



county of Santa Cruz 0111

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060
(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

March 29, 2000

Agenda: April 11, 2000

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, California

CHILD WELFARE SERVICES REQUESTS FOR PROPOSALS - FY 2000/01 & 2001/02

Dear Members of the Board:

As you know, the Human Resources Agency (HRA) contracts with outside agencies to provide services in support of HRA's Child Welfare Services (CWS) programs. Two contracts are due to expire June 30, 2000: Child Abuse Prevention, Intervention, and Treatment (CAPIT) and Title IV-E Child Welfare Services. The purpose of this letter is to request your Board's approval to issue Requests for Proposals (RFP's) to solicit contracts for these services. The appropriations and funding for these programs will be included in HRA's FY 2000/01 budget.

Child Abuse Prevention, Intervention and Treatment (CAPIT)

As you may recall, CAPIT services are funded through a revenue agreement with the California Department of Social Services (CDSS). The funding is intended for child abuse and neglect prevention and intervention activities mandated by AB 1733 and AB 2779, with priority for prevention services to families with children ages 0 to 5. The amount of funds allocated to Santa Cruz County for the three-year period covering July 1, 1999 – June 30, 2002 is \$148,785 per year. This contract will provide family counseling, teaching and demonstrating homemakers that provide home visiting services, family outreach workers, transportation services, temporary in-home caretakers, and community education. As your Board knows, the Children's Network has oversight responsibility for a number of child abuse prevention funding streams including CAPIT funds. Based on their review of State CAPIT requirements and a proposed RFP, the Children's Network recommends that your Board authorize HRA to issue an RFP for a two year contract (July 1, 2000 through June 30, 2002) for \$148,785 each year.

TITLE IV-E Child Welfare Services

The Title IV-E program is funded through a portion of I-IRA's annual CWS allocation. The three components necessary to help support the efforts of HRA's CWS program include the following: specialized counseling, which provides professional counseling to all clients referred by CWS due to physical or sexual abuse; the Parental Stress Hotline, which operates after-hour telephone services to prevent child abuse and makes immediate referrals to CWS when necessary; and the Family Care Worker component, which teaches homemaking and parenting skills and supervises visits between children in foster care and their natural parents. I-IRA requests your Board's approval to issue an RFP for a two-year contract (July 1, 2000 through June 30, 2002) in the amount of \$140,000 each year.

Following your Board's approval, I-IRA will initiate the RFP process for both programs on April 12, 2000, with all proposals due May 12, 2000. The RFP will contain a provision that contracting is contingent upon the availability of Federal and State funds. A Proposal Review Committee composed of members of the Children's Network and HRA staff will review proposals. HRA will return to your Board on June 13, 2000 with recommendations for contract awards. Copies of both RFP's are on file with the Clerk of the Board.

IT IS THEREFORE RECOMMENDED that your Board authorize the Human Resources Agency Administrator to issue Requests for Proposals for the Child Abuse Prevention, Intervention, and Treatment Program and the Title IV-E Child Welfare Services Program, and to return to your Board on June 13, 2000 with recommendations for the awards of contracts.

Very truly yours,



CECILIA ESPINOLA
Administrator

CE/JH/n:\hra\board\cwrsfp.doc

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: Children's Network

REQUEST FOR PROPOSALS
TITLE IVE CHILD WELFARE SERVICES PROGRAM
FY 00/01 - FY 01/02

0113

The County of Santa Cruz Human Resources Agency announces the issuance of a Request for Proposals effective April 12th, 2000 to furnish contract services for the Title IVE Child Welfare Services Program. Program services will have the following components:

<u>Program Services Components</u>	<u>Estimated Amounts Available</u>	
	<u>FY 00/01</u>	<u>FY 01/02</u>
Family Care Worker	\$20,809	\$20,809
Specialized Counseling	\$108,405	\$108,405
Protective Services Hotline	\$ 10,786	\$ 10,786
Maximum Amount Available Each Fiscal Year	\$140,000	\$140,000

The County encourages all interested organizations to respond to this Request for Proposals. Organizations which are not interested in, or capable of, providing all three contract services components and/or serving both North and South Santa Cruz County should not be discouraged from submitting a proposal. Collaborations among two or more agencies are encouraged, and organizations may subcontract as a means of providing comprehensive services as described in this Request for Proposals.

