



LASSEN COUNTY

Health and Social Services Department

■ HSS Administration

1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8128

□ Grants & Loans Division

1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-2683

□ Behavioral Health

555 Hospital Lane
Susanville, CA 96130
(530) 251-8108 / 8112
Chestnut Annex
1400-A & B Chestnut Street
Susanville, CA 96130
(530) 251-8112

□ Patients' Rights Advocate

1616 Chestnut Street
Susanville, CA 96130
(530) 251-8322

□ Public Health

1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183

□ Environmental Health

1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183

□ Public Guardian

720-A Richmond Road
Susanville, CA 96130
(530) 251-8337

□ Community Social Services

Lassen WORKS
P. O. Box 1359
720 Richmond Road
Susanville, CA 96130
(530) 251-8152
Business & Career Network
1616 Chestnut Street
Susanville, CA 96130
(530) 257-5057
Child & Family Services
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8277
Adult Services
720 Richmond Road
Susanville, CA 96130
(530) 251-8158

□ HSS Fiscal

P. O. Box 1180
Susanville, CA 96130

Date: November 14, 2017

To: Aaron Albaugh, Chairman
Lassen County Board of Supervisors

From: Barbara Longo, Director
Health & Social Services

Subject: Service Agreement with Strategies by Design for Consultant Services to evaluate and prepare State reports for the Public Health Tobacco Use Reduction Program for FY 2017/2021

Background:

The agreement with Strategies by Design is a 4-year agreement consistent with the funding that has been provided for the Tobacco Use Reduction Program. The consultant's duties will be consistent with the elements of the County's 2017-2021 Comprehensive Tobacco Control Plan (CTCP) Evaluation Plan which are specifically outlined in the agreement.

Fiscal Impact:

There is no impact to County General Funds. Costs are covered by Public Health Tobacco funds.

Action Requested:

1) Approve the Agreement, and 2) authorize the County Administrative Officer to execute the agreement.



**AGREEMENT BETWEEN
LASSEN COUNTY
AND**

STRATEGIES BY DESIGN

THIS AGREEMENT is made between the COUNTY OF LASSEN, a political subdivision of the State of California (hereinafter "COUNTY"), and STRATEGIES BY DESIGN, a Sole Proprietor with a principal place of business at 300 Laws Avenue, Ukiah, CA 95482, (hereinafter "CONTRACTOR").

This Agreement is made with reference to the following facts and circumstances:

WHEREAS, COUNTY desires to contract with an experienced consultant to evaluate its Public Health Tobacco Use Reduction Program and prepare the evaluation to report to the State of California; and

WHEREAS, CONTRACTOR is qualified with more than ten years of experience working with other small counties to complete their Tobacco Use Reduction Program evaluations and is willing to provide those services for COUNTY;

NOW, THEREFORE, in consideration of the services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the parties hereto agree as follows:

1. SERVICES.

The CONTRACTOR shall provide those services described in Attachment "A". CONTRACTOR shall provide said services at the time, place and in the manner specified in Attachment "A".

2. TERM.

The term of the agreement shall be for the period of July 1, 2017 through June 30, 2021.

3. PAYMENT.

COUNTY shall pay CONTRACTOR for services rendered pursuant to this Agreement at the time and in the amount set forth in Attachment "B". The payment specified in Attachment "B" shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. CONTRACTOR shall submit all billing for said services to COUNTY in the manner specified in Attachment "B".

4. FACILITIES, EQUIPMENT AND OTHER MATERIALS AND OBLIGATIONS OF COUNTY.

CONTRACTOR shall, at its sole cost and expense, furnish all, equipment, and other materials which may be required for furnishing services pursuant to this Agreement.

COUNTY shall:

- 4.1 Provide program consultation and technical assistance to CONTRACTOR.
- 4.2 Monitor and evaluate CONTRACTOR's performance, expenditures and service levels for compliance with the terms of this Agreement.
- 4.3 Provide CONTRACTOR with reporting forms and/or formats and time frames for submission of reports.
- 4.4 Review all invoices submitted by CONTRACTOR for allowable costs and approve for payment as appropriate conditioned in the availability of state funds.

____ County Initials
Strategies By Design v.1 17.21

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____ Contractor Initials

Agreement with Strategies By Design

- 4.5 Retain ownership and have prompt access to any report, evaluations, preliminary findings, or data assembled/developed by CONTRACTOR under this Agreement.

5. ADDITIONAL PROVISIONS.

Those additional provisions unique to this Agreement are set forth in Attachment "C".

