORK PRODUCT / INTELLECTUAL PROPERTY**

Any work product developed by Contractor in performance of this Agreement shall be considered the work product of First 5 and upon termination of the Agreement, Contractor shall provide those materials to First 5 to the extent requested. In addition, it is the express intention of the parties that First 5 shall at all times be and shall remain the sole and exclusive owner of all rights of any kind whatsoever in and to the results and proceeds of First 5's and/or Contractor's services hereunder (the "Results").

Contractor warrants that, to the best of its knowledge and control, the Results are and will be original with Contractor in all respects (except to the extent based on material supplied by First 5), have not been and will not be exploited in any manner and/or medium, and do not or will not infringe upon the copyright, patent or any other right of any person or entity and properly attribute the use of any other sources from any person or entity. Contractor agrees to execute any and all other documents consistent herewith, which may be required to effectuate the purpose and intent of this Agreement, and agrees that First 5 shall have the sole and exclusive right to register in its own name the copyrights and any other rights in and to the Results. In addition, or alternatively, Contractor hereby irrevocably appoints First 5 as Contractor's attorney-in-fact to take such actions and make, sign, execute, acknowledge, and deliver all such documents as may from time to time be necessary to convey to First 5, its successors and assigns, all rights granted in this section. This provision is of the essence of this Agreement and shall survive termination of this Agreement.

## **XXI. PUBLIC EMPLOYEES' PENSION REFORM ACT**

F5AC as a Participating Employer in ACERA (the Alameda County Employees' Retirement Association) is restricted by law in retaining the services of a Contractor who has retired previously under ACERA (unless the Contractor reinstates in the ACERA system). If Contractor has not previously retired under ACERA, the law does not affect his/her ability to provide services to First 5 Alameda County. If Contractor has previously retired under ACERA, the law permits the ACERA retiree to provide services to First 5 Alameda County without reinstatement from retirement under limited circumstances. Applicable Contractors will be required to complete and submit a self-certification form of ACERA retirement status prior to execution of contract.

## EXHIBIT A

### PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS

#### 1. Background and Program Description

The California Children and Families First Act of 1998 (Proposition 10) created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. The intent of this act is to enable counties to create and implement an integrated, comprehensive and collaborative system of information and services to enhance optimal early childhood development.

First 5 has approved a Strategic Plan for a comprehensive system of early intervention services for children 0 to 5 years of age and families in Alameda County. A key component of the First 5 Strategic Plan is the Quality Early Care and Education Strategy, which builds the capacity of providers through professional development (2017-2021 Strategic Plan, page 24). The services of the Contractor have been retained to provide support and advising to current and potential college students on permits, degree attainment and career pathways and to institutionalize a Senior Instructional Assistant position at the college.

#### 2. Prohibition on Supplantation

By law, First 5 funding may not be used to supplant other funds. First 5 funding may only be used to expand or enhance existing programs or to initiate new services or programs benefiting children prenatal to age five.

#### 3. Performance Requirements

Contractor's approved budget is included as Attachment 1.

Contractor will complete the activities listed in Attachment 2: Accountability Plan.

#### 4. Reporting Requirements

Contractor will submit biannual program reports according to Attachment 2: Accountability Plan and based on the following schedule:

Reporting Requirements	Due Date
1 <sup>st</sup> Program Report Covering activities from July 19 – December 31, 2017	January 19, 2018
2 <sup>nd</sup> (Final) Program Report Covering activities from January 1 – June 30, 2018	July 13, 2018

Contractor will submit program progress reports, expense reports and a final report as outlined on the payment and report schedule in Exhibit B Terms and Conditions of Payment. Depending on the type of service provided, Contractor may be required to collect and report on specific measures as identified in First 5 2017-2021 Strategic Plan.

5. Fiscal Requirements

Contractor may be required to submit General Ledger expense reports and salaries and benefits documentation supporting expenses to be reimbursed during the funded term. First 5 will identify which reporting period(s) Contractor will be required to submit this information and provide prior notice to the Contractor.

6. ECChange, ECCOnline or Pathways Database Requirements

Contractor will complete all required reporting via ECCOnline.

7. Budget and/or Scope Revisions

Contractor may submit one budget and/or scope revision per year no later than April 15<sup>th</sup> of the fiscal year and may be granted or denied per the review and assessment of First 5 staff. For all budget line item adjustments over 10%, a written justification for each line item should be submitted for approval. Budget line item adjustments under 10% are not subject to a formal revision and may be shifted to existing line items (not including administrative/indirect fees) at the Contractor's discretion once per year. All significant revisions to approved scope must be submitted in writing and may be granted or denied per the review and assessment of First 5 staff. Ineligible and previously unapproved contract expenses may be disallowed per First 5 review and assessment.