Please note that the County must approve any subcontract. In the event any subcontractor is approved for any portion of the program services, the Contractor retains primary responsibility for carrying out all terms of the contract. Subcontractors are subject to all applicable provisions of the contract required of the Contractor, including the Contract Requirements and Insurance Requirements listed below. The Contractor shall be held responsible by the County for the performance of any subcontractor.

PROPOSERS' CONFERENCE:

A proposers' conference will be held on April 27th, 2000, from 3:00 PM to 5:00 PM at the Human Resources Agency, 1400 Emeline Avenue, Room #173, Santa Cruz. **Potential applicants are strongly encouraged to attend.**

PROPOSAL SPECIFICATIONS:

0114

It is the intent of the County of Santa Cruz to contract for the Title IVE Child Welfare Services listed above for a two-year period beginning July 1, 2000 and ending June 30, 2002. A total of \$140,000 is available each fiscal year for the two-year contract period.

One original and five copies of the proposal, signed by an authorized representative, shall be received no later than 5:00 **p.m., May 12th**, 2000, mailed or hand delivered to:

County of Santa Cruz Human Resources Agency
Adult, Family and Children’s Services Division
1400 Emeline Avenue
Santa Cruz, CA 95060
Attention: **Jodie** Harris, Senior Analyst

Proposals received **after** the deadline date and time will not be given consideration.

DESCRIPTIONS OF PROGRAM SERVICES COMPONENTS:

Listed below are brief descriptions of each program services component. All are **funded** out of Title IVE Child Welfare Services and are to be designed to provide support to the Human Resources Agency (I-IRA) Protective Services Units. All program services components shall provide professional levels of service to parents and children to prevent abuse and neglect of children assessed as being at risk. The Contractor agrees to provide equal bilingual services in both North and South Santa Cruz County to meet client needs.

Family Care Worker Component Estimated Amount: \$20,809 each fiscal year

This program component will be used as a support service by HRA Child Welfare staff who will refer clients to the contract agency for in-home services to parents and children to prevent abuse or neglect of children at risk. The program component provides funding for contract agency **staff who** will recruit, train, and supervise additional personnel to teach homemaking and parenting skills to clients where there is an identified potential for abuse. The Contractor must agree to provide, through funding from another source, personnel to teach parents homemaking and parenting skills for a minimum of 100 hours per month to HRA referred clients.

Listed below are those types of services which **HRA** social workers, as part of the case plan, may request of Contractor staff

- Provide emotional support and companionship.
- Encourage and teach clients to use appropriate community resources.
- Provide limited childcare in a client’s home in order to provide care for the children and respite for the parent until appropriate permanent childcare plans can be arranged.
- Transportation when necessary in connection with the duties listed above.

- Teaching and improving homemaking and housekeeping skills, including assisting in performing light housekeeping tasks.
- Modeling and teaching parenting skills.
- Supervise visits between Child Welfare Services children and parents.

Typical duties might include, but are not limited to:

Teaching and modeling appropriate behavior and skills.

Teaching and demonstrating to parents:

- housekeeping skills and standards
- how to “child proof” a home
- how to shop and manage money
- how to prepare economical nutritious meals.

Specialized Counseling Component Estimated Amount: \$108,405 each fiscal year

This program component shall be designed to provide a high level of professional counseling to HRA Child Protective Services referred clients who have been assessed as having physically or sexually abused their **child(ren)**, or whose behavior has resulted in serious neglect of the **child(ren)**, or parents for whom the potential for such behavior exists. The program must be able to provide individual, family, and group counseling services as well as parenting classes to **all** clients referred by HRA Child Protective Services staff. A minimum of 325 hours per month of group and/or individual counseling and/or parenting classes will be provided.

This program component shall also be capable of providing a child sexual abuse counseling program in the same manner as described above and at the same rate per client hour of counseling.