6. GENERAL PROVISIONS.

The general provisions set forth in Attachment "D" are part of this Agreement. Any inconsistency between said general provisions and any other terms or conditions of this Agreement shall be controlled by the other terms or conditions insofar as the latter are inconsistent with the general provisions.

7. DESIGNATED REPRESENTATIVES.

Barbara Longo, Director, Health and Social Services, is the designated representative of the COUNTY and will administer this Agreement for the COUNTY. M. Susan Haun is the authorized representative for CONTRACTOR. Changes in the designated representatives shall occur only by advance written notice to the other party.

8. ATTACHMENTS.

All attachments referred to herein are attached hereto and by this reference incorporated herein. Attachments include:

Attachment A – Services
Attachment B – Payment
Attachment C – General Provisions
Attachment D – Appendix A

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown opposite their respective signatures.

CONTRACTOR

Dated: 11/3/17

By: M. Susan Haun
M. Susan Haun
Strategies By Design

COUNTY

Dated: _____

By: _____
Richard Egan
County Executive Officer

Dated: _____

By: _____
Barbara Longo, Director
Health and Social Services

Approved as to form:

Robert M. Burns
Lassen County Counsel

By:  10/12/17
Andrew Haut
Attorney for Lassen County Counsel

ATTACHMENT A
AGREEMENT BETWEEN
LASSEN COUNTY
AND
STRATEGIES BY DESIGN
SCOPE OF SERVICES

A.1 SCOPE OF SERVICES AND DUTIES.

The services to be provided by CONTRACTOR and the scope of CONTRACTOR's duties include the following consistent with the elements of the County's 2017-2021 Comprehensive Tobacco Control Plan (CTCP) Evaluation Plan:

- A.1.1 CONTRACTOR in collaboration with the County's Tobacco Use Reduction (TURP) Program Manager/Project Staff, develop/design evaluation instruments for the project consistent with sound evaluation and measurement principles for valid outcome evaluation for the objectives of the County's 2017-2021 CTCP's Evaluation Plan.
- A.1.2 CONTRACTOR shall provide consultation in the administration of evaluation methods, such as, but not limited to, procedures for conducting Key Informant Interviews and Observation Surveys, to ensure reliability as well as validity.
- A.1.3 CONTRACTOR shall set up databases for online/handheld data collection for project staff to populate, as necessary.
- A.1.4 CONTRACTOR shall assemble data collected by project staff, e.g., Media Activity Record, Public Intercept Surveys, Observations, etc. or collect data and information (primary data), e.g., Key Informant Interviews and Focus Groups.
- A.1.5 CONTRACTOR shall process and prepare for analysis, e.g., Media Activity Record, Observations, etc., clean data and conduct analyses for each evaluation activity in the County's 2017-2021 CTCP Evaluation Plan.
- A.1.6 CONTRACTOR shall interpret results of each data collection/evaluation activity, formulate recommendations and facilitate the project's understanding of the results of data collection and how the data informs the project's intervention activities.
- A.1.7 CONTRACTOR shall for each evaluation activity, write a summary report for the project and for inclusion in the progress reports in the Online Tobacco Information System (OTIS).
- A.1.8 CONTRACTOR shall develop final evaluation reports – two brief evaluation reports for two non-primary objectives – in accordance with County's 2017- 2021 CTCP's Evaluation Plan and in collaboration with the program's Project Manager. All evaluation reports will be developed at the conclusion of the County's 2017 – 2021 CTCP and shall be prepared consistent with the format described in the California Tobacco Control Program's Tell Your Story: Guideline for Preparing Useful Evaluation Reports.
- A.1.9 CONTRACTOR shall have evaluation plan implementation & monitoring: Meet with Project Manager monthly to monitor evaluation plan implementation.
- A.1.10 CONTRACTOR shall revise the 2017-2018 SOW Evaluation Plan, Activities, & Narrative

based on requirements for the 2018-2021 SOW period, including CTCP negotiation process and revisions.

- A.1.11 CONTRACTOR shall develop and enter narratives into OTIS for all evaluation activities for each six-month progress report.
- A.1.12 CONTRACTOR shall develop the County's Evaluation Plan, for the 2021-2025 scope of work period, in collaboration with the Project Manager, consistent with the LLA Guidelines (released in 2024), including sample sizes and sampling methodology.
- A.1.13 CONTRACTOR shall perform the following evaluation activities, per non-primary and primary objectives (listed below) organized by type of activity and year, in the County's 2017-2021 CTCP Scope of Work:

Objective 1: By June 30, 2021, Lassen County will recruit ten new coalition members and maintain at least 15 members representing diverse non-traditional partnerships from various priority populations (e.g. members of rural populations, individuals experiencing low socioeconomic statuses), and community organizations to engage coalition members. All coalition members will participate in at least three tobacco prevention activities annually.

