

COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter "County") and:

Arlene Guzman Corporation dba Thought Link

(hereinafter "CONTRACTOR").

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services to be provided are generally described as follows:

Multi-Phase Implementation of the Behavioral Health Services Act (BHSA)-Phase I includes: Strategic Implementation Guidance; Resource and Data Optimization for creation of integrated reporting plan; Stakeholder-Centered Transition Planning; and Capacity-Building Technical Assistance. This phase is designed to enhance collaboration and ensure that the objectives of the BHSA are effectively met.

2.0 PAYMENT PROVISIONS:

2.1 County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: \$ 254,000

3.0

TERM OF AGREEMENT:

3.01 The term of this Agreement is from January 1, 2025 to June 30, 2026, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit A Scope of Services/Payment Provisions

Exhibit B Other: Monterey County Behavioral Health
Invoice Form

Exhibit C Auto Liability Coverage

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5.0 PERFORMANCE STANDARDS:

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.
- 6.05 The Parties agree that CONTRACTOR and its subcontractors shall be reimbursed for mileage based upon the Internal Revenue Service (IRS) standard business mileage rate at the time of travel.

7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

- 7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. "Good cause" includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.
- 7.03 The County's payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County's purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

9.0 INSURANCE REQUIREMENTS:

- 9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the Contractor shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

- 9.02 **Qualifying Insurers:** All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current A.M. Best's Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Agent.

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- 9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial General Liability Insurance: including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate.

(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Auto Liability Coverage: must include motor vehicles, including scheduled, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit or Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Workers' Compensation Insurance: if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Professional Liability Insurance: if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

(Note: Professional liability insurance coverage is required if the contractor is providing a professional service regulated by the state. Examples of service providers regulated by the state are insurance agents, professional architects and engineers, doctors, certified public accountants, lawyers, etc. However, other professional Contractors, such as computer or software designers, technology services, and services providers such as claims administrators, should also have professional liability. If in doubt, consult with your risk or contract manager.)

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If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor.

9.04 Other Requirements:

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Additional Insured Status:

The County of Monterey, its officers, officials, employees, and volunteers are to be covered as additional insureds on the commercial general liability policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the CONTRACTOR'S insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage:

For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

Waiver of Subrogation:

CONTRACTOR hereby grants to County a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the County by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect. CONTRACTOR shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

10.0 **RECORDS AND CONFIDENTIALITY:**

- 10.1 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.2 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.3 **Maintenance of Records:** CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.4 **Access to and Audit of Records:** The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County,

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to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.

- 10.5 **Royalties and Inventions:** County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

11.0 NON-DISCRIMINATION:

- 11.1 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), sexual orientation, or any other characteristic set forth in California Government code § 12940(a), either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13.0 COMPLIANCE WITH APPLICABLE LAWS:

- 13.1 CONTRACTOR shall keep itself informed of and in compliance with all federal, state, and local laws, ordinances, regulations, and orders, including but not limited to all state and federal tax laws that may affect in any manner the Project or the performance of the Services or those engaged to perform Services under this AGREEMENT as well as any privacy laws including, if applicable, HIPAA. CONTRACTOR shall procure all permits and licenses, pay all charges and fees, and give all notices require by law in the performance of the Services.
- 13.2 CONTRACTOR shall report immediately to County's Contracts/Purchasing Officer, in writing, any discrepancy or inconsistency it discovers in the laws, ordinances, regulations, orders, and/or guidelines in relation to the Project of the performance of the Services.

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13.3 All documentation prepared by CONTRACTOR shall provide for a completed project that conforms to all applicable codes, rules, regulations, and guidelines that are in force at the time such documentation is prepared.

14.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

15.0 NOTICES:

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR'S contract administrators at the addresses listed below:

FOR COUNTY:	FOR CONTRACTOR:
Elsa Mendoza Jimenez, MPH Director of Health Services	Arlene Guzman, President
Name and Title	Name and Title
1270 Natividad Road, Salinas, CA 93906	14561 Hillside Street, Chino, CA 91710
Address	Address
(831) 755-4526	(415) 517-5470
Phone:	Phone:

16.0 MISCELLANEOUS PROVISIONS.

16.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.