Protective Services Hotline Estimated Amount: \$10,786 each fiscal year

This program component shall provide personnel and equipment necessary to operate a Protective Services Crisis Line service from 5:00 p.m. to 8:00 a.m. Monday through Friday, weekends from 5:00 p.m. Friday through 8:00 a.m. Monday, and the following holidays:

- | | |
|--|----------------------------|
| • January 1 | New Year's Day |
| • Third Monday in January | Martin Luther King Day |
| • Third Monday in February | President's Day |
| • Last Monday in May | Memorial Day |
| • First Monday in September | Labor Day |
| • Second Monday in October | Columbus Day |
| • November 11 | Veterans Day |
| • Fourth Thursday in November | Thanksgiving Day |
| • Fourth Friday in November | Day after Thanksgiving Day |
| • Half day on December 24 | Christmas Eve |
| • December 25 | Christmas |
| • All other days appointed by the President or Governor for a public fast, thanksgiving, or holiday. | |

This service must be available 52 weeks a year to all residents of Santa Cruz County. The Contractor will establish and maintain a continuous countywide effort to publicize the crisis line, which may include announcements on local radio, television, newspapers, posters, and flyers. The Contractor shall provide immediate screening and referral to the HRA Child Protective Services staff, as well as providing telephone counseling in order to prevent child abuse or neglect from occurring prior to Child Protective Services staff intervention.

CONTRACT REQUIREMENTS

1. Bilingual Services and Geonranhical Coverage: Contract services will be available in English and Spanish in both North and South Santa Cruz County.
2. Case Documentation: For counseling services, the Contractor/subcontractor will agree to utilize individual client file case documentation.
3. Monitoring: Standard contract monitoring guidelines will be followed in monitoring provision of services, e.g. on site records review, staff interviews, etc.

INSURANCE REQUIREMENTS:

Attachment 1 details the County Insurance requirements to be incorporated in the final contract with the organization selected for this Program.

Should your organization not presently carry the type/limits of insurance shown, please submit your proposal with any differences noted clearly. Indicate whether your organization would be able to obtain the insurance shown and at what additional cost, if any.

It is suggested that you provide a copy of Attachment 1 to your insurance broker for a review. Should questions arise regarding any of the insurance provisions, please contact Janet McKinley, County Liability/Property Manager at (83 1) 454-2240.

The insurance provisions shown may or may not be modified, based on factors unique to this Program and the proposals received. It is suggested that your organization not construe the insurance requirements as a reason not to submit a proposal at all. However, for the County to give your organization fair considerations, please be specific about what insurance you can or cannot provide and other related concerns.

PROPOSAL STRUCTURE:

0117

1. Statements of Experience/Qualifications

- a) Describe experience and effectiveness operating programs for children at-risk of neglect or abuse.
- b) Briefly describe fiscal record keeping and case documentation systems.
- c) State qualifications of applicant's staff for each program services component, include if possible staff names, credentials, professional licenses and certificates held.
- d) Describe capability and/or plans to provide bilingual, English/Spanish, services in North and South Santa Cruz County.

2. Proposal Materials

- a) Services Narrative: Short descriptions of how each program services component will be provided.
- b) Annual Budget: Provide a detailed budget not to exceed the maximum amount available each fiscal year. Amounts for each program services component should be based on the estimated amounts listed.

3. Organizational Materials

- a) Federal Tax Identification Number
- b) Articles of Incorporation
- c) Organizational Chart
- d) List of Board Members
- e) **Address(es)** and telephone number(s) of applicant's office location(s)

DESCRIPTION OF SELECTION PROCESS

1. Priority will be given to qualified organizations that:

- a) respond to each item listed in the Proposal Structure; and
- b) demonstrate proven experience and effectiveness operating programs for children at-risk of abuse or neglect.

2. Timeline:

0118

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|--|--|
| a). April 27 th | Proposers' Conferences |
| b). May 12 th (5 p.m.) | Proposals due. |
| c). May 15 th -18 th | Proposals reviewed. |
| d). May 19 th | Applicants notified of recommended contract award. |
| e). May 22 nd -26 th | Protest Period. |
| f). June 13 th | Award of contract by County Board of Supervisors. |

ADDITIONAL INFORMATION:

1. The contract, its renewal or rebid, is contingent upon the availability of State and Federal **funds**.
2. Any questions regarding the submission of proposals should be directed to **Jodie Harris**, Adult, Family and Children's Services Senior Analyst, 454-4741

INSURANCE: CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTORS insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of the Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here / .

A. **Types of Insurance and Minimum Limits**

1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here .

2) Automobile Liability Insurance for each of CONTRACTOR's vehicles used in the performance of the Agreement, including owned, non-owned (e.g. owned by CONTRACTOR's employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both **certify** to this fact by initialing here . /

3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for:
(a) bodily injury; (b) personal injury; (c) broad form property damage; (d) contractual liability; and (e) cross-liability.

4) Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit, **if**, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY . /

B. **Other Insurance Provisions**

1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last

annual policy premium during the term of the Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

“The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa **Cruz.**”

3) All required insurance policies shall be endorsed to contain the following clause:

“This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Adult, Family & Children’s Services
Jodie Harris, Senior Analyst
County of Santa Cruz Human Resources Agency
1400 Emeline Avenue
Santa Cruz, CA 95060

4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Adult, Family & Children’s Services
Jodie Harris, Senior Analyst
County of Santa Cruz Human Resources Agency
1400 Emeline Avenue
Santa Cruz, CA 95060

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REQUEST FOR PROPOSALS
CHILD ABUSE PREVENTION, INTERVENTION & TREATMENT PROGRAM
FY 2000/01 & FY 2001/02

The County of Santa Cruz Human Resources Agency announces the issuance of a Request for Proposals effective April 12, 2000 to furnish contract services for the Child Abuse Prevention, Intervention & Treatment (CAPIT) Program. Program services will have the following components:

<u>Program Services Components</u>	<u>Estimated Amounts Available</u>	
	<u>FY 00/01</u>	<u>FY 01/02</u>
Counseling to include individual, family and group therapy Additional Direct Services to Families Community Education	\$98,371	\$98,371
Provision of Home Visiting Services to isolated families with children of 5 years of age or younger	\$50,414	\$50,414
Maximum Amount Available Each Fiscal Year	\$148,785	\$148,785

Organizations which are not interested in, or capable of, providing all contract services components and/or serving both North and South Santa Cruz County should not be discouraged from submitting a proposal. Organizations may subcontract as a means of providing comprehensive services as described in this Request for Proposals.

Please note that the County must approve any subcontract. In the event any subcontractor is approved for any portion of the program services, the Contractor retains primary responsibility for carrying out all terms of the contract. Subcontractors are subject to all applicable provisions of the contract required of the Contractor, including the Contract Requirements and Insurance Requirements listed below. The Contractor shall be held responsible by the County for the performance of any subcontractor.

PROPOSERS' CONFERENCE:

A proposers' conference will be held on April 27th, 2000, from 3 :00 PM to 5 :00 PM at the Human Resources Agency, 1400 Emeline Avenue, Room #173, Santa Cruz. **Potential applicants are strongly encouraged to attend.**

PROPOSAL SPECIFICATIONS:

It is the intent of the County of Santa Cruz to contract for the Child Abuse Prevention, Intervention & Treatment services listed above for a two-year period beginning July 1, 2000 and ending June 30, 2002. A total of \$148,785 is available each fiscal year during the two-year contract period.

One original and five copies of the proposal, signed by an authorized representative, shall be received no later than **5:00 p.m., May 12, 2000** mailed or hand delivered to:

County of Santa Cruz Human Resources Agency
 Adult, Family and Children's Services Division
 1400 Emeline Avenue
 Santa Cruz, CA 95060
 Attention: Jodie Harris, Senior Analyst

Proposals received after the deadline date and time will not be given consideration.

DESCRIPTIONS OF PROGRAM SERVICES COMPONENTS:

Pursuant to Sections 18962 and 18693' of the Welfare and Institutions Code, the County of Santa Cruz shall contract with private, non-profit organizations and public agencies to provide child abuse and neglect prevention and intervention programs by addressing the needs of children at high risk of abuse and neglect and their families. The priority is to provide prevention and early intervention services that strengthen families and prevent the need for involvement by Child Protective Services. Contract funds are to be used to perform activities mandated under AB 1733 and AB2779. Listed below are brief descriptions of the program services components.

Estimated Amount for components A, B, & C \$98.371

A. Individual, Family and Group Counseling

This program component shall be designed to provide professional counseling to children and their parents. Priority shall be given to serving the needs of children identified as at risk for abuse or neglect. These children shall include but are not limited to those who are being served by HRA Child Welfare Services. A strong emphasis will be placed on providing counseling services to children who are at risk of being abused or neglected and who are referred for services by legal, medical, or community social services agencies with the goal of preventing the need for involvement by Child Protective Services. It is expected that counseling will be provided to individuals, families and groups. Current, annual service levels for this component are: 3,600 hours of counseling; 1,000 children and parents served; and 3 on-going groups for abusive or highly stressed parents.