Objective 2: By June 30, 2021, at least one jurisdiction in Lassen County (e.g. City of Susanville or the unincorporated areas) will adopt and implement a tobacco retailer licensing policy that prohibits the sale of flavored tobacco products and earmarks a portion of the license fee for enforcement activities.

Objective 3: By June 30, 2018, the City of Susanville will implement a smoke-free outdoor recreation policy which prohibits the use of all tobacco products in community parks (i.e., Memorial Park, Susanville Ranch Park and Riverside Park), including the use of electronic smoking devices (ESD).

Objective 4: By June 30, 2021, Lassen County will adopt and implement a tobacco-free outdoor recreation policy which prohibits the use of all tobacco products all community parks (e.g., Janesville Park, Leavitt Lake Park, and Westwood Park) including the use of electronic smoking devices.

Evaluator-specific activities, conducted in collaboration with the Project Director:

A.1.5.1 Objective 1:

- 1-E-1 Final Evaluation Report – Develop Analysis & Report (Brief Evaluation Report-BER)
- 1-E-2 Key Informant Interviews - Develop Analysis and Report
- 1-E-4 Coalition participant Survey - Develop Analysis and Report
- 1-E-5 Asset Mapping – Training provided to Coalition
- 1-E-6 Focus Group - Develop Analysis and Report
- 1-E-7 Education/Participant Survey - Develop Analysis and Report
- 1-E-9 Media Activity Record - Develop Analysis and Report

A.1.5.2 Objective 2:

- 2-E-1 Key Informant Interview for Community Enforcement Officials – Develop Analysis & Report
- 2-E-3 Public Intercept Survey – Questions Developed and Develop Analysis & Report
- 2-E-4 Final Evaluation Report – Develop Analysis & Report
- 2-E-5 Tobacco Purchase Survey – Survey Developed and Develop Analysis & Report
- 2-E-6 Policy Record – Policy Record Review Form Developed and Develop Analysis and Report
- 2-E-7 MAR - Provide TA/Editing to Project Director for Protocol & Analysis; Develop Summary Narrative
- 2-E-8 Outcome of Policy Implementation - Develop Analysis & Report
- 2-E-9 Key Informant Interview for Policy Makers - Develop Analysis & Report
- 2-E-10 HSHC Public Intercept (POP) Survey – Develop Analysis & Report
- 2-E-11 Storefront Advertising Observation – Develop Analysis & Report
- 2-E-12 Education/Participant Survey for HSHC Survey – Post-Training Assessment Analysis and Report
- 2-E-13 Education/Participant Survey for Young Adult Tobacco Purchase Survey – Post-Training Assessment Analysis and Report
- 2-E-14 Education/Participant Survey for Store Observational Data - Post-Training Assessment Analysis and Report
- 2-E-15 Collaborate with the University of San Diego (UCSD) to conduct a County Student Tobacco Survey (Grades 7-12)

A.1.5.3 Objective 3:

- 3-E-1 Final Evaluation Report – Develop Analysis & Report
- 3-E-2 Key Informant Interview - Develop Analysis & Report
- 3-E-3 Media Activity Record - Develop Analysis & Report
- 3-E-4 Observation Data - Develop Analysis & Report
- 3-E-5 Focus Group - Develop Analysis and Report

A.1.5.4 Objective 4:

- 4-E-1 Key Informant Interviews - Develop Analysis & Report
- 4-E-2 Media Activity Record - Develop Analysis and Report
- 4-E-3 Policy Review Record - Provide TA/Editing to PD for Protocol & Analysis; Write Summary Narrative
- 4-E-4 Observation Data - Develop Analysis & Report

4-E-5 Final Evaluation Report – Develop Analysis & Report

4-E-6 Education/Participant Survey - Post-Training Assessment
Analysis and Report

A.1.5.5 Other:

- Contractor will provide the above services on a fixed fee basis based on 208 hours annually. Contractor shall invoice the County quarterly for the services completed to the TURP Program Manager. The maximum amount payable to Contractor under this four-year contract is \$19,630 per year (including \$1,950 travel expenses per year) or a total of \$78,520 for the four-year period. The payment breakdown is as follows: 4 quarterly payments annually of \$4,907.50 each.
- Contractor services shall be rendered primarily at Contractor's office and via telecommuting.

END OF ATTACHMENT "A"

ATTACHMENT B
AGREEMENT BETWEEN
LASSEN COUNTY
AND
STRATEGIES BY DESIGN

PAYMENT

COUNTY shall pay CONTRACTOR as follows:

B.1 BASE CONTRACT FEE.