16.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.

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- 16.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 16.04 **Contractor:** The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.
- 16.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 16.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.
- 16.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 16.08 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 16.09 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 16.10 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 16.11 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.
- 16.12 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 16.13 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

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- 16.14 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 16.15 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 16.16 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

17.0 **CONSENT TO USE OF ELECTRONIC SIGNATURES.**

- 17.1 The parties to this Agreement consent to the use of electronic signatures via DocuSign to execute this Agreement. The parties understand and agree that the legality of electronic signatures is governed by state and federal law, 15 U.S.C. Section 7001 et seq.; California Government Code Section 16.5; and, California Civil Code Section 1633.1 et. seq. Pursuant to said state and federal law as may be amended from time to time, the parties to this Agreement hereby authenticate and execute this Agreement, and any and all Exhibits to this Agreement, with their respective electronic signatures, including any and all scanned signatures in portable document format (PDF).

17.2 **Counterparts.**

The parties to this Agreement understand and agree that this Agreement can be executed in two (2) or more counterparts and transmitted electronically via facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) via email transmittal.

17.3 **Form: Delivery by E-Mail or Facsimile.**

Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) by e-mail transmittal, in either case with delivery confirmed. On such confirmed delivery, the signatures in the facsimile or PDF data file shall be deemed to have the same force and effect as if the manually signed counterpart or counterparts had been delivered to the other party in person.

18.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

COUNTY OF MONTEREY

DocuSigned by:

By:

Debra Wilson

787419376400418

Contracts/Purchasing Officer

Date:

3/28/2025 | 2:02 PM PDT

DocuSigned by:

By:

Robert Jones

E79EF64E57454F6

Department Head (if applicable)

Date:

5/7/2025 | 9:41 AM PDT

Approved as to Form
Office of the County Counsel¹
Susan K. Blich, County Counsel

DocuSigned by:

By:

Kevin Serrano

8F7C7E7A1388E186

County Counsel

Date:

3/28/2025 | 11:17 AM PDT

Approved as to Fiscal Provisions

DocuSigned by:

By:

Patricia Ruiz

E79EF64E57454F6

Auditor/Controller

Date:

3/28/2025 | 1:52 PM PDT

Approved as to Liability Provisions
Office of the County Counsel-Risk Management

By:

David Bolton, Risk Manager

Date:

CONTRACTOR

Arlene Guzman Corporation dab Thought Link

Signed by: Contractor/Business Name *

By:

Arlene Guzman Todd

DE28197695370402

(Signature of Chair, President, or Vice-President)

Arlene Guzman Todd

President/CFO

Name and Title

Date:

3/27/2025 | 2:55 PM PDT

By:

(Signature of Secretary, Asst. Secretary, CFO, Treasurer, or Asst. Treasurer)

Name and Title

Date:

County Board of Supervisors' Agreement No. _____ approved on _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

¹ Approval by County Counsel is required

² Approval by Auditor-Controller is required

³ Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

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EXHIBIT A: SCOPE OF SERVICES/PAYMENT PROVISIONS

**County of Monterey Standard Agreement
between
County of Monterey
Health Department/Behavioral Health Bureau and
Arlene Guzman Corporation dba Thought Link, Consultant**

Exhibit A shall be incorporated by reference as part of the Standard Agreement governing work to be performed under the above referenced AGREEMENT, the nature of the working relationship between the COUNTY and the CONTRACTOR, and specific obligations of the CONTRACTOR.

I. PURPOSE: The objective of this project is to support the Monterey County Behavioral Health Bureau (MCBH) in the effective implementation of the Behavioral Health Services Act (BHSA). This project aims to deliver a suite of tailored services to address the county's unique priorities while ensuring compliance with state requirements and fostering a sustainable transition to the BHSA framework. Key focus areas include, strategic implementation and guidance, resource and data optimization, stakeholder-centered transition planning, and capacity building and technical assistance.