B. Additional Direct Services to Families

Services within this program component may include, but are not limited to, the following: teaching and demonstrating homemakers, family outreach workers, transportation, and temporary in-home caretakers. The target population for component B is the same as component A.

C. Community Education

This component shall be designed to provide presentations to the public about child abuse.

In addition, this component will include in its design, training for professionals and other interested parties on how to identify, report, and refer high risk and abused children. 0123

Estimated Amount for component D \$50,414

D. Home Visiting Services

The provider will identify and provide a high quality home visiting program based on research – based models of best practice and services to at risk, isolated families, particularly those with children five years of age or younger and child victims of crime. These services will promote competencies, provide support and reduce stress to at-risk families so that they can successfully nurture and raise their children.

CONTRACT REOUIREMENTS:

1. Bilingual Services and Geographical Coverage: Contract services will be available in English and Spanish in both North and South Santa Cruz County.
2. Case Documentation: For counseling services, the Contractor/subcontractor will agree to utilize individual client file case documentation.
3. Monitoring: Standard contract monitoring guidelines will be followed in monitoring provision of services, e.g. on-site records review, staff interviews, etc.

INSURANCE REOUIREMENTS:

Attachment 1 details the County insurance requirements to be incorporated in the final contract with the organization selected for this Program.

Should your organization not presently carry the type/limits of insurance shown, please submit your proposal with any differences noted clearly. Indicate whether your organization would be able to obtain the insurance shown and at what additional cost, if any.

It is suggested that you provide a copy of Attachment 1 to your insurance broker for a review. Should questions arise regarding any of the insurance provisions, please contact Janet McKinley, County Risk Manager, at (83 1) 454-2240.

The insurance provisions shown may or may not be modified, based on factors unique to this Program and the proposals received. It is suggested that your organization not construe the insurance requirements as a reason not to submit a proposal at all. However, for the County to give your organization fair consideration, please be specific about what insurance you can or cannot provide and other related concerns.

PROPOSAL STRUCTURE:

0124

1. Statements of Experience/Qualifications

- a) Describe experience and effectiveness in operating prevention, intervention and treatment programs serving the needs of children at risk of abuse or neglect.
- b) Briefly describe fiscal record keeping and case documentation systems.
- c) State qualifications of applicant's staff for each program services component, include if possible staff names, credentials, professional licenses and certificates held.
- d) Describe capability and/or plans to provide bilingual (English/Spanish) services in North and South Santa Cruz County.

2. Proposal Materials

- a) Services Narrative: Short descriptions of how each program services component will be provided.
- b) Annual Budget: Total not to exceed \$148,785.
- c) Letters of Support: To demonstrate broad-based community support and that the proposed services are not duplicated in the community, are based on needs of the child at risk, and are supported by a local public agency, i.e. one of the following, Law Enforcement, Probation, Board of Supervisors, Public Health, Mental Health, Public Schools.

3. Organizational Materials

- a) Federal Tax Identification Number
- b) Articles of Incorporation
- c) Organizational Chart
- d) List of Board Members
- e) **Address(es)** and telephone number(s) of applicant's **office** location(s)

DESCRIPTION OF SELECTION PROCESS:

1. Priority will be given to qualified organizations that:
 - a) respond to each item listed in the Proposal Structure; and
 - b) demonstrate proven experience and effectiveness operating programs for children at risk of abuse or neglect.

2. Timeline:

- | | |
|---|--|
| a) April 27 | Proposers' conference |
| b) May 12 | Proposals Due |
| c) May 15- May 18 | Proposals reviewed |
| d) May 19 | Notification of recommended contract award |
| e) May 22 nd -26 th | Protest period |
| f) June 13 th | Award of Contract by County Board of Supervisors |

ADDITIONAL INFORMATION:

1. The contract, its renewal or rebid, is contingent upon the availability of State and Federal **funds**.
2. Any questions regarding the submission of proposals should be directed to **Jodie Harris**, Adult, Family and Children's Services Division Senior Analyst, 454-4741.

ATTACHMENT 1

INSURANCE: CONTRACTOR at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of the Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here /

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Adult, Family & Children’s Services
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