CONTRACTOR shall submit requests for payment after completion of services or no later than the tenth (10th) day of the month following provision of services. Requests for payment shall be substantially in the form of an invoice. Payment shall be made within thirty (30) days after the invoice is approved by the Public Health Fiscal Officer.

B.2 REIMBURSEMENT FOR EXPENSES.

COUNTY shall reimburse CONTRACTOR for Services described in B.4.

B.3 AUTHORIZATION REQUIRED.

Services performed by CONTRACTOR and not authorized in this Agreement shall not be paid for by COUNTY.

B.4 PAYMENT GRID.

Original Contract June 1, 2017 through June 30, 2021						
Scope #	Program/Service Description	Funding Source	Unit Type	Rate	Total # Units	Total
A.1.5.1	Objective 1	Tobacco	Hourly	\$85.00	192	\$16,320.00
A.1.5.2	Objective 2	Tobacco	Hourly	\$85.00	252	\$21,420.00
A.1.5.3	Objective 3	Tobacco	Hourly	\$85.00	220	\$18,700.00
A.1.5.4	Objective 4	Tobacco	Hourly	\$85.00	96	\$8,160.00
A.1.5.5	Objective 5	Tobacco	Hourly	\$85.00	72	\$6,120.00
	Travel Expenses	Tobacco				\$7,800.00
Contract Amount						\$78,520.00

*Contingent upon availability of funds and the necessary approvals.

END OF ATTACHMENT "B"

ATTACHMENT C
AGREEMENT BETWEEN
LASSEN COUNTY
AND
STRATEGIES BY DESIGN
GENERAL PROVISIONS

C.1. INDEPENDENT CONTRACTOR. For all purposes arising out of this Agreement, CONTRACTOR shall be: an independent contractor and CONTRACTOR and each and every employee, agent, servant, partner, and shareholder of CONTRACTOR (collectively referred to as "The Contractor") shall not be, for any purpose of this Agreement, an employee of COUNTY. Furthermore, this Agreement shall not under any circumstance be construed or considered to be a joint powers agreement as described in California Government Code sections 6000, et seq., or otherwise. As an independent contractor, the following shall apply:

C.1.1 CONTRACTOR shall determine the method, details and means of performing the services to be provided by CONTRACTOR as described in this Agreement.

C.1.2 CONTRACTOR shall be responsible to COUNTY only for the requirements and results specified by this Agreement and, except as specifically provided in this Agreement, shall not be subject to COUNTY's control with respect to the physical actions or activities of CONTRACTOR in fulfillment of the requirements of this Agreement.

C.1.3 CONTRACTOR shall be responsible for its own operating costs and expenses, property and income taxes, workers' compensation insurance and any other costs and expenses in connection with performance of services under this Agreement.

C.1.4 CONTRACTOR is not, and shall not be, entitled to receive from or through COUNTY, and COUNTY shall not provide or be obligated to provide the CONTRACTOR with workers' compensation coverage, unemployment insurance coverage or any other type of employee or worker insurance or benefit coverage required or provided by any federal, state or local law or regulation for, or normally afforded to, any employee of COUNTY.

C.1.5 The CONTRACTOR shall not be entitled to have COUNTY withhold or pay, and COUNTY shall not withhold or pay, on behalf of the CONTRACTOR any tax or money relating to the Social Security Old Age Pension Program, Social Security Disability Program or any other type of pension, annuity or disability program required or provided by any federal, state or local law or regulation for, or normally afforded to, an employee of COUNTY.

C.1.6 The CONTRACTOR shall not be entitled to participate in, or receive any benefit from, or make any claim against any COUNTY fringe benefit program including, but not limited to, COUNTY's pension plan, medical and health care plan, dental plan, life insurance plan, or other type of benefit program, plan or coverage designated for, provided to, or offered to COUNTY's employees.

C.1.7 COUNTY shall not withhold or pay on behalf of CONTRACTOR any federal, state or local tax including, but not limited to, any personal income tax owed by CONTRACTOR.

C.1.8. The CONTRACTOR is, and at all times during the term of this Agreement shall represent and conduct itself as, an independent contractor and not as an employee of COUNTY.

C.1.9 CONTRACTOR shall not have the authority, express or implied, to act on behalf of, bind or obligate the COUNTY any way without the written consent of the COUNTY.

C.2 LICENSES, PERMITS, ETC. CONTRACTOR represents and warrants to COUNTY that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONTRACTOR to practice its profession. CONTRACTOR represents and warrants to COUNTY that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for CONTRACTOR to practice its profession at the time the services are performed.

