

COUNTY OF MARIN



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF BEHAVIORAL HEALTH AND RECOVERY SERVICES**

REQUEST FOR LETTERS OF INTEREST (RFI)

Sober Living Environment Partnership Program (SLEPP)

RFI-HHS-2017-12

DATE ISSUED:

October 30, 2017

DEADLINE FOR SUBMISSIONS:

3:00pm November 30, 2017

The County of Marin Health and Human Services Department does not discriminate on the basis of sex, race, color, religion, age, sexual orientation, disability, marital status, or national origin in employment or in its educational programs and activities. Auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats will be made available upon request.

I. Background

The 2011 Public Safety Realignment, which transfers responsibility for a large segment of the criminal justice population from the State to local jurisdictions, is arguably the most significant change to corrections in California since the implementation of the Determinate Sentencing Law (DSL) in 1977.¹ The basic realignment elements are embodied in Assembly Bill (AB) 109, signed by Governor Brown April 5, 2011.² The Marin County Community Corrections Partnership (CCP) has presented a phased plan, recommending those elements to be enacted immediately and those that may be incorporated after a more thorough planning process has been completed, data and initial outcomes have been analyzed, and assurances of sufficient ongoing funding have been received.

The purpose of this RFI is twofold:

1. Partner with the County of Marin to seek and purchase a housing unit(s) that would meet the needs of, at a minimum, a 10-12 bed Sober Living Environment.
2. Manage household as a Sober Living Environment (SLE) that meets, at a minimum, the requirements of the attached Marin County Guidelines for Sober Living Environments (Attachment B) that serve those referred by the County of Marin Probation Department.

II. Eligible Bidders

Any Public and/or privately owned Sober Living Environment successfully operating in Marin County may apply. Currently SLE's are not required, nor able to be licensed by the State of California. They are however subject to landlord/tenant laws in California, and zoning and other requirements of their local jurisdiction. The following is a list of resources which provides guidance and information on successful operation of SLE's:

- **California Association of Addiction Recovery Resources**
2129 Fulton Avenue, Sacramento, CA 95821
(916) 338-9460
- **Sober Living Network**
P.O. Box 5235, Santa Monica, CA 90409
(310) 396-5270
- **Oxford House Inc.**
P.O. Box 994, Great Falls, VA 22066-0994
- **A Guide to Housing for Low Income People Recovering from Alcohol and Other Drug Problems. U.S. Department of Public Health Services, National Institute on Alcohol Abuse and Alcoholism, 5600 Fishers Lane, Rockville, MD 20857.**
- **Marin County Health and Human Services Guidelines for Sober Living Environments (Attachment C)**

Available Funds

A total of up to \$2,500,000 of AB 109 funding is available to purchase, in partnership with the County, one (1) or (2) housing units that would meet the needs of, at a minimum a 10-12 bed Sober Living Environment in Marin County. Additional funds will also be negotiated with successful recipient of this award, to manage these properties as a Sober Living Environment (SLE) model of housing for the targeted population.

¹ Chapter 1139, Statutes of 1976

² Chapter 15, Statutes of 2011

Target Population

Individuals who are on active Probation and who have been screened as medium to high risk/high needs clients and have been identified as lacking transitional/ permanent housing as they seek to reintegrate back into our community are eligible for SB678 or AB109 State financial assistance. Years of research have shown that without reasonable housing accommodations, ex-offenders will re-offend and potentially return to prison within 3 years. In its effort to provide comprehensive services to individuals reintegrating into our community, Marin has prioritized financially assisting them in attaining and sustaining housing.

Strategy and Description of Partnership Requested

Sober Living Environments (SLE's) are safe, clean, sober, residential environments that promote individual recovery through positive peer group interactions among house members and staff. Sober living housing is affordable, alcohol and drug free and allows the house members or residents to continue to develop their individual recovery plans and to become self-supporting. In doing so, the SLE must co-exist in a respectful, lawful, non-threatening manner within residential communities in Marin County.

Through this RFI, Marin County intends to expand the number of available sober living environments where eligible individuals can live as they receive additional support and rehabilitative services to assist them in successful re-entry to our community. Individuals will receive financial and a range of support services and be expected to comply fully with Probation orders and re-entry plans in order to attain full self-sufficiency within a designated period of time. The level and duration of financial assistance each eligible individual receives will be contingent upon their specific re-entry plan.

1. Conduct a search for housing unit(s) that would meet the size, location and neighborhood for an SLE. Work in collaboration with the County to acquire the property within the parameters of the funds available.
2. Under contract with the County of Marin, operate a Sober Living Environment for Target Population.

