REQUEST FOR PROPOSAL:
HHS RFP 2017-06 issued June 9, 2017

The County of Marin, Department of Health and Human Services (HHS) requests written proposals from those organizations eligible and qualified to participate as a subcontracted Coordinated Entry Provider for the Marin Coordinated Entry System.

OVERVIEW

HUD Definition of Coordinated Entry

Coordinated Entry is a process by which homeless assistance is allocated as effectively as possible and is easily accessible to all homeless persons. Coordinated Entry is a requirement of the U.S. Department of Housing and Urban Development (HUD) for all Continuum of Care (CoC) and Emergency Solutions Grant (ESG) Program recipient agencies. In the CoC Program Interim Rule, HUD defines coordinated entry, which is also referred to by HUD as a centralized or coordinated assessment system:

“A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area [encompassed by the CoC], is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.”

For additional information on coordinated entry, including the qualities of effective coordinated entry systems, applicants may review HUD’s guidance on the HUD Exchange website (available at https://www.hudexchange.info/programs/coc/toolkit/responsibilities-and-duties/#coordinated-entry).

Marin Coordinated Entry System Guiding Principles

The following are the Guiding Principles of the Marin Coordinated Entry System:

1. The system will provide low-barrier, low-threshold points of entry that take into consideration transit issues and regional preferences, and will meet people where they are.
2. The system will be person-centered; will respect consumer choice, safety, and cultural preferences; will be culturally competent and trauma-informed; and will be flexible enough to respond to changing needs.
3. The system will use a consistent assessment tool and process across all points of access. The assessment will be made available via multiple methods, such as over the phone and in person.
4. The system will rely on the Homeless Management Information System, a centralized and accurate database that has real-time availability of housing and services resources.
5. All access points will accept and assess all sub-populations (including veterans, chronically homeless, people with mental illness, etc.) with respect for their unique needs.
6. The system will reduce barriers by working with service and housing providers to improve program accessibility, limit restrictive program criteria and turnaways, and focus on matching the person in need to the right resources.
7. There will be a strong communication plan and branding in order to educate consumers and providers about coordinated access.
8. Trustworthiness and transparency will be fundamental principles of the system. Consumers will not be misled about the probability of obtaining housing through Coordinated Entry.
9. The system will coordinate with other systems of care within Marin County and in neighboring communities, including but not limited to, the health care system, the criminal justice system, and city governments within Marin County.
10. The system will build on current infrastructure and will be mindful of cost and capacity.
11. In order to ensure a high-quality coordinated access system, Marin will implement detailed operating policies and procedures, regular training and evaluation, and a state-of-the-art assessment tool in accordance with HUD regulation and guidance.

Marin Coordinated Entry System Design

The Marin Coordinated Entry Committee is currently engaged in a system design process that will be completed by September 2017. The following system flow for clients is under development and subject to change:
Marin HHS was awarded a Coordinated Entry grant through the HUD FY 2016 CoC Program Competition. As the direct recipient of the grant, Marin HHS is seeking a subrecipient to serve as the Coordinated Entry (CE) Provider.

The selected subrecipient must be able to provide the following services:

1. **Assessments**: The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) has been selected as the assessment tool for the Marin Coordinated Entry System. While all entry points into the Marin Coordinated Entry System will be completing VI-SPDATs with clients, the CE Provider will serve as additional assessment staffing, supporting other agencies by completing VI-SPDATs and entering paper VI-SPDATs into HMIS as needed. The CE Provider will also be available to complete full SPDATs (a more intensive case management tool) as needed for quality assurance when requested by any participating provider.

2. **Housing Preparation Services**: For clients at the top of the Community Queue in HMIS (i.e., those with the highest VI-SPDAT scores), the CE Provider will offer housing preparation services to assist clients with navigating the homeless system of care. Housing Preparation Services will include, at a minimum, acquiring identification documents, completing housing applications, and completing supportive and subsidized housing paperwork.

3. **Housing Placement**: The CE Provider will be responsible for facilitating a Housing Placement Case Conference for Permanent Supportive Housing (PSH) units that become available among participating provider agencies. The Housing Placement Case Conference will take place every two weeks (to be cancelled if no new housing is available), and will include case managers from all PSH provider agencies with openings, and all provider agency entry sites that have interacted with the clients at the top of the Community Queue. To assist in determining eligibility for available units through the Case Conference, the CE Provider will develop and use an eligibility screening tool in alignment with Housing First principles. Case Conference participants will determine the most appropriate available housing placement for each client at the top of the Community Queue, considering eligibility, client choice, client need, and provider specialty. Once clients are matched with available PSH, the CE Provider will complete the referral in HMIS and coordinate with PSH provider agency. For Rapid Rehousing (RRH), the CE Provider will coordinate directly with
participating RRH provider agencies to match clients in the RRH scoring range of the VI-SPDAT to available resources.

4. Diversion: The CE Provider will develop and maintain a list of diversion resources available in Marin County, to be used by all provider agencies serving as entry points into the Marin Coordinated Entry System. In addition, the CE Provider will refer clients who do not score in the PSH or RRH ranges of the VI-SPDAT to available mainstream resources.