C.3 CHANGE IN STATUTES OR REGULATIONS. If there is a change of statutes or regulations applicable to the subject matter of this Agreement, both parties agree to be governed by the new provisions, unless either party gives notice to terminate pursuant to the terms of this Agreement.

C.4 TIME. CONTRACTOR shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of CONTRACTOR's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

C.5 INSURANCE.

C.5.1 Prior to rendering services provided by the terms and conditions of this Agreement, CONTRACTOR shall acquire and maintain during the term of this Agreement insurance coverage (hereinafter referred to as "the insurance") through and with an insurer acceptable to COUNTY. The insurance shall contain the following coverages:

C.5.1.1 Comprehensive general liability insurance including comprehensive public liability insurance with minimum coverage of One Million Dollars (\$1,000,000) per occurrence and with not less than One Million Dollars (\$1,000,000) aggregate; CONTRACTOR shall insure both COUNTY and CONTRACTOR against any liability arising under or related to this Agreement.

C.5.1.2 During the term of this Agreement, CONTRACTOR shall maintain in full force and effect a policy of professional errors and omissions insurance with policy limits of not less than One Million Dollars (\$1,000,000) per incident and One Million Dollars (\$1,000,000) annual aggregate, with deductible or self-insured portion not to exceed Two Thousand Five Hundred Dollars (\$2,500).

C.5.1.3 Comprehensive automobile liability insurance with minimum coverage of Five Hundred Thousand Dollars (\$500,000) per occurrence and with not less than Five Hundred Thousand Dollars (\$500,000) on reserve in the aggregate, with combined single limit including owned, non-owned and hired vehicles.

C.5.1.4 Workers' Compensation Insurance coverage for all of CONTRACTOR's employees and other persons for whom CONTRACTOR is responsible to provide such insurance coverage, as provided by Division 4 and 4.5 of the California Labor Code.

C.5.2 The limits of insurance herein shall not limit the liability of the CONTRACTOR hereunder.

C.5.3 In respect to any insurance herein, if the aggregate limit available becomes less than that required above, other excess insurance shall be acquired and maintained immediately. For the purpose of any insurance term of this Agreement, "aggregate limit available" is defined as the total policy limits available for all claims made during the policy period.

C.5.4 Except for automobile liability insurance, the insurance shall name the COUNTY and COUNTY's officers, employees, agents and independent contractors as additional insureds and shall include an endorsement that no cancellation or material change adversely affecting any coverage provided by the insurance may be made until twenty (20) days after written notice is delivered to COUNTY.

C.5.5 The insurance policy forms, endorsements and insurer(s) issuing the insurance shall be satisfactory to COUNTY at its sole and absolute discretion. The amount of any deductible payable by the insured shall be subject to the prior approval of the COUNTY and the COUNTY, as a condition of its approval, may require such proof of the adequacy of CONTRACTOR's financial resources as it may see fit.

C.5.6 Prior to CONTRACTOR rendering services provided by this Agreement, and immediately upon acquiring additional insurance, CONTRACTOR shall deliver a certificate of insurance describing the insurance coverages and endorsements to:

Barbara Longo, Director
Lassen County Health and Social Services
1445 Paul Bunyan Road
Susanville, CA 96130

Upon COUNTY's request, CONTRACTOR shall deliver certified copies of any insurance policies to COUNTY.

C.5.7 CONTRACTOR shall not render services under the terms and conditions of this Agreement unless each type of insurance coverage and endorsement is in effect and CONTRACTOR has delivered the certificate(s) of insurance to COUNTY as previously described. If CONTRACTOR shall fail to procure and maintain said insurance, COUNTY may, but shall not be required to, procure and maintain the same, and the premiums of such insurance shall be paid by CONTRACTOR to COUNTY upon demand. The policies of insurance provided herein which are to be provided by CONTRACTOR shall be for a period of not less than one year, it being understood and agreed that twenty (20) days prior to the expiration of any policy of insurance, CONTRACTOR will deliver to COUNTY a renewal or new policy to take the place of the policy expiring.

C.5.8 COUNTY shall have the right to request such further coverages and/or endorsements on the insurance as COUNTY deems necessary, at CONTRACTOR's expense. The amounts, insurance policy forms, endorsements and insurer(s) issuing the insurance shall be satisfactory to COUNTY in its sole and absolute discretion.

C.5.9 Any subcontractor(s), independent contractor(s) or any type of agent(s) performing or hired to perform any term or condition of this Agreement on behalf of CONTRACTOR, as may be allowed by this Agreement (hereinafter referred to as the "SECONDARY PARTIES"), shall comply with each term and condition of this Section C.5 entitled "INSURANCE". Furthermore, CONTRACTOR shall be responsible for the SECONDARY PARTIES' acts and satisfactory performance of the terms and conditions of this Agreement.