III. Requirements and Expectations for Grantees

A. Summary of Contract Terms, Conditions and Requirements

The grantee shall be required to comply with Public Law 102-321 (1992) which enacted the Alcohol, Drug Abuse, and Mental Health Reorganization Act, 42 C.F.R. Part 96; Division 10.5, California Health and Safety Code; Title 9, California Code of Regulations; Americans With Disabilities Act of 1990; this Request for Application RFI-HHS-2017-12 and the terms and conditions required by the original funding source for the programs and services described by this RFI and the terms and conditions of the County of Marin's Professional Services Contract. The County's Professional Services Contract, contains specific provisions, including but not limited to nondiscrimination in hiring and in the provision of services, program evaluation, record keeping, payments, limitations and obligations, conflict of interest, indemnification and insurance, assignment, and HIPAA. By submitting an Application, the applicant agrees to be bound by all terms and conditions of the County's Standard Professional Services Contract, attached hereto as Attachment B, and execute the same, if selected.

B. Insurance

The County requires that all contractors carry \$1,000,000 in liability insurance (\$2,000,000 aggregate). The County must be named as additional insured, and specific language must be included on the signed endorsement to the policy. The required insurance coverage requirements includes automobile insurance and is described in the County of Marin's Standard Professional Services Contract, attached hereto as Attachment B. ***It is strongly suggested that applying entities be certain of the ability to secure this insurance and verification prior to submitting a Application.***

C. Administrative and Legal Requirements

1. Contractors will be paid on a monthly basis, following the submission of an invoice through the Marin County WITS system to the Marin County Department of Health and Human Services for services performed to County's satisfaction. Specific instructions on how to use the WITS system and appropriate access will be provided to grantees upon award of a contract. Services will be reimbursed according to a fee for service model for contracted services provided on the monthly invoices, not to exceed the total contract amount. It is the responsibility of the contractor to track expenditures and any services provided by contractor and/or subcontractors. Expenses that exceed the annual allocation will not be reimbursed.
2. This RFP and any resulting agreement, contract, and purchase order shall be governed by all applicable federal, state and local laws, codes, ordinances and regulations, including but not limited to, those promulgated by CAL-OSHA, FED-OSHA, EPA, EEOC, DFEH, the California State Department of Health Services, and the County of Marin. All matters and subsequent contract shall be governed by, and in accordance with, the substantive and procedural laws of the State of California. The applicant agrees that all disputes arising out of or in connection with the Professional Services Contract and the procurement process shall be construed in accordance with the laws of the State of California and that the venue shall be in Marin County, California.
3. Nuclear Free Zone: The County is a nuclear free zone, in which work on nuclear weapons or the storage or transportations of weapons-related components and nuclear material is prohibited or appropriately restricted. The County is prohibited or restricted from contracting for services or products with, or investing County funds in, any nuclear weapons contractor.
4. Non-Appropriations: The County's performance arising from this RFP process is contingent upon the availability of funds. Should funds not be appropriated or otherwise made available to the County, any contract entered into pursuant to this RFP will be terminated with respect to any payments for which such funds are not available.
5. Applicant must be legally authorized to conduct business in the State of California and have established administrative and program resources to provide services in Marin County. The applicant must also have appropriate federal, state and local permits or certifications necessary to perform the services that are the subject of this
6. RFP. *Documentation: Tax Identification Number and a description of the applicable administrative and program resources.*
7. Prior to executing a contract, the applicant (and any subcontractors/partners) must be

able to provide the following written policies and procedures that comply with and are otherwise acceptable to the federal, state and local statutes, laws, regulations, and ordinances:

- a. Conflict of interest policy for staff and governing boards. *Documentation: copy of the conflict of interest policy.*
 - b. Grievance procedure for customers and clients. *Documentation: copy of grievance procedure.*
 - c. Does not discriminate against nor deny employment or services to any person on the grounds of race, color, religion, sex, national origin, age, disability, citizenship, political affiliation or belief. *Documentation: copy of nondiscrimination policy and certification statement.*
 - d. Complies with the 1990 ADA. *Documentation: certification statement.*
8. Applicants must have proven fiscal capacity including capacity for fund accounting.
 9. Applicants must have access to non-County funds sufficient to cover any disallowed costs that may be identified through the audit process.
 10. Applicants must agree that state, federal, and local monitors or auditors may review provider facilities and relevant financial and performance records to ensure compliance with funding requirements. *Documentation: certification statement.*
 11. Applicants must be eligible to receive Federal funds. *Documentations: debarment certification statement.*
 12. Applicants must have the demonstrated ability to collect outcome data, which measure performance to plan.
 13. If applicable, Contractor shall maintain medical records required by the California Code of Regulations. Notwithstanding the foregoing, Contractor shall maintain beneficiary medical and/or clinical records for a period of ten (10) years, except that the records of persons under age eighteen (18) at the time of treatment shall be maintained: a) until one (1) year beyond the person's eighteenth (18th) birthday or b) for a period of ten (10) years beyond the date of discharge, whichever is later.
 14. Contractor shall comply with applicable local, State and Federal statutes and regulations, and case law, including but not limited to the Federal Health Insurance Portability and Accountability Act (HIPAA), Title 42 of the Code of Federal Regulations, Title 9, California Administrative Code, hereinafter referred to as "Code", as well as all future changes or amendments to each of the preceding, and the State of California, Department of Health Care Services, Cost Reporting/Data Collection System.
 15. Contractor agrees to administer/utilize any and all survey instruments as directed by the County Department of Health and Human Services, including outcomes and satisfaction measurements. Contractors must also comply with all reporting requirements set forth by the Department of Health and Human Services and the State Department of Health Care Services, including, but not limited to, completion of cost reports, annual provider self-audits and site visits.
 16. Cultural Competency: All program staff shall receive at least one (1) in-service training per year on some aspect of providing culturally and linguistically appropriate services. At least once per year and upon request, Contractor shall provide County with a

schedule of in-service training(s) and a list of participants at each such training.