II. PERIOD OF PERFORMANCE: Subject to other AGREEMENT provisions, the period of performance under this AGREEMENT will be from 01/01/25 through 06/30/26.

III. SCOPE OF WORK

A. PROGRAM GOALS AND OBJECTIVES: The CONTRACTOR shall provide services, and otherwise do all things necessary for or incidental to the performance of work, in that services shall include the following, as set forth below:

I. Contractor to provide Multi-Phase Implementation of the Behavioral Health Services Act (BHSA) - Phase I consists of the following components: 1. Strategic Implementation Guidance: Develop a schedule that aligns with statewide goals and milestones. 2. Resource and Data Optimization: Create an integrated report readiness plan to ensure that funding streams, data assets, and reporting capacities meet the mandates of the BHSA. 3. Stakeholder-Centered Transition Planning: Establish and implement collaboration protocols to effectively engage community members and system partners. 4. Capacity-Building Technical Assistance: Provide targeted training and technical support to MCBH staff and contractors. This component will enhance MCBH's capacity for BHSA compliance, implementing evidence-based practices, and managing challenges related to funding adjustments. This engagement is essential to equip MCBH with the necessary tools, strategies, and insights for a successful transition to the BHSA framework while fostering collaboration and continuous improvement across the behavioral health continuum of care.

IV. SCOPE OF SERVICES

A. Component 1: BHSA Implementation Blueprint

1. Assessment and Prioritization

- a. In collaboration with MCBH, CONTRACTOR will conduct a comprehensive assessment of county priorities associated with BHSA Implementation.
- b. CONTRACTOR will collaboratively identify strategic priorities and actionable goals.

2. Blueprint Development and Maintenance

- a. CONTRACTOR will develop a BHSA Implementation Blueprint, including a schedule with timelines that guide BHSA implementation, ensuring alignment with statewide goals, milestones, and local needs.
- b. CONTRACTOR will maintain alignment with established timelines within the Blueprint throughout the term of the agreement.
- c. In collaboration with MCBH, CONTRACTOR will regularly review and refine the Blueprint to reflect emerging state guidance, stakeholder feedback, and program performance data.

B. Component 2: Integrated Report Readiness Plan

1. Comprehensive Funding Forecast

- a. CONTRACTOR will collect and document all local, state, and federal funding sources contributing to the behavioral health continuum of care within Monterey County.
- b. In collaboration with MCBH, CONTRACTOR will categorize funding streams by service area (e.g., housing interventions, FSPs, BH Services and Supports) and by target service population to ensure alignment with BHSA goals.

- c. CONTRACTOR will identify other sources of local revenues, including partnerships with schools and government agencies providing Behavioral Health Services to the MediCal-eligible population.
- d. In collaboration with MCBH, CONTRACTOR will forecast expected BHSA revenue and provide a schedule for future expected revenue for Behavioral Health Services, inclusive of all potential funding streams.

2. Programming Inventory

- a. CONTRACTOR will identify all Behavioral Health services and programs serving the MediCal-eligible population.
- b. For all services and programs aligned with BHSA mandated services, CONTRACTOR will identify which funding stream under which alignment could occur.
- c. For services and programs not aligned with BHSA mandates, CONTRACTOR will identify conditions under which alignment could occur (see transition plans under Component 4).
- d. CONTRACTOR will develop a Program Inventory Report that includes programs potentially negatively impacted by funding stream adjustments.

3. Data Inventory Report

- a. CONTRACTOR will identify and catalog available data from services funded by BHSA, specifying data types, formats, data sharing capabilities, and reporting capabilities.
- b. CONTRACTOR will highlight overlaps or redundancies in data collection to streamline future reporting efforts.
- c. CONTRACTOR will develop an inventory of existing data to support quick access and adaptation once the state releases measure and outcome requirements.