C.6 INDEMNITY.

COUNTY shall not be liable for, and contractor shall defend and indemnify COUNTY and its officers, agents, employees, and volunteers (collectively "County Parties"), against 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 attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by 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.

- C.7 CONTRACTOR NOT AGENT.** Except as COUNTY may specify in writing, CONTRACTOR shall have no authority, express or implied, to act on behalf of COUNTY in any capacity whatsoever as an agent. CONTRACTOR shall have no authority, express or implied, pursuant to this Agreement to bind COUNTY to any obligation whatsoever.
- C.8 ASSIGNMENT PROHIBITED.** CONTRACTOR may not assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no legal effect.
- C.9 PERSONNEL.** CONTRACTOR shall assign only competent personnel to perform services pursuant to this Agreement. In the event that COUNTY, in its sole discretion at any time during the term of this Agreement, desires the removal of any person or persons assigned by CONTRACTOR to perform services pursuant to this Agreement, CONTRACTOR shall remove any such person immediately upon receiving written notice from COUNTY of its desire for removal of such person or persons.
- C.10 STANDARD OF PERFORMANCE.** CONTRACTOR shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONTRACTOR is engaged. All products of whatsoever nature which CONTRACTOR delivers to COUNTY pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession.
- C.11 POSSESSORY INTEREST.** The parties to this Agreement recognize that certain rights to property may create a "possessory interest", as those words are used in the California Revenue and Taxation Code section 107. For all purposes of compliance by COUNTY with Section 107.6 of the California Revenue and Taxation Code, this recital shall be deemed full compliance by the COUNTY. All questions of initial determination of possessory interest and valuation of such interest, if any, shall be the responsibility of the County Assessor and the contracting parties hereto. A taxable possessory interest may be created by this, if created, and the party in whom such an interest is vested will be subject to the payment of property taxes levied on such an interest.
- C.12 TAXES.** CONTRACTOR hereby grants to the COUNTY the authority to deduct from any payments to CONTRACTOR any COUNTY imposed taxes, fines, penalties and related charges which are delinquent at the time such payments under this Agreement are due to CONTRACTOR.
- C.13 TERMINATION.**

C.13.1 COUNTY shall have the right to terminate this Agreement at any time by giving notice in writing of such termination to CONTRACTOR. In the event COUNTY gives notice of termination, CONTRACTOR shall immediately cease rendering service upon receipt of such written notice and the following shall apply:

C.13.1.1 CONTRACTOR shall deliver to COUNTY copies of all writings prepared by it pursuant this agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photocopying, photographing computer storage medium (tapes, disks, diskettes, etc.) and every other means of recording upon any tangible thing, and form of communication or representation, including letters, pictures, sounds, or symbols, or combinations thereof.

C.13.1.2 COUNTY shall pay CONTRACTOR the reasonable value of services rendered by CONTRACTOR to the date of termination pursuant to this Agreement not to exceed the amount documented by CONTRACTOR and approved by COUNTY as work accomplished to date. Provided, however, that in no event shall any payment hereunder exceed Five Thousand Five Hundred Dollars (\$5,500). Further provided, however, COUNTY shall not in any manner be liable for lost profits which might have been made by CONTRACTOR had

CONTRACTOR completed the services required by this Agreement. In this regard, CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of the COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of the COUNTY shall be final. The foregoing is cumulative and does not affect any right or remedy which COUNTY may have in law or equity.

C.13.2 CONTRACTOR may terminate its services under this Agreement upon thirty (30) working days written notice to the COUNTY, without liability for damages, if CONTRACTOR is not compensated according to the provisions of the Agreement or upon any other material breach of the Agreement by COUNTY, provided that CONTRACTOR has first provided COUNTY with a written notice of any alleged breach, specifying the nature of the alleged breach and providing not less than ten (10) working days within which the COUNTY may cure the alleged breach.