Applicants who do not meet these minimum requirements shall be deemed non-responsive and will not receive further consideration. Any application that is rejected as non-responsive will not be evaluated and no score will be assigned.

D. Tentative Time Schedule

All applicants are hereby advised of the following schedule and will be expected to adhere to the applicant- related deadlines below:

RFI Advertised	October 30, 2017
RFI Released to Prospective Applicants	October 30, 2017
Question/Answer Period Opens	October 31, 2017
Question/Answer Period Closes	November 22, 2017
RFI Answers Posted	November 22, 2017
RFI Due	November 30, 2017
Applicant Review & Interviews (if applicable)	Mid December, 2017
Posting of Applicant Approved	Mid/Late December, 2017
Contract Start Date*	December 15, 2017

*Contract start date is contingent upon the approval of the Board of Supervisors.

IV. Application Instructions

In responding to the RFI (the submission is hereinafter referred to as “Application” or “Letter(s) of Interest”), use the outline as it appears below and label your responses accordingly. If the total number of pages exceeds the parameters stated below, the additional pages will be discarded and will not be reviewed by the Application Review Committee. A non-response will result in disqualification of the Application.

A. Cover Page (1 Page Limit – See Attachment A)

Complete the attached Cover Letter of Interest (Attachment A) to the County of Marin for the provision of Sober Living Environment Partnership Program. Include (1) Legal Name of Individual Submitting Letter of Interest, (2) Address, (3) Telephone Number, (4) Fax Number, (5) Contact Person, (6) Contact Person’s E-mail Address, (7) Type of Organization, if applicable, and (8) Date of Submission.

B. Applicant Capability (Page Limits Provided Below)

1. Describe your experience and ability to, in collaboration with the County of Marin, search and acquire housing unit(s) that would meet the needs of, at a minimum, a 10-12 bed Sober Living Environment. (No Page Limit)
2. Describe your experience in the operation of a Sober Living Environment in Marin County. Please include an overview of your housing services such as how long the house has been in operation, any history of providing such services to the target population, the level of on-site management and any existing contractual agreements with other governmental agencies. (Limit 1 Page)

3. Please provide a brief narrative describing your plan to adhere to the Marin County Guidelines for Sober Living Environments. In addition, please provide a copy of your Policies & Procedures Manual. (See Attachment B) - (No Page Limit)

C. Budget (No Page Limit)

SLE operating budget will be required following the selection of successful applicant(s).

D. Additional Information (No Page Limit)

- By submitting an Application you are agreeing to the following terms: “The costs of the proposed project can be carried by the applicant for at least 90 days at any point during the term of the contract.” Please be prepared to submit current documents to demonstrate this, including: Balance Sheets; Income Statements; Cash Flow Statements; Debt Structure Statements; and Accounts Receivable Schedules. Actual documents may be required prior to approval of Contract.

VI. Application Submission Requirements

A. General Policies

1. The County assumes no obligation for any of the costs associated with responding to this RFI including, but not limited to, development, preparation and submission of applications.
2. This RFI is in no way an agreement, obligation, or contract between County and any applicant.
3. The applications will become the property of the County upon submission and may be subject to the terms of the California Public Records Act (“PRA”), as required by law.
4. By submitting an application, applicants acknowledge and agree as follows: that the County is a public agency subject to the disclosure requirements of the PRA; that applicants must clearly identify all proprietary information that is contained in the application submitted to the County, if applicant claims that such information falls within one or more PRA exemptions; that applicants must mark said proprietary information as “CONFIDENTIAL AND PROPRIETARY” and must identify the specific lines containing the information; that the County will make reasonable efforts to provide notice to the applicants prior to such disclosure in the event of a PRA request; that applicants are required to obtain a protective order, injunctive relief, or other appropriate remedy from the Marin County Superior Court, before the County’s deadline for responding to the PRA request; that if an applicant fails to obtain such remedy within County’s deadline for responding to the PRA request, County may disclose the requested information without penalty or liability; and that applicants shall defend, indemnify, and hold County harmless against any claims, action, or litigation, including but not limited to all judgments, costs, fees, and attorneys fees that may result from denial by County of a PRA request for information arising from any representation or any action (or inaction), by the applicants.
5. After submission of the application and closing of the application period, no information other than what is outlined in this RFI will be released, until an award becomes final.
6. The County reserves the right to make an award without further discussion of the applications received. Therefore, it is important that the application be submitted initially on the most favorable terms from both a technical and cost standpoint.
7. While it is the intention to award the contract to one applicant, the County reserves the right to split the award in any manner deemed most advantageous to the County. The

