

**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:

Kelsey Pacha Consulting

(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 are generally described as follows:

**Provide:** Training and consultation in LGBTQ + issues to Monterey County Health Department Behavioral Health Bureau's clinical staff, administrators, and contract providers.

**2.0 PAYMENT PROVISIONS:**

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: \$ 25,000.00

**3.0 TERM OF AGREEMENT:**

**3.01** The term of this Agreement is from Upon Execution to June 30, 2023, 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:** Standard Agreement - Insurance Modification

**Exhibit C:** Monterey County Behavioral Health-Invoice Form

Kelsey Pacha Consulting  
Upon Execution 6/30/2023

## 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.

## 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 coverage's, 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 Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.

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.

*(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.)*

**Requestor must check the appropriate Automobile Insurance Threshold:**

~~Requestor must check the appropriate box.~~

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~~**Agreement Under \$100,000 Business Automobile Liability Insurance:** covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.~~

~~**Agreement Over \$100,000 Business Automobile Liability Insurance:** covering all motor vehicles, including owned, leased, 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.)*

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~~**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: any proposed modifications to these 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.)*

#### 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.

**Commercial general liability and ~~automobile liability~~ policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds** with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, **and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance.** The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). ~~The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02-99.~~

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

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Upon Execution 6/30/2023

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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, 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.

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:                       |
|--|---------------------------------------|
| Katy Eckert, MBA<br>Behavioral Health Bureau Chief | Kelsey Pacha<br>Owner                 |
| Name and Title                                     | Name and Title                        |
| 1270 Natividad Road<br>Salinas, CA 93906           | P.O. Box 1302<br>El Cerrito, CA 94530 |
| Address  | Address                               |
| (831) 755-4509                                     | (510) 516-4164                        |
| 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.
- 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.

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 Upon Execution 6/30/2023



- 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.
- 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.

\*\*\*\*\* THIS SECTION INTENTIONALLY LEFT BLANK \*\*\*\*\*

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

CONTRACTOR

Kelsey Pacha Consulting

Contractor/Business Name \*

By:

Contracts/Purchasing Officer

By:

Kelsey Pacha

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

Kelsey Pacha, Owner

Date:

By:

Department Head (if applicable)

Date:

10/25/2021 | 12:58 PM PDT

Date:

Approved as to Form
Office of the County Counsel
Leslie J. Girard, County Counsel

By:

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

By:

Marina Pantchenko

County Counsel

Date:

11/1/2021 | 2:34 PM PDT

Name and Title

Approved as to Fiscal Provisions

Date:

By:

Gary Giboney

Auditor/Controller

Date:

11/1/2021 | 2:42 PM PDT

Approved as to Liability Provisions
Office of the County Counsel-Risk Manager
Leslie J. Girard, County Counsel-Risk Manager

By:

Risk Management

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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Upon Execution 6/30/2023

## **EXHIBIT A: SCOPE OF SERVICES/PAYMENT PROVISIONS**

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**I. PURPOSE:** To provide training and consultation in LGBTQ + issues that impact individual well-being to better prepare professionals to meet the behavioral health, physical health, and educational needs of Monterey County citizens. The trainings shall be provided to Monterey County Health Department Behavioral Health Bureau (“MCBH”) staff, contract providers, community educators and others serving LGTBQ+ individuals in Monterey County.

**II. PERIOD OF PERFORMANCE:** Subject to other Agreement provisions, the period of performance under this Agreement shall be from **Upon Execution to June 30, 2023**.

### **III. SCOPE OF WORK**

**PROGRAM GOALS AND OBJECTIVES:** The CONTRACTOR shall provide trainings and consultation on a range of topics, and otherwise do all things necessary for, or incidental to, the performance of work. The focus shall be on participants developing knowledge and skills to better understand and support the needs of LGBTQ+ individual in Monterey County.

#### **A. Training**

Training is defined as a structured presentation of information that is prepared in advanced to support participant knowledge and skill development in a particular, predetermined area. For each training of two or more hours, CONTRACTOR will provide Continuing Education Credits, *or* provide the following information at least one week prior to the training:

- 1) A syllabus outlining educational goals, learning objectives, class content broken down by topic, and at least five professional sources used to build the training.
- 2) A PDF version of slides to be used during the training
- 3) Exam Questions (10)

If CONTRACTOR agrees to video and audio taping of individual trainings, COUNTY will obtain written permission from CONTRACTOR to share recording on-demand with COUNTY staff and contract providers. COUNTY agrees not to release recording to a third party. COUNTY will only share video through Learning Management System for up to two years from taping or when CONTRACTOR asks to terminate on-demand viewing.