- C.14 OWNERSHIP OF INFORMATION.** All professional and technical information developed under this Agreement and all work sheets, reports, and related data shall become and/or remain the property of COUNTY, and CONTRACTOR agrees to deliver reproducible copies of such documents to COUNTY on completion of the services hereunder. The COUNTY agrees to indemnify and hold CONTRACTOR harmless from any claim arising out of reuse of the information for other than this project.
- C.15 WAIVER.** A waiver by any party of any breach of any term, covenant or condition herein contained or a waiver of any right or remedy of such party available hereunder at law or in equity shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained or of any continued or subsequent right to the same right or remedy. No party shall be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.
- C.16 COMPLETENESS OF INSTRUMENT.** This Agreement, together with its specific references and attachments, constitutes all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made, express or implied.
- C.17 SUPERSEDES PRIOR AGREEMENTS.** It is the intention of the parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, or agreements, written or oral, between the parties hereto.
- C.18 ATTORNEY'S FEES.** If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, which may be set by the Court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such party may be entitled.
- C.19 MINOR AUDITOR REVISION.** In the event the Lassen County Auditor's office finds a mathematical discrepancy between the terms of the Agreement and actual invoices or payments, provided that such discrepancy does not exceed one percent (1%) of the Agreement amount, the Auditor's office may make the adjustment in any payment or payments without requiring an amendment to the Agreement to provide for such adjustment. Should the COUNTY or the CONTRACTOR disagree with such adjustment, they reserve the right to contest such adjustment and/or to request corrective amendment.
- C.20 CAPTIONS.** The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

- C.21 DEFINITIONS.** Unless otherwise provided in this Agreement, or unless the context otherwise requires, the following definitions and rules of construction shall apply herein.
- C.21.1 Number and Gender.** In this Agreement, the neuter gender includes the feminine and masculine, the singular includes the plural, and the word "person" includes corporations, partnerships, firms or associations, wherever the context so requires.
- C.21.2 Mandatory and Permissive.** "Shall" and "will" and "agrees" are mandatory. "May" is permissive.
- C.22 TERM INCLUDES EXTENSIONS.** All references to the term of this Agreement or the Agreement Term shall include any extensions of such term.
- C.23 SUCCESSORS AND ASSIGNS.** All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- C.24 MODIFICATION.** No modification or waiver of any provisions of this Agreement or its attachments shall be effective unless such waiver or modification shall be in writing, signed by all parties, and then shall be effective only for the period and on the condition, and for the specific instance for which given.
- C.25 COUNTERPARTS.** This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
- C.26 OTHER DOCUMENTS.** The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.
- C.27 PARTIAL INVALIDITY.** If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- C.28 VENUE.** It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Lassen, State of California.
- C.29 CONTROLLING LAW.** The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.
- C.30 CALIFORNIA TORT CLAIMS ACT.** Notwithstanding any term or condition of the Agreement, the provisions, and related provisions, of the California Tort Claims Act, Division 3.6 of the Government Code, are not waived by COUNTY and shall apply to any claim against COUNTY arising out of any acts or conduct under the terms and conditions of this Agreement.
- C.31 TIME IS OF THE ESSENCE.** Time is of the essence of this Agreement and each covenant and term herein.
- C.32 AUTHORITY.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such entity(s), person(s), estate(s) or firm(s) and that all formal requirements necessary or required by any state

and/or federal law in order to enter into this Agreement are in full compliance. Further, by entering into this Agreement, neither party hereto shall have breached the terms nor conditions of any other contract or agreement to which such party is obligated, which such breach would have a material effect hereon.

C.33 CORPORATE AUTHORITY. If CONTRACTOR is a corporation or public agency, each individual executing this Agreement on behalf of said corporation or public agency represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of said corporation, in accordance with a duly adopted resolution of the Board of Directors of said corporation or in accordance with the bylaws of said corporation or Board or Commission of said public agency, and that this Agreement is binding upon said corporation or public entity in accordance with its terms. If CONTRACTOR is a corporation, CONTRACTOR shall, within thirty (30) days after execution of this Agreement, deliver to COUNTY a certified copy of a resolution of the Board of Directors of said corporation authorizing or ratifying the execution of this Agreement.

C.34 CONFLICT OF INTEREST.

C.34.1 Legal Compliance. CONTRACTOR agrees at all times in performance of this Agreement to comply with the law of the State of California regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090 and Chapter 7 of Title 9 of said Code, commencing with Section 87100, including regulations promulgated by the California Fair Political Practices Commission.

C.34.2 Advisement. CONTRACTOR. agrees that if any facts come to its attention which raise any questions as to the applicability of this law, it will immediately inform the COUNTY designated representative and provide all information needed for resolution of the question.

C.34.3 Admonition. Without limitation of the covenants in subparagraphs C.34.1 and C.34.2, CONTRACTOR is admonished hereby as follows:

The statutes, regulations and laws referenced in this provision C.34 include, but are not limited to, a prohibition against any public officer, including CONTRACTOR for this purpose, from making any decision on behalf of COUNTY in which such officer has a direct or indirect financial interest. A violation occurs if the public officer influences or participates in any COUNTY decision which has the potential to confer any pecuniary benefit on CONTRACTOR or any business firm in which CONTRACTOR has an interest of any type, with certain narrow exceptions.