8. Federal Office of Management & Budget (OMB) Circular Requirements

Contractor is required to comply with all current OMB Circular requirements during the funded term, including but not limited to conflict of interest, internal controls, procurement and subcontractor monitoring if applicable. First 5 reserves the right to audit and collect from Contractor documentation demonstrating allowable activities and costs, eligibility, reporting, subcontractor monitoring and other special tests as identified.

9. Tuberculosis Testing

The Contractor shall require and ensure that staff who have direct and consistent contact with children through the First 5 funded activities undergo standard tuberculosis testing. Contractor will maintain records and documentation of current tuberculosis clearance and retest as appropriate.

10. Filing reports with Child Protective Services (CPS) / Child Care Licensing (CCL)

If a First 5 Contractor has knowledge of or observes a child who they suspect has been the victim of child abuse or neglect within the course of First 5 funded work, it is expected that they will file a report of the situation to CPS. In accordance with CPS guidelines, the report should be filed by phone within 24 hours of the incident, and in writing within 36 hours of the incident. If the abuse or neglect occurs in a licensed child care facility, it is expected that the Contractor will also file a report immediately to CCL.

Reporting suspected child abuse or neglect to First 5 or other persons is not a substitute for making a report to CPS or CCL. Reporting duties are individual and cannot be delegated to another person.

If First 5 staff become aware of suspected child abuse or neglect while providing consultation and/or contract support, and a report is not filed within the legal timeframe by the contractor, First 5 staff will file a report by phone and in writing within 24 hours.

Failing to report abuse or neglect to the appropriate agencies is not consistent with the mandates of First 5 Alameda County to improve health and development of children ages 0-5. Failure to report may result in termination of contract funding.

#### 11. Cultural Access Services Requirements

- A. Contractor shall make a good faith effort to ensure that clients receive from all staff members effective, understandable, and respectful care that is provided in a manner compatible with their cultural health beliefs and practices, and preferred language.
- B. Contractor shall make a good faith effort to ensure that communication among staff and with the clients/population served promotes cultural responsiveness and respect of difference.
- C. Contractor shall make a good faith effort to implement strategies to recruit, retain, and promote at all levels of the organization a diverse, culturally responsive staff and leadership that are representative of the demographic characteristics of the service area.
- D. Contractor shall make a good faith effort to ensure that staff at ALL levels and across all disciplines receive ongoing education and training in culturally and linguistically appropriate service delivery.
- E. Contractor shall make a good faith effort to have a clearly articulated written policy on cultural responsiveness.
- F. Contractor shall make a good faith effort to allocate resources to ensure the delivery of culturally responsive services.

#### 12. Tobacco Control and Education Requirements

The 1998 passage of Proposition 10 added a 50-cent-per-pack increase in the state surtax on cigarettes and tobacco products to fund anti-smoking and early childhood programs. In response, the Commission adopted a Comprehensive Tobacco Control Policy. Based on this policy, all contractors are expected to make a good faith effort to:

- A. Create and/or maintain a comprehensive smoke-free environment; including adherence to applicable secondhand smoke laws and ordinances
- B. Disclose and divest from tobacco related investments
- C. Educate clients and staff about the harmful effects of secondhand smoke on children as appropriate
- D. Provide smoking cessation resources to staff and clients as appropriate

### 13. Acknowledgement of Funds

The Contractor shall acknowledge the funds received in statements or printed materials as outlined in the guidelines listed below.

- A. The Contractor will announce funding awards *only after* 1) the contract has been signed and returned and 2) after any announcement strategies are discussed with First 5 staff.
- B. The Contractor agrees to use official attribution tools and logos provided by First 5 for promotional materials, public awareness campaigns or special events connected with funding.
- C. First 5 funding will be acknowledged in all materials produced for the purpose of public education and outreach regarding the Contractor's funded project. These materials would include, but are not limited to brochures, flyers, media ads or public service announcements, presentations and handouts and outdoor ads. All printed materials and promotional products will include the following language:

***Funded by First 5 Alameda County***

- D. Materials produced with First 5 funding may be reproduced only if no changes are made to the content or design of the material, it contains the appropriate acknowledgement of funding from First 5, and the Contractor will not be additionally reimbursed for use or reproduction.