4. Alignment Analysis and Adjustment Planning

- a. After measure and outcome requirements are released, CONTRACTOR will conduct an alignment analysis to identify which services are not aligned to data requirements.
- b. CONTRACTOR will collaborate with MCBH to create an actionable plan for addressing alignment issues, including adjustments to data collection processes, staff training, and technology systems.

C. Component 3: BHSA Transition Plan

1. Community Collaboration

- a. CONTRACTOR will develop a Community Collaboration Plan, in accordance with BHSA regulations.
- b. In collaboration with MCBH, CONTRACTOR will develop a BHSA Informational Forum Protocol to gather community input on priorities for BHSA funding given the amended funding allocations.
- c. CONTRACTOR will develop data collection tools to understand who attends the BHSA Informational Forums and document input shared regarding funding priorities.

- d. In collaboration with MCBH, CONTRACTOR will plan BHSA Informational Forums throughout Monterey County and each Board of Supervisors (BOS) district, working with host sites to support recruitment efforts.
- e. CONTRACTOR will facilitate BHSA Informational Forums in both English and Spanish.
- f. CONTRACTOR will collect feedback provided at BHSA Informational Forums.
- g. CONTRACTOR will conduct appropriate analysis of collected information.
- h. CONTRACTOR will report community feedback and recommendations within the BHSA Transition Plan.

2. System Partner Collaboration

- a. CONTRACTOR will develop Stakeholder Collaboration Plan, in accordance with BHSA regulations.
- b. In collaboration with MCBH, CONTRACTOR will develop a System Partner Collaboration Protocol to gather input on BHSA priorities from system partners identified in BHSA regulations.
- c. CONTRACTOR will develop data collection tools to understand who attends System Partner Collaboration Sessions and document shared input regarding funding priorities.
- d. In collaboration with MCBH, CONTRACTOR will plan System Partner Collaboration Sessions to align with BHSA requirements for stakeholder collaboration.
- e. CONTRACTOR will facilitate System Partner Collaboration Sessions in Both English and Spanish.
- f. CONTRACTOR will collect input provided at Stakeholder Collaboration Sessions.
- g. CONTRACTOR will conduct appropriate analysis of collected information.
- h. CONTRACTOR will report system partner feedback and recommendations within the Stakeholder Collaboration Report.

3. BHSA Transition Plan

- a. In collaboration with MCBH, CONTRACTOR will develop BH system recommendations for the BOS to consider for funding allocations given the Program Inventory Report (see Component 2 - Programming Inventory), available data, and stakeholder input.
- b. In collaboration with MCBH, CONTRACTOR will develop a BHSA Transition Plan to present to the BOS based on available data and stakeholder input.
- c. In collaboration with MCBH, CONTRACTOR will present the BHSA Transition Plan as needed.

D. Component 4. System Technical Assistance and Training

1. Policy Guidance and Monitoring

- a. CONTRACTOR will track and interpret state guidance, including updates to the Behavioral Health Transformation Policy Manual.
- b. CONTRACTOR will summarize key takeaways from state guidance and public comment periods, integrating key insights into the BHSa Implementation Blueprint (see Component 1).

2. MCBH Technical Assistance and Training

- a. In collaboration with MCBH staff, CONTRACTOR will identify priority training needs for MCBH staff related to BHSa regulations, DHCS policies, amendments to the Welfare and Institutions Code, and reporting processes and tools.
- b. CONTRACTOR will develop training(s) for prioritized needs adapted to the specific roles of targeted MCBH staff.
- c. In collaboration with MCBH, CONTRACTOR will facilitate training(s) with targeted MCBH staff.
- d. CONTRACTOR will develop and disseminate recorded trainings and associated guidance documents related to staff trainings.
- e. CONTRACTOR will provide as-needed technical assistance to MCBH related to BHSa Implementation.
- f. CONTRACTOR will provide training for clinical staff and contract analysts to build capacity and align practices with BHSa priorities and requirements.