- County also reserves the right to increase or decrease the award amount.
8. In an effort to reach a decision concerning the most qualified applicant, the County reserves the right to evaluate all factors it deems appropriate, whether or not such factors have been stated in the RFI.
 9. The County reserves the sole right to interpret, change or terminate any provision of the RFI at any time prior to the submission date. Any such interpretation or change shall be in the form of a written addendum and shall become part of the RFI. The County also reserves the right to accept and reject any or all of the RFI, cancel the RFI in whole or in part, or terminate the process and elect to operate by other means.
 10. An applicant may not be recommended for funding, regardless of the merits of the application submitted, if it has a history of contract non-compliance with the requirements of Marin County Department of Health and Human Services ("HHS") or other funding source or poor past or current contract performance with any HHS or other funding source. The applicant may be given a provisions award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.
 11. An application may be **immediately** rejected and disqualified for any of the following reasons:
 - a. The application is not received at the time and place specified in the RFI;
 - b. The application does not adhere to the required material elements of format and guidelines or substantive requirements set forth in this RFI;
 - c. Evidence indicates that the applicant, applicant's staff or consultants have in any way attempted to influence the confidential nature of the review through contact with the Marin County BRHS staff or members of the selection review committee.

B. Submission Deadline and Format

One original application and three additional copies of all documents must be **received at the following location no later than 3:00pm on November 30, 2017**. Letters of Interest with insufficient copies cannot be properly disseminated to the evaluation committee and other reviewers for necessary action and therefore will not be processed. No verbal Applications will be considered. Submit applications to:

**D.J. Pierce, County Alcohol & Drug Administrator
Marin County Department of Health and Human Services
Behavioral Health and Recovery Services
20 North San Pedro Road, Suite 2021, San Rafael, CA 94903**

1. Letters of Interest may not be faxed or electronically transmitted. Letters of Interest must be received by the date and time recited above. Post marks or delivery service marks will not be accepted. Letters of Interest, modifications, or corrections, received after the deadline specified will not be considered, except if such modifications or corrections were at the County's request.
2. Only Applications submitted in the format described within this RFI will be considered. Applications must be submitted on standard 8-1/2" x 11", plain white paper, typed, single-spaced, in no less than 12-point typeface, with 1" margins and pages numbered consecutively. Designer or hard covers are not permitted and will be removed from Applications prior to their being shared with the review committee. Applications shall be fastened in the top left-hand corner with a metal staple, clasp, or other type of fastener.
3. An Application may be rejected if incomplete, if it contains any alterations of form, or if it contains other irregularities of sufficient magnitude or quantity to warrant a finding of being substantially non-compliant.

4. The County may in its discretion accept or reject in whole or in part any or all Applications, may cancel, amend or reissue the RFI at any time prior to contract approval and may waive any immaterial defect in an Application. The County's waiver of an immaterial defect shall in no way modify the Application requirements or excuse the applicant grantee from full compliance with the objective if awarded the contract.

C. Contact between Applicant and County

1. **County staff contact:** During the period from issuance of this RFI and the award of the contract to a successful applicant, contact regarding the specific subject of this RFI between potential or actual applicant and County staff is restricted under the terms of this section. Except as otherwise expressly authorized in this RFI, neither applicant nor County staff shall discuss, question or answer questions, or provide or solicit information, opinion, interpretation, or advocate or lobby regarding this RFI. A documented instance of such contact by an actual or potential applicant shall be grounds for disqualification from the process. County staff shall be defined as any County employees, agents or contractors involved in or connected with this RFI process.
2. **Questions regarding the RFI:** To maintain a fair and impartial process, all questions regarding this RFI must be submitted in writing via the County's website and contain a contact name and address. The final date and time to submit questions in writing is **3:00pm on November 22, 2017**. All questions and responses will be available on the County's website on or before **November 22, 2017**. No telephone consultation will be provided. **Questions must be submitted via the County website at <https://www.marinhhs.org/rfp>.**

VI. Application Review and Selection Process

A. Application Review and Selection

Staff from BHRS will conduct an initial technical review to ensure that the format requirements outlined in this RFI have been fulfilled. If any of the material format or substantive requirements is missing or incorrect, the application may be disqualified.

All applications that pass the initial technical review will be submitted to an Application review committee that shall evaluate and rank the applications. The committee may consist of persons experienced in mental health services, alcohol and other drug program services, representatives from other county departments, representatives from local advisory boards, and any other individuals that Health and Human Services deems capable and appropriate for the selection of potential providers. The committee shall not include potential contractors, and no committee member may apply or assist others in applying for this contract.