**EXHIBIT B**

**TERMS AND CONDITIONS OF PAYMENT**

- 1. **Contractor Name:** Chabot College
- 2. **Term of Contract:** July 19, 2017- June 30, 2018
- 3. **Terms and Conditions of Payment**

Contractor will adhere to the following payment and reporting schedule:

<b>Requirement Due</b>		<b>Due Date</b>
1.	1 <sup>st</sup> Invoice and Report Due covering activities from July 19 – December 31 2017	January 19, 2018
2.	2 <sup>nd</sup> Final Invoice and Report Due covering activities from January 1 – June 30 2018	July 13, 2018

Contractor will submit invoices based on actual expenses. Invoices should be accompanied by an expense report.

Invoices are subject to review and approval by First 5 staff before payment is issued. Payment is contingent on receipt and approval of all required reports. First 5 reserves the right to withhold Contractor payment until required reporting documentation is received. Total payments during the contract term will not exceed \$ 25,000.00.

**4. Invoicing Procedures**

Invoices should be submitted to Sujata Bansal at First 5 Alameda County, 1115 Atlantic Avenue, Alameda, CA 94501.

Invoices with original signature on contractor’s agency letterhead are required. Invoices may be submitted electronically or by mail.

## EXHIBIT C

### INSURANCE REQUIREMENTS

As a condition of this contract, Contractor must provide proof of insurance or evidence of self insurance if appropriate for the following:

- Commercial General Liability** (attach insurance cover sheet)  
Minimum Limit \$1,000,000, Additional Insured Endorsement (see below)
- Professional Liability** (attach insurance cover sheet)  
Medical \$1,000,000/3,000,000, Other \$1,000,000
- Automobile insurance** (attach insurance cover sheet)  
Levels of liability minimum: \$50,000 and \$100,000
- Workers' Compensation (WC)** (attach insurance cover sheet)  
Required for all contractors with employees  
WC: Statutory Limits

All Insurance Certificates showing proof of insurance must include a 30-day notice of Cancellation. First 5 reserves the right to withhold Contractor payment until required insurance documentation is received.

Additional Insured Endorsement shall name First 5 Alameda County, the individual members thereof, and all First 5 officers, agents, employees and volunteers, and Alameda County, its Board of Supervisors, officers, agents and employees as Additional Insureds with respect to services being provided. Additional insured endorsement shall be equivalent to ISO form CG 20 09 10 93.

Please have Additional Insured Endorsements sent to First 5 Alameda County, 1115 Atlantic Avenue, Alameda, CA 94501, Attention: Contracts.

First 5 reserves the right to withhold Contractor payment until required insurance documentation is received.



**ATTACHMENT 1  
BUDGET**

July 19, 2017-June 30, 2018

BUDGET LINE ITEMS	A: First 5 Funded Budget	B: Contractor Match 1:3	TOTAL Project Budget (A+B)	Justification of Expense
<b>PERSONNEL EXPENSES</b>				
<i>List position, FTE % on project, rate</i>				<i>Brief description of job responsibilities</i>
Faculty non-teaching (coordinator on special assignment), \$46.00/hr (approximately 2 people @ 92.4 hours)	\$ 8,500.00	\$ 50,000.00		Presentations on campus, area preschools, distribution of professional development guides; direct student pathway support.
Instructional Aide Support, \$20.00/hr (approximately 1 person @ 450 hours)	\$ 9,000.00			Assist students with ECD plans, advising, career navigation
<b>Total Salaries</b>	<b>\$ 17,500.00</b>			
Personnel Benefits	\$ 1,500.00	\$ 33,045.00		
<b>PERSONNEL EXPENSES SUBTOTAL</b>	<b>\$ 19,000.00</b>	<b>\$ 83,045.00</b>	<b>\$ 102,045.00</b>	
<b>GENERAL EXPENSES</b>				
Training		\$ 3,000.00		
Program Materials	\$2,500.00	\$ 6,000.00		Outreach literature and materials
Printing		\$ 4,000.00		
Office Supplies	\$ 1,500.00	\$ 2,000.00		Programmatic operations
Staff Travel		\$ 1,500.00		
Consulting Services				
<i>List hourly unit cost, # of hours, term</i>				
Evaluation				
Miscellaneous	\$ 2,000.00	\$ 1,500.00		Student outreach events and graduation celebration
<b>GENERAL EXPENSES SUBTOTAL</b>	<b>\$ 6,000.00</b>	<b>\$ 18,000.00</b>	<b>\$ 24,000.00</b>	
<b>EQUIPMENT</b> <i>Itemize equipment costs more than \$2,000</i>				
<b>EQUIPMENT SUBTOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>SUBCONTRACTORS</b> <i>Requires First 5 prior approval; List separately, if more than one subcontractor</i>				