Training shall include but is not limited to the following courses:

#### **A1. Increasing Family Acceptance Among Religious Caregivers Caring for LGBTQ Youth -6 Hours (Across two 3-hour sessions).**

1. Learn about LGBTQ youth and their involvement in religious/spiritual communities, paying attention to other identities that may intersect with religious/spiritual perspectives.
2. Discuss health-related outcomes related to religiosity, family rejection, family acceptance, and building resilience for LGBTQ youth.

3. Identify our own beliefs and values re: religion, spirituality, and LGBTQ identities and how they may affect our work with religious clients and families.
4. Become familiar with how religious/spiritual traditions can support family acceptance and positive outcomes for youth and families.
5. Become familiar with non-violent communication as one tool to support increasing family acceptance.
6. Learn one conversational rubric for approaching conversation with rejecting caregivers.
7. Apply learning through roleplay.

**A2. Supporting Trans and Gender Expansive Youth 11 & Under -6 Hours (Across two 3-hour sessions).**

1. Compare and contrast four models of gender identity development and analyze them in context.
2. Distinguish between transgender, gender nonconforming, and gender creative children.
3. Explore the concept of social transition and its impact on gender questioning children.
4. Review ten federal and state laws that protect trans and gender expansive children and youth.
5. Review implementation of laws providing for social and medical transition among children and youth in the child welfare system.
6. Complete three video case studies illustrating the difference between transgender, gender nonconforming, and gender creative children.
7. Discuss community and individual resources for caregivers of gender questioning children

**A3. LGBTQ 201 or Gender/Pronoun 201 for Providers-4 hours**

1. Review terms that refer to various sexuality and gender identities, frameworks for understanding gender and sexuality, and pronoun best practices.
2. Explore the connections between LGBTQ-supportive (provider/workplace) environments and outcomes.
3. Define intersectionality and LGBTQ-specific microaggressions.
4. Discuss best practices for implementing CA laws that protect LGBTQ people.
5. Collaborate on a case study in small groups and consider barriers for LGBTQ clients.
6. Complete a Personal Inventory detailing changes they can make in their individual and organizational professional context to be inclusive to LGBTQ colleagues, clients, and other stakeholders.

**B. Consultation.**

Consultation is defined as the presentation of knowledge and teaching of skills in direct response to participant learning needs. In contrast to training, consultation is less structured, and more response to the individualized needs of participants. CONTRACTOR uses their expertise to identify and/or respond to areas of growth to provide learning and recommendations.

Consultation may be provided virtually or via telephone. A maximum of eight individuals may participate in consultation per video conference/phone call. Consultation will be scheduled by the Contract Monitor and can include consultation regarding Evidence Supported Practice (ESP) implementation, client treatment and staff skill-building.

All information will remain confidential, and information discussed will be de-identified.

**C. Curriculum Development**

When MCBH would like CONTRACTOR to create a whole new course, CONTRACTOR will invoice MCBH for Curriculum Development for up to the full length of the course time. For example, a new 6-hour course could be invoiced at \$1800. The following would NOT be considered curriculum development: a) Shortening an existing class, b) splitting an existing class into sub-session, and c) combining two or more shorter course into a longer course. Before CONTRACTOR can invoice for a new course, the course length and course objectives must be defined by MCBH.

**IV. DESIGNATED CONTRACT MONITOR:**

Jill Walker, Ph.D., Training Manager  
 Behavioral Health Services Manager II  
 Monterey County Health Department  
 Behavioral Health Bureau  
 1270 Natividad Road  
 Salinas, CA 93906  
 (831) 796-1271

**V. PAYMENT PROVISIONS**

**A. COMPENSATION/PAYMENT**

COUNTY shall pay an amount not to exceed \$25,000 for the performance of all things necessary for, or incidental to, the performance of work as set forth in the Scope of Work. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

| DESCRIPTION OF SERVICES                          | FEE     |
|--|---------|
| <b>TRAINING (Virtual-Live)</b>                   |         |
| Full Day (4.5-8 hours)                           | \$3,600 |
| Half Day (3-4 Hours)                             | \$1,800 |
| Hourly Rate                                      | \$432   |
| <b>CONSULTATION (Virtual-Live or Telephonic)</b> |         |
| Hourly Rate                                      | \$300   |
| <b>CURRICULUM DEVELOPMENT</b>                    |         |
| Hourly Rate                                      | \$300   |