3. Contractor Technical Assistance and Training

- a. In collaboration with MCBH staff, CONTRACTOR will identify priority training needs for MCBH Contractors related to BHSa regulations, DHCS updates and policies, amendments to the Welfare and Institutions Code, reporting processes and tools, and implementation of evidence-based practices.
- b. For contracted services that will be negatively impacted by funding changes (see Programming Inventory in Component 2), CONTRACTOR will collaborate with MCBH to develop transition plans to mitigate negative impacts for prioritized contractors.
- c. In coordination with MCBH, CONTRACTOR will schedule and facilitate meetings with impacted contractors to present, discuss, and potentially revise transition plans.
- d. CONTRACTOR will develop training(s) for prioritized Contractor needs.
- e. In collaboration with MCBH, CONTRACTOR will facilitate training(s) with targeted Contractors.
- f. CONTRACTOR will develop and disseminate recorded trainings and associated guidance documents related to Contractor trainings.

V. DESIGNATED CONTRACT MONITOR:

Shannon Castro

Management Analyst III/BHSa Coordinator

Monterey County Health Department/Behavioral Health Bureau

1270 Natividad Road, Salinas, CA 93906
(831) 755-8941

VI. PAYMENT PROVISIONS

A. COMPENSATION/PAYMENT

COUNTY shall pay an amount not to exceed **\$_254,000_** for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Services. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

Project Budget

Deliverable	Justification	Proposed Budget	Service Date(s)
BHSA Implementation Blueprint (Comp. 1)	Provides a structured, adaptable framework to ensure that Monterey County stays on track with BHSA implementation, meeting both state requirements and local priorities.	\$15,000	01/1/25 - 08/30/25
Comprehensive Funding Forecast (Comp. 2)	Offers a clear and detailed view of available funding, enabling informed decision-making and resource allocation that maximizes service delivery.	\$12,000	01/01/25- 09/30/25
Programming Inventory Report (Comp. 2)	Identifies alignment opportunities and risks, supporting strategic planning to optimize program sustainability under new funding conditions.	\$33,000	01/01/25 - 09/30/25
Data Inventory Report (Comp. 2)	Establishes a foundational understanding of data assets, streamlining compliance with state reporting requirements and enabling evidence-based decision-making.	\$18,000	01/01/25- 09/30/25
Programmatic Alignment Analysis and Action Plan (Comp. 2)	Ensures that data and processes align with state expectations, reducing risk and supporting continuous improvement efforts.	\$25,000	01/01/25 - 09/30/25
Community Collaboration Plan (Comp. 3)	Facilitates inclusive community collaboration, ensuring stakeholder voices inform BHSA funding priorities and fostering trust with residents.	\$12,000	01/01/25 – 12/30/25
Stakeholder Collaboration Plan (Comp. 3)	Strengthens partnerships with system stakeholders, creating alignment across sectors and enhancing the effectiveness of BHSA implementation.	\$12,000	01/01/25 – 12/30/25
BHSA Transition Plan (Comp. 3)	Provides a roadmap for transitioning services, ensuring a balanced approach to funding allocations based on data and stakeholder input.	\$66,000	01/01/25 – 12/30/25
MCBH Staff Trainings (Comp. 4)	Builds staff capacity to implement BHSA effectively, fostering compliance and implementation fidelity.	\$18,000	04/31/25 - 12/30/25

Contractor Trainings (Comp. 4)	Ensures contractors are equipped to align with BHSA regulations and implement evidence-based practices, maintaining service continuity.	\$18,000	04/31/25 - 12/30/25
Transition Plans for Contractors (Comp. 4)	Minimizes disruptions to contracted services, supporting a smooth transition to BHSA-aligned funding and program structures.	\$25,000	04/31/25 – 12/30/25
	Total Budget:	\$254,000	

- B.** There shall be no travel reimbursement allowed during this Agreement.
- C.** To receive any payment under this Agreement, CONTRACTOR shall submit reports and invoices in such form as may be required by the County of Monterey’s Behavioral Health Bureau. Specifically, CONTRACTOR shall submit its invoice on Exhibit B– Invoice Form to COUNTY to reach the Behavioral Health Bureau no later than the 30th day of the month following the month of service.
- D.** CONTRACTOR shall submit via email a claim using Exhibit B – Invoice Form in Excel format with electronic signature(s) along with supporting documentation, as may be required by the COUNTY for services rendered to:

MCHDBHFinance@co.monterey.ca.us

OR via regular mail to:

Monterey County Health Department

Behavioral Health Bureau

1270 Natividad Road

Salinas, CA 93906

ATTN: Accounts Payable

VII. CONTRACTORS BILLING PROCEDURES

- A.** The COUNTY shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.
- B.** COUNTY shall review and certify CONTRACTOR's Invoice either in the requested amount or in such other amount as COUNTY approves in conformity with this Agreement, and shall promptly submit such Invoice to the COUNTY Auditor-Controller for payment. The COUNTY Auditor-Controller shall pay the amount certified within thirty (30) days of receiving the certified Invoice.
- C.** If COUNTY certifies payment at a lesser amount than the amount requested, COUNTY shall immediately notify the CONTRACTOR in writing of such certification and shall specify the reason for it. If the CONTRACTOR desires to contest the certification, the CONTRACTOR must submit a written notice of protest to the COUNTY within twenty (20) days after the CONTRACTOR's receipt of the COUNTY notice. The parties shall

thereafter promptly meet to review the dispute and resolve it on a mutually acceptable basis. No court action may be taken on such a dispute until the parties have met and attempted to resolve the dispute in person.

VIII. MAXIMUM OBLIGATION OF COUNTY

A. Subject to the limitations set forth herein, COUNTY shall pay to CONTRACTOR during the term of this Agreement a maximum amount not to exceed **\$254,000** for services rendered under this Agreement for the period of **01/01/25 through 06/30/26**.

B. Maximum Liability Amount: \$254,000

FISCAL YEAR LIABILITY	AMOUNT
January 1, 2025 thru June 30, 2025	\$141,000
July 1, 2025 thru June 30, 2026	\$113,000
TOTAL AGREEMENT MAXIMUM LIABILITY	\$254,000

EXHIBIT B: Invoice Form

Contractor : Thought Link		Invoice Number :						
Address Line 1 14561 Hillsdale St.		County PO No.:						
Address Line 2 Chino, CA 91710								
		Invoice Period :						
Tel. No.: 415-517-5470								
Fax No.:								
Contract Term: January 1, 2025 to June 30, 2026		Final Invoice : (Check if Yes)						
BH Division : Mental Health Services		BH Control Number						
	PROJECT DELIVERABLE(S) DURING INVOICE PERIOD	PROGRAM CODE	FUNCTION CODE	Total Maximum Annual Amount	Dollar Amount Requested this Period	Dollar Amount Requested to Date	Dollar Amount Remaining	% of Total Contract Amount
	BHSA Transition	BHSAADMIN	BHSA-00	\$ 141,000.00			\$ 141,000.00	100%
TOTALS								
TOTALS			Total for FY 2024-25	\$ 141,000.00	\$ -	\$ -	\$ 141,000.00	100%

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____

Date: _____

Title: _____

Telephone: _____

Send to:	Behavioral Health Administration
	MCHDBHFinance@co.monterey.ca.us

Behavioral Health Authorization for Payment	
Authorized Signatory _____	_____ Date

EXHIBIT C: Insurance Exemption/Modification Justification

Contractor: Arlene Guzman Corporation dba Thought Link

1. Section 9.03 INSURANCE COVERAGE REQUIREMENTS:

Agreement paragraph 9.03 Automobile Liability Coverage

CONTRACTOR acknowledges vehicles will not be used while performing the services described in this Agreement. CONTRACTOR's services will be done remotely.

Should the scope of services change at any time during the term of this Agreement, this modification will be re-evaluated and depending on the changes in scope, CONTRACTOR may be required to comply with the auto insurance requirements.

2. Except as provided herein, all other terms and conditions of the Standard Agreement with CONTRACTOR, shall remain in full force and effect.