BUDGET LINE ITEMS	A: First 5 Funded Budget	B: Contractor Match 1:3	TOTAL Project Budget (A+B)	Justification of Expense
SUBCONTRACTORS SUBTOTAL	\$	\$	\$	
<b>OTHER EXPENSES</b> <i>Additional line Items exceeding \$5,000</i>				
OTHER EXPENSES SUBTOTAL	\$	\$	\$	
<b>SUBTOTAL OF DIRECT EXPENSES</b> <i>Sum of totals for Personnel, General, Equipment, Subcontractors and Other</i>				
	\$ 25,000.00	\$ 101,045.00	\$ 126,045.00	
ADMINISTRATIVE/INDIRECT COSTS Maximum 15% of Direct Costs			\$	
<b>TOTAL BUDGET</b>	\$ 25,000.00	\$ 101,045.00	\$ 126,045.00	

# FIRST 5



**ATTACHMENT 2  
ACCOUNTABILITY PLAN  
JULY 19, 2017- JUNE 30, 2018**

**FIRST 5 ALAMEDA COUNTY HEADLINE MEASURE 1:**

- Families have what they need to support their child’s growth and well-being.
- Children are ready for kindergarten.
- Children with concerns demonstrate developmental improvements.
- Providers increase their capacity to deliver best or promising practices.
- Local policy and administrative changes are made to support early childhood

**PROJECT SPECIFIC OUTCOME 1: Increased knowledge, skills and capacity of providers who serve children 0-5 and their families**

**STRATEGY 1:**

Advise current and potential students for AA/transfer and certificate attainment in Early Childhood Development through navigation from enrollment through matriculation in the community college system including:

1. Developing or revising ECD plans
2. Transcript evaluation
3. Course substitutions and prerequisite challenges
4. Job-specific information to support technical career educational path
5. Meeting with ECD faculty to provide feedback on course offerings

**PERFORMANCE TARGET**

1. 100 students with new or revised ECD plans by June 30, 2018
2. 10 students with transcript evaluation
3. 20 students with request for ECD course substitutions and pre-requisite challenges
4. Meet with ECD Faculty twice per year to provide feedback on course offerings based on feedback form the advising process

**STRATEGY 2:**

Outreach to Chabot College students, local community and Quality Counts sites to increase the number of students working towards certificates and degrees

**PERFORMANCE TARGET**

1. 8 ECD classroom presentations
2. 2 on campus recruitment events
3. 2 classroom presentations to the Regional Occupational Program
4. Assist 100% of QC participants who contact our office with request for ECD plan support
5. 10 outreach presentations to service area preschools
6. 100 Professional Development Guides distributed in English, 50 in Spanish

<p><b>STRATEGY 3:</b> Provide Child Development Permit advisement and application processing</p>	<p><b>PERFORMANCE TARGET</b></p> <ol style="list-style-type: none"> <li>4 permit workshops</li> <li>40 permits processed: new, upgrades or renewal per year</li> </ol>
<p><b>STRATEGY 4:</b> Develop ECD marketing strategy, including presentations to college counselors, print and website collateral materials about Education Pathways option in ECD</p>	<p><b>PERFORMANCE TARGET</b></p> <ol style="list-style-type: none"> <li>Website and collateral materials developed by June 1, 2018</li> </ol>
<p><b>Reporting Measures (data source)</b></p> <ul style="list-style-type: none"> <li>Number (%) of students advised</li> <li>Number (%) of students who attained AA degrees</li> <li>Number (%) of students who received certification by type of certification</li> <li>Number (%) of permits processed by type (new, upgrade, renewal)</li> <li>Number of and type of outreach events</li> <li>Number (%) of guides disseminated</li> <li>Number (%) of providers from Quality Counts sites who received ECD support</li> </ul>	
<p><b>PROJECT SPECIFIC OUTCOME 2:</b> Institutionalized Senior Instructional Assistant position at Chabot College</p>	
<p><b>STRATEGY 1:</b> Institutionalize the Senior Instructional Assistant position by:</p> <ol style="list-style-type: none"> <li>Working with faculty coordinator and Dean to provide data for Prioritization Committee</li> <li>Submit non-instructional position request for position through the Program Review and Classified Prioritization process</li> <li>Work with F5AC Executive Director to advocate for permanent college funding for a full-time Instructional Assistant</li> </ol>	<p><b>PERFORMANCE TARGET</b></p> <ol style="list-style-type: none"> <li>Request for position submitted to Program Review and Classified Prioritization committee by January 1, 2018</li> </ol>
<p><b>Reporting Measures (data source)</b></p> <ul style="list-style-type: none"> <li>Progress report on institutionalization of Senior Instructional Assistant position</li> </ul>	

**Please Note:** Accountability plans are subject to negotiation and approval by First 5 Alameda County. Modifications, including additional reporting measures and/or supporting documents, may be required.