- B. These rates will cover all expenses related to the services including preparation and supplies/materials. There shall be no travel reimbursement allowed during this Agreement. These rates are all-inclusive.
- C. To receive any payment under this Agreement, CONTRACTOR shall submit reports and invoices in such form as may be required by the Monterey County’s Behavioral Health Bureau. Specifically, CONTRACTOR shall submit its invoice on Exhibit C – Invoice Form to COUNTY to reach the Behavioral Health Bureau no later than the thirtieth (30<sup>th</sup>) day of the month following the month of service.
- D. CONTRACTOR shall submit via email a monthly claim using Exhibit C – 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](mailto:MCHDBHFinance@co.monterey.ca.us)

**VI. 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 claim 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.

**VII. 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 for services rendered under this Agreement for the period of **Upon Execution to June 30, 2023**.
- B. Maximum Liability Amount:

| TERM                             | AMOUNT          |
|----------------------------------|-----------------|
| Upon Execution to June 30, 2023  | \$25,000        |
| <b>MAXIMUM COUNTY OBLIGATION</b> | <b>\$25,000</b> |

## **EXHIBIT B: INSURANCE MODIFICATION**

### **1. Section 8.0 INDEMNIFICATION:**

COUNTY agrees to modify Section 8.0 Indemnification of the COUNTY Standard Agreement for the CONTRACTOR under this Agreement as follows:

Add Mutual Indemnification language:

The COUNTY shall indemnify, defend, and hold harmless the CONTRACTOR from any and all claims, liabilities, and losses whatsoever (including damages to property and injuries and 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 and all person, firm or corporation for damage, injury, or death arising out of or connected with the County's performance of this Agreement unless such claims, liabilities or losses arise out of the sole negligence or willful misconduct of CONTRACTOR.

### **2. Section 9.0 INSURANCE REQUIREMENTS:**

COUNTY agrees to modify Section 9.04 Other Insurance Requirements of the COUNTY Standard Agreement for the CONTRACTOR under this Agreement as follows:

Sections 9.03 and 9.04 Insurance Coverage Requirements:

a. Business Automobile Liability Insurance and Endorsement Exemption

The COUNTY approves to exempt the CONTRACTOR from the Business Automobile Liability Insurance and Endorsement requirement during the term of this Agreement.

b. The CONTRACTOR acknowledges that he shall not use a vehicle while performing the services described in this Agreement. In addition, the CONTRACTOR's services will be either virtual, through telephone, or email.

However, 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.

c. Workers' Compensation Insurance Exemption

The CONTRACTOR does not employ anyone. Accordingly, Workers' Compensation coverage requirements are therefore waived for this CONTRACTOR under this Agreement.

3. The above modifications allow the CONTRACTOR to provide training and consultation to the COUNTY. In addition, the modifications allow the COUNTY to retain specialized services from this experienced CONTRACTOR and stay within COUNTY budgetary constraints.
4. Except as provided herein, all other terms and conditions of the Standard Agreement with CONTRACTOR remain in full force and effect.



## EXHIBIT C Monterey County Behavioral Health - Invoice Form

|  |  |
|--|--|
| <b>Contractor :</b> Kelsey Pacha Consulting        | <b>Invoice Number :</b>  |
| <b>Address Line 1</b> P.O. Box 1302                | <b>County PO No.:</b>  |
| <b>Address Line 2</b> El Cerrito, CA 94530         | <b>Invoice Period :</b>  |
| <b>Tel. No.:</b> 510-516-4164                      | <b>Final Invoice :</b> <input type="checkbox"/> (Check if Yes) |
| <b>Fax No.:</b>                                    |  |
| <b>Contract Term:</b> Upon Execution-June 30, 2023 |  |

**BH Division :** Behavioral Health **BH Control Number**

| Dates of Service | Service Description                                   | Rate    | Number of services for this Period | Dollar Amount Requested for this Period | N/A |
|------------------|---|---------|------------------------------------|---|-----|
|                  | Training (Virtual-Live) Full Day (4.5-8 hours)        | \$3,600 |                                    |   | N/A |
|                  | Training (Virtual-Live) Half day (3-4 hours)          | \$1,800 |                                    |   |     |
|                  | Training (Virtual-Live) Hourly Rate                   | \$432   |                                    |   |     |
|                  | Consultation Hourly Rate (Virtual-Live or Telephonic) | \$300   |                                    |   |     |
|                  | Curriculum Development Hourly Rate                    | \$300   |                                    |   |     |
| <b>TOTALS</b>    |   |         |                                    |   |     |

| Description  | EXPENSES THIS PERIOD | EXPENSES TO DATE | % OF BUDGET | REMAINING BALANCE |
|--|----------------------|------------------|-------------|-------------------|
| 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:** \_\_\_\_\_

**Email to:** MO:DBH@montereyca.gov Behavioral Health Authorization for Payment

Authorized Signatory \_\_\_\_\_ Date \_\_\_\_\_