The purpose of the evaluation is to determine which applicants demonstrate the skills, expertise and experience to successfully perform the tasks specified in the RFI. Each committee member will read and score each application using a standardized scoring instrument. The scoring instrument will reflect the requirements of the RFI.

An applicant may not be recommended for funding, regardless of the merits of the application submitted, if it has a history of contract non-compliance with the requirements of Marin County Department of Health and Human Services ("HHS") or other funding source or poor past or current contract performance with any HHS or other funding source. The applicant may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.

The committee will make an award recommendation to the Alcohol and Drug Administrator, who will make the final recommendation to the Marin County Board of Supervisors.

Prior to making an award, the County may choose to conduct interviews with applicants. The purpose of the interviews would be to ask follow-up questions that may arise from the review committee and collect any additional information not gleaned from the Applications. The County may also request additional information necessary to determine the applicant's financial stability, ability to perform on schedule or willingness to incorporate additional features in the application, and any other relevant information necessary to make the award.

Once a decision is made, a Notice of Intent to Award will be mailed to all applicants evaluated by the committee.

B. Post Award

Once the Notice of Intent to Award has been issued, the provider selected will be contacted to execute a County Contract. At that time, the selected provider and the County may discuss adjustments to the budget and the scope of work.

The applicant grantee awarded a contract under this bid process will be required to adhere to the reporting requirements set forth by BHRS and the Probation Department, as well as to provide any additional data needed to satisfy other County, state or federal reporting requirements.

For the duration of the contract period, annual contract renewals are contingent upon the demonstration of progress in achieving measurable results to the County's satisfaction and compliance with all contract requirements, as well as the continued availability of contract project funding.

Award of a contract under this process does not preclude the County from conducting another RFI process for these services at a future date.

C. Appeal

Should an applicant not accept the decision in the Notice of Intent to Award, the following appeal process may be exercised.

The appellant applicant must file a Notice of Intent to Appeal with the County Office that issued the RFI. Certified or registered mail must be used to file the Notice of Intent to Appeal. No other method of delivery will be accepted. The Notice of Intent to Appeal must be received at the address stated below no later than ten working days after the Notice of Intent to Award letter has been posted and mailed to all participating applicants.

**DJ Pierce, County Alcohol & Drug Administrator
Marin County Department of Health and Human Services
Behavioral Health and Recovery Services
20 North San Pedro Road, Suite 2021, San Rafael, CA 94903**

The Notice of Intent to appeal must include a full and complete written statement specifying the grounds for the appeal. Areas subject to appeal are: appeal from disqualification; appeal from rejection notice; appeal from award to another applicant; or appeal challenging the validity of the process. The appeal should identify the appealing

party, be in writing, refer to the specific RFI sections and pertinent documents, and state the relief requested.

The notice will be forwarded, through the appropriate administrative channels, to the Director of the Marin County Department of Health and Human Services, or designee. The Department Director or designee may review the original RFI Application(s), the public notice, the Request for Application document, and the scoring instruments of the Application review committee, and any other document deemed appropriate. The decision of the Department Director or designee shall be final.

**MARIN COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF BEHAVIORAL HEALTH AND RECOVERY SERVICES**

Sober Living Environment Partnership Program

RFI-HHS-2017-12

Date:

Legal Applicant:

Name:
Address:
Telephone:
Fax:
E-mail:
Contact Person:
Contact Person's E-mail Address:
Type of Organization (if Applicable):
Date of Submission:
Federal Tax ID No.

Amount Requested:

FY 2017/18: \$ _____

Certifications

I certify that to the best of my knowledge the information contained in this Application is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I understand that final funding for any service is based upon funding levels and the approval of the Marin County Board of Supervisors.

Signature: _____ Date: _____
Name:
Title:

For County Use Only

Date Received:	Time Received:
Marin County BHRS Staff Signature Acknowledging Receipt of Application:	

Marin County Health and Human Services Guidelines for Sober Living Environments

Purpose and Philosophy

It is the policy of the Marin County, Department of Health and Human Services to provide guidance and recommendations for the effective creation and operation of Sober Living Environments (“SLE”) in Marin County, California. The term SLE is generally used to describe a specific type of housing. SLE’s provide a housing alternative to individuals in recovery from alcohol and/or drug addiction. These facilities are not subject to licensing by any State agency and are not subject to certification or accreditation.³ Some other terms used to describe such housing are “recovery residences” “cooperative housing for recovering people”, “resident-run housing”, “sober cooperative living”, “alcohol, drug free living centers”, etc. These residences are intended for cooperative living for individuals recovering from alcoholism and/or drug addiction. Resident responsibility for the environment sets it apart from formal recovery programs.

The SLE is a safe, clean, sober, residential environment that promotes individual recovery through positive peer group interactions among house members and staff. Sober living housing is affordable, alcohol and drug free and allows the house members or residents to continue to develop their individual recovery plans and to become self-supporting. In doing so, the SLE must co-exist in a respectful, lawful, non-threatening manner within residential communities in Marin County. These guidelines are a minimum standard to which Marin County Department of Health and Human Services will provide oversight and quality assurance through monthly reporting, semi-annual site visits and audits with contractual SLE services.