C.35 NONDISCRIMINATION. During the performance of this Agreement, CONTRACTOR shall not unlawfully discriminate against any employee of the CONTRACTOR or of the COUNTY or applicant for employment or for services or any member of the public because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age or sex. CONTRACTOR shall ensure that in the provision of services under this Agreement, its employees and applicants for employment and any member of the public are free from such discrimination. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.). The applicable regulations of the Fair Employment Housing Commission implementing Government Code Section 12900, set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full. CONTRACTOR shall also abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and regulation issued pursuant to said Act. CONTRACTOR shall give written notice of its obligations under this clause to any labor agreement. CONTRACTOR shall include the non-discrimination and compliance provision of this paragraph in all subcontracts to perform work under this Agreement.

- C.36 JOINT AND SEVERAL LIABILITY.** If any party consists of more than one person or entity, the liability of each person or entity signing this Agreement shall be joint and several.
- C.37 TAXPAYER I.D. NUMBER.** The COUNTY shall not disburse any payments to CONTRACTOR pursuant to this Agreement until CONTRACTOR supplies the latter's Taxpayer Identification Number or Social Security Number by providing COUNTY with a completed IRS Form W-9.
- C.38 NOTICES.** All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as follows:

If to "COUNTY":

Barbara Longo, Director
Lassen County Health and Social Services
1445 Paul Bunyan Road
Susanville, CA 96130

If to "CONTRACTOR":

M. Susan Haun
Strategies By Design
300 Laws Ave
Ukiah, CA 95482

- C.39 NO THIRD-PARTY BENEFICIARIES.** This Agreement is made solely and specifically among and for the benefit of the parties to it, the COUNTY and the CONTRACTOR, and their respective successors and assigns, subject to the express provision of the agreement relating to successors and assigns, and no other person, has or will have any rights, interest, or claims under this Agreement as a third-party beneficiary or otherwise. This Agreement shall not establish any actionable duty of the County or County personnel inuring to any third party or to anyone claiming under or on behalf of such a third party.

END OF ATTACHMENT "C"

ATTACHMENT D

**AGREEMENT BETWEEN
LASSEN COUNTY
AND
STRATEGIES BY DESIGN**

APPENDIX A

Evaluation Services				
	17/18	18/19	19/20	20/21
Develop all data collection instruments and protocols (15-17), technical assistance on data collection and data entry	15-17 Instruments	HSHC Campaign	HSHC Campaign	
Conduct data collection trainings	TBD	TBD	TBD	TBD
Data collection	Possibly, KIs	Possibly FG	Possibly KIs	
	Asset Mapping			
Develop all evaluation activity reports	6-10 annual activities	6-10 annual activities	6-10 annual activities	6-10 annual activities
25-30 total reports	HSHC Campaign (MAR, PRR)	HSHC Campaign (Obs., MAR)	HSHC Campaign (POP, KII, MAR)	HSHC Campaign (MAR, PRR)
Evaluation Activity Reporting in OTIS	Semi-annually	Semi-annually	Semi-annually	Semi-annually
Final Evaluation Reporting				3 Brief Evaluation Reports
				1 Final Evaluation Report
Evaluation Plan Development (including CTCPC negotiations and revisions)	Development of the Tobacco Program's 2018-2021 Evaluation Plan	Revision to Evaluation Plan, if necessary	Revision to Evaluation Plan, if necessary	Development of the County's 2021-2025 CTCPC's Evaluation Plan
Evaluation Plan Monitoring, Scheduling, Implementation & Data Discussion	Regular (monthly) meetings with PM	Regular (monthly) meetings with PM	Regular (monthly) meetings with PM	Regular (monthly) meetings with PM
Statewide Meetings/TCEC Trainings (costs shared by 4 projects)	1-2 in-person and 2-3 online Statewide Meetings/TCEC Regional Trainings per year	1-2 in-person and 2-3 online Statewide Meetings/TCEC Regional Trainings per year	1-2 in-person and 2-3 online Statewide Meetings/TCEC Regional Trainings per year	1-2 in-person and 2-3 online Statewide Meetings/TCEC Regional Trainings per year
Other				Collecting data (secondary data) for CX Needs Assessment
	Travel to Lassen County twice per year for data collection trainings and/or data presentations	Travel to Lassen County twice per year for data collection trainings and/or data presentations	Travel to Lassen County twice per year for data collection trainings and/or data presentations	Travel to Lassen County twice per year for data collection trainings and/or data presentations
Total Hours	208	208	208	208

END OF ATTACHMENT "D"

____ County Initials
Strategies By Design v.1 17.21

17

Agreement with Strategies By Design

____ Contractor Initials