Marin County Department of Health & Human Services, Division of Community Health, Mental Health and Substance Use Services would like to thank the Marin Recovery Project (MRP) for the amount of time, research and dedication they provided in developing these Guidelines for Marin County. The MRP consists of a group of self-identified peer leaders in our community whose major goals include: (1) Changing public perceptions of recovery; (2) Promoting effective public policy, and; (3) Demonstrating that recovery is working for millions of Americans.

³ California Consortium of Addiction Programs and Professionals, Standards pg. 2

Marin County Health and Human Services Guidelines for Sober Living Environments

Policies and Procedures

Each House shall have a current Policies and Procedures Manual that sets forth the rules, regulations, expectations, governance and grievance procedures of the house. Each house member shall be familiar with the policies and procedures contained in the Policy and Procedures Manual and will sign an agreement to abide by them while a member of the house. At a minimum, a House Policies and Procedures Manual shall contain the following sections:

A. Standards of Operation

The SLE shall provide 24-hour safe housing, free from alcohol and other drugs which, at a minimum, shall include the following components:

1. Residents shall be required to attend regular house meetings with house managers, and/or operators. These meetings may be in a group setting with other residents of the SLE; SLE's shall not require residents to attend programs or counseling sessions, however certain rules may be set as requirements for residency. House rules may include curfew, smoking, chores, payment of rent, and attendance at house meetings, and A.A. /N.A. meetings, and must include prohibition of any use of alcohol and or drugs.
2. Residents shall be provided with opportunities to engage in regular activities necessary (or optional) that define a residence such as cooking, laundry, housecleaning, yard work, etc;
3. Each SLE shall have a "common area" with adequate space for the proper number of residents to assemble for social and/or other group activities;
4. Each SLE shall have adequate personal space for each resident to be provided dignity, respect and appropriate privacy at all times, and the SLE will comply with applicable guidelines for the amount of square feet per resident and the number of residents per room; Attention should be given to the health and safety of all residents and therefore the home should meet minimum fire and health standards;
5. SLE operators and house managers shall take appropriate measures to ensure that the personal property of each resident is secure;
6. The SLE shall establish and maintain a culture and environment that is welcoming and understanding to those they serve;
7. All residents shall have access to the: kitchen, refrigerator, stove, dining room, laundry facilities, restrooms, and showers to ensure basic needs are met;
8. The following minimum health safety requirements shall be followed:
 - a. There shall be adequate space for food storage;
 - b. All food shall be stored in covered containers, or properly wrapped;
 - c. Perishable items shall be refrigerated and adequate refrigeration in good repair shall be available;
 - d. All dishes and cooking implements shall be washed upon use;
 - e. There shall be adequate hot water for dish washing;

- f. Bathroom space shall be adequate for number of residents;
 - g. Bathrooms shall be kept clean on a daily basis;
 - h. Bathrooms shall provide personal privacy;
 - i. There is a policy for drug testing;
9. The SLE shall post a written description of the procedural processes regarding chores, assignment of roommates, and primary house rules in a space that is accessible to all residents;
 10. The SLE shall be a non-smoking residence. If the operator's policy is to allow smoking on the property, a smoking area must be designated clearly in an outdoor space where smoke will not affect neighbors and is in compliance with any and all local smoking rules/ordinances. (A Good Neighbor Policy should also be established between the SLE operator and direct neighbors of the SLE) Any and all litter generated in a designated smoking area must be cleaned up daily;
 11. Each SLE shall afford residents opportunities to engage in daily recreational, cultural, physical, and spiritual activities, either as an individual or with a group;
 12. All SLE residents MUST be engaged in employment, treatment, education, volunteer work, active job search (for a defined period), or other approved daily activities conducive to the recovery process;
 13. SLE proprietors are responsible for ensuring neighborhood parking is in compliance with town/city ordinances and is NOT intrusive to neighbors;
 14. SLE proprietors shall establish and maintain a "Good Neighbor Policy."
 15. The following minimum fire safety requirements shall be followed:
 - a. There shall be no smoking in residences (including porches, patios, and balconies);
 - b. Smoking is allowed outside only (20 feet from any door or operable window) and smoking materials shall be disposed of safely;
 - c. There shall be no accumulation of clothing, newspapers, or cartons in the living/sleeping areas;
 - d. Stoves and cooking areas shall be kept clean of grease accumulation;
 - e. Furniture and drapes are treated with fire retardant materials;
 - f. Smoke detectors fire extinguishers, and CO2 detectors shall be installed (according to Marin County Fire Code);
 - g. Exit doors shall be clearly marked and readily available;
 - h. Fire drills from sleeping areas should be encouraged; and
 - i. Buildings with 2nd floor shall have emergency fire ladders clearly marked.

B. Admission and Discharge

1. Each SLE shall have a written admission procedure;
2. Each SLE shall have a written policy for discharge, grounds for discharge and discharge protocols that address the personal property of residents, referral to further services, monies paid, and information sharing ,if applicable;
3. Each prospective resident shall be interviewed and assessed by the House Manager to determine whether he or she is an appropriate fit for the SLE;

4. If the prospective resident is referred from another source, the interviewer may contact that source as a means of gathering information about the suitability of the prospective resident and Releases of Information (HIPAA, 42-CFR) may be requested for this purpose;
5. If the prospective resident is currently involved with the criminal justice system (probation/parole), releases of information (42-CFR) may also be requested by the interviewer;
6. Any/all prescription medications must be disclosed by the prospective resident and a 7-day minimum supply must be on hand prior to the resident moving into the SLE. (Prospective residents CANNOT be denied services based on prescribed medications);
7. Copies of all policies, procedures, house rules and expectations shall be presented to the prospective resident during the interview process, and specific questions or concerns of the resident at this time should be recorded as a means of documenting their understanding of the rules and expectations;
8. Admission and SLE residency documents shall be kept in a resident's file at the premises at all times.

C. Eligibility for Continued Residency

Residency criteria must be clearly defined. Eligibility shall be determined through a formal interview process set forth by the proprietor/management of the SLE. At a minimum, prospective residents must be willing to comply with and meet the following criteria:

1. Residents must demonstrate being clean and sober by one or more of the following means:
 - a. Submit a negative urinalysis sample;
 - b. Be actively enrolled in an alcohol and other drug treatment program;
 - c. Regular attendance at self-help groups such as AA, NA, CA, etc.
2. SLE residents must demonstrate employment (paid or volunteer), ability to pay, or making a good faith effort to do so (determined by SLE operator or House Manager), be actively enrolled in a formal alcohol or other drug treatment program or be involved with community service work for a minimum of 20 hours per week as acceptable by the SLE operator and the resident's supervising officer (if applicable).
3. Residents must possess a willingness and demonstrate the ability to comply with all SLE House rules, standards and procedures.
4. A signed residential agreement on file for each resident.

D. House Rules

SLE rules must be clearly defined. Any optional rules the SLE proprietor chooses to implement must be for the needs of the residents, shall not be overly burdensome, and must be consistent across multiple residents. The following should be considered minimum mandatory standards for every SLE:

1. There shall be no consuming alcohol and/or other drugs by anyone on the property of the SLE;
2. Alcohol and items containing alcohol shall not be brought onto the property for any reason;
3. Alcohol and other drug use may be grounds for dismissal from the SLE; Upon being notified of possible alcohol and/or other drug use by a resident, the House Manager shall first refer the resident for detoxification services for up to three days. Further, a resident has the right to file a grievance if dismissed from the residence without being referred to detoxification services. Note: The SLE operator or House Manager assumes NO fiscal responsibility for payment for detoxification for a resident of the SLE;
4. Regular attendance of house meetings shall be mandatory for all residents and it shall be the responsibility of SLE management to ensure proper participation;
5. Operators or House Managers in charge of an individual SLE facility must be accessible to residents daily. The operator and/or House Manager shall be clearly and easily identified and shall remain available at all times;
6. Each SLE shall have in its house rulebook a policy addressing visitation including hours, terms of contact, areas for visitation, visitor access, child visitation and monitoring, etc.

E. Confidentiality Policy

The SLE shall protect the privacy of individuals being served and will not disclose confidential information without express written consent except as required or permitted by law. The House Manager will maintain release forms for house members to authorize the release of information. The SLE shall also affirmatively inform house members' of the privacy of information disclosed in house meetings or other SLE activities. SLE management shall remain knowledgeable of and obey all state and federal laws and regulations relating to confidentiality of records for the providers of services. Confidential information acquired during residency at the SLE shall be safeguarded from illegal or inappropriate use, access and disclosure, or from loss, unsecured maintenance of records or recording of an activity or presentation without appropriate releases. Forms will be provided to house members for the authorization to release information in compliance with Federal Law 42-CFR Part 2.

F. Sexual Harassment and Verbal Abuse Policy

The SLE will not tolerate any behavior that is abusive, harassing or intimidating toward House Manager, volunteers, house members' or visitors.

G. Weapons, Alcohol, Illegal Drugs and Illegal Activity Policy

The SLE strictly prohibits on its property the possession, and/or use of firearms, other weapons, illegal drugs, illegal activities and acts or threats of violence. Such acts shall be reported to the local law enforcement agencies immediately. Residents will be terminated from the house for such offenses. House Managers found to have violated the policy may face immediate termination. Each SLE shall have a written policy addressing weapons, alcohol and other drug use, relapse, and illegal activity by residents and staff.

H. Prescribed Medication Policy

Each facility shall have a written policy regarding the use and storage of residents' prescribed medications. Medications must be properly secured. The policy concerning the storage of medications does not apply to those medications, such as an asthma inhaler, to which medical necessity requires the resident to have immediate access. The SLE shall not dispense medication but must ensure it is securely stored by the resident.

I. Drug and Alcohol Testing Protocol

1. Each SLE shall have a written policy addressing the policies and procedures of specimen collection and shall maintain appropriate urinalysis equipment and/or access to an outside drug and alcohol testing service so that all residents may be tested at random to protect the safety and integrity of the house and its residents;
2. Parole, Probation or the Courts may impose and provide drug and alcohol testing to the residents referred by the Courts and/or Probation;
3. Positive drug tests of residents shall be reported immediately to the probation officer/parole agent or to the courts, as applicable.

J. Management

1. Managers Responsibility: The person in charge of the facility shall be clearly identified to all residents and on the premises (a). This should be person or designated person within the group. This individual shall be responsible for the maintenance and safety of the building. (b) If the person is designated, the lines of authority must be clearly defined. (c) The manager should be the keeper of the "good neighbor" policy and liability insurance and copies should be available and visible in the home.
2. Staff: An SLE may or may not elect to have paid staff. The role of staff members must be clearly for housing management and not for management of individuals. Staffing may or may not be necessary depending on the nature of the housing. At a minimum, someone must be responsible for the safety of the building, someone must be available to maintain records, to collect rent, and to register and check-out residents, and to maintain rules of the house. The resident group may choose to have other staff available such as cooks, grounds keepers, etc. Staff shall not provide any direction to the residents but shall be available for appropriate management of the physical plant.

K. Documentation/Record Keeping

1. Each SLE Manager shall keep a record of all residents as follows:
 - a. A resident's date of birth, emergency contact information, pertinent emergency medical information, list of current medications and pharmacy where prescriptions are on file, employer or school contact information and any releases

of information that are deemed necessary by the House Manager. Incidents of relapse should also be documented;

- b. A resident sign in/out sheet should be placed near the main entrance/exit of the residence;
- c. Each SLE shall keep clear records of rent/expenses paid and provide each resident with a receipt each and every month, or as appropriate, when rent/expenses are paid;
- d. The SLE shall have clear policies concerning curfew, prescribed medications, urinalysis monitoring, visitation, rent/expense payments, disposal of medications, relapse, resident/consumer conduct and expectations, and resident departures from those requirements shall be documented;
- e. Each SLE shall have a specific policy addressing relapse and the actions taken by the house manager to address an incident of relapse.

L. Incident Report Policy

The SLE House Manager will complete an internal incident report for all incidents involving house members. The incident report will be completed within 72 hours of the occurrence of an on-site incident or, in the case of an off-site incident when House Manager became aware of, or reasonably should have known of an incident that occurred. The incident report will provide:

- 1. A detailed description of the event including the date, time, location, individuals, name involved, and action taken.
- 2. The House Manager responsible for completing the report will sign it and record the date and time it was completed.

All incident reports will be stored in in a single, separate file.

ATTACHMENT C

CAO Contract Log # _____

**COUNTY OF MARIN
PROFESSIONAL SERVICES CONTRACT
2012 - Edition 1**

Dept. Contract Log # _____

THIS CONTRACT is made and entered into this _____ day of _____, 20____, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and _____, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following service: _____; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO COUNTY:

In no event will the cost to County for the services to be provided herein exceed the maximum sum of \$ _____ including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

5. TIME OF CONTRACT:

This Contract shall commence on _____, and shall terminate on _____. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. ANTI DISCRIMINATION AND ANTI HARASSMENT:

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written Contract of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.
2. Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.
3. For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.

Exhibit D - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
 - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
 - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- The Contractor to this Contract and any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

21. NOTICES:

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager: _____

Dept./Location: _____

Telephone No.: _____

Notices shall be given to Contractor at the following address(es):

Contractor: _____

Address: _____

Telephone No.: _____

Contractor: _____

Address: _____

Telephone No.: _____

22. ACKNOWLEDGEMENT OF EXHIBITS:

Check applicable Exhibits

**CONTRACTOR'S
INITIALS**

<u>EXHIBIT A.</u>	<input type="checkbox"/> Scope of Services	
<u>EXHIBIT B.</u>	<input type="checkbox"/> Fees and Payment	
<u>EXHIBIT C.</u>	<input type="checkbox"/> Insurance Reduction/Waiver	
<u>EXHIBIT D.</u>	<input type="checkbox"/> Contractor's Debarment Certification	
<u>EXHIBIT E.</u>	<input type="checkbox"/> Subcontractor's Debarment Certification	
<u>OTHER REQUIRED EXHIBITS (HHS USE ONLY)</u>	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

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

CONTRACTOR:

By: _____

Name: _____

Title: _____

**APPROVED BY
COUNTY OF MARIN:**

By: _____

=====

COUNTY COUNSEL REVIEW AND APPROVAL (required if template content has been modified)

County Counsel: _____ Date: _____