5. Evaluation: In coordination with Marin HHS, the CE Provider will regularly review HMIS data and collect qualitative feedback from clients and housing providers to monitor and evaluate the performance of the Marin Coordinated Entry System.

### BUDGET

The following annual budget is available for the Coordinated Entry Provider. Any proposals that exceed this budget must show the necessity of the increased cost, e.g. by providing an established salary structure.

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
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<tbody>
<tr>
<td>1 FTE Program Director</td>
<td>$85,500 ($78,000 salary + overhead and benefits)</td>
</tr>
<tr>
<td>1 FTE Coordinated Entry Case Manager</td>
<td>$68,328 ($62,400 + overhead and benefits)</td>
</tr>
<tr>
<td>Technology (computer/tablet purchases; HMIS licenses)</td>
<td>$10,000</td>
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<tr>
<td>Outreach Materials</td>
<td>$3,000</td>
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<tr>
<td>Administration</td>
<td>$10,933</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$177,761</strong></td>
</tr>
</tbody>
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### TIMELINE FOR REQUEST FOR PROPOSAL

The following tentative timeline will be used for this RFP:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP</td>
<td>May 26, 2017</td>
<td>Release RFP</td>
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<tr>
<td></td>
<td><strong>July 14, 2017</strong></td>
<td>Proposals Due</td>
</tr>
<tr>
<td>Selection</td>
<td>Week of July 17, 2017</td>
<td>Review of Proposals</td>
</tr>
<tr>
<td></td>
<td>Week of July 24, 2017</td>
<td>CE Provider Selected; Notification of all Applicants</td>
</tr>
<tr>
<td>Contracting and Planning</td>
<td>July 31 – September 30, 2017</td>
<td>County Contracting Process; Planning and Piloting for System Launch</td>
</tr>
<tr>
<td>Coordinated Entry System Launch</td>
<td>October 1, 2017</td>
<td>Full Launch of Coordinated Entry System</td>
</tr>
</tbody>
</table>
Individuals interested in providing these services shall submit the information specified below by email or mailed/delivered, **no later than by the close of business, 5:00 PM on Friday, July 14**, to:

Carrie Ellen Sager  
Senior Homelessness Program Coordinator  
Marin County Department of Health and Human Services  
1600 Los Gamos Drive Suite 350  
San Rafael, CA 94903  
csager@marincounty.org

**Questions**

To maintain a fair and impartial process, all questions regarding this RFP must be submitted in writing via the County website and contain a contact name and address. No telephone consultation will be provided. Questions should be submitted **no later than Wednesday, July 12** via the County’s website, [https://www.marinhhs.org/requests-proposals-or-statements-interest-rfp](https://www.marinhhs.org/requests-proposals-or-statements-interest-rfp).

**CONTENTS OF PROPOSAL**

Incomplete applications may be rejected for failing to meet threshold requirements or will lose points. There is no page limit on responses, however, please be as succinct as possible. Successful applications will include the following:

1. **Experience:** Describe the characteristics and qualifications of the applicant agency who will be operating and managing the delivery of services. Please describe the applicant’s qualifications relating to the requirements described herein.

2. **Scope of Services:** Describe the operational and service delivery program and the expected outcome. Please provide a detailed description of your approach for each category of service outlined under the “Scope of Services” section.

3. **Organization and Staffing:** Describe the organization and personnel that will work on this project. Include names of key staff that will work on this project, as well as staff resumes and/or job descriptions.

4. **Project Work Plan:** Provide a project work plan for all tasks required to launch and implement services. Include estimated timelines and resources needed for each phase. The work plan should detail the activities for October
1, 2017 to September 30, 2018. Please identify whether or not you envision a specific need for County resources or support, and describe the extent of support needed for this project.

5. **Project Budget:** Provide an estimated price range for the project. Budgets will be reviewed for completeness, reasonableness, and alignment with the budget described in this RFP.

**AGREEMENT TO TERMS AND CONDITIONS OF COUNTY’S STANDARD FORM AGREEMENT**

By submitting a written proposal, the interested party agrees to be bound by, at minimum, all terms and conditions of the County’s Professional Services Contract, a copy of which is attached hereto. Additional terms may be negotiated.

**SELECTION PROCESS**

All proposal submissions will be reviewed based upon their responsiveness to this RFP and the experience and qualifications of the proposed subcontractor. Applicants may be asked to participate in subsequent interviews or to provide additional material. The selection of the subcontractor is tentatively expected during the week of July 17th.

**AFTER SUBMISSION OF PROPOSAL**

A proposal received after the date and time indicated above will not be accepted. No verbal proposals will be considered. Failure to comply with any part of this request may result in rejection of the proposal as non-responsive. The County will not accept any amendments, clarifications, revisions or alterations after the proposal due date unless the changes are requested by HHS.

**REJECTION/MODIFICATION OF SUBMISSIONS**

The County and HHS reserve the right to reject any or all submissions, or any part of any submission, received and to negotiate with any or all prospective contractors on modifications to the submission or contract at the County or HHS’ discretion.

**APPEALS PROCESS**

An applicant who is not chosen may appeal in writing to the Director of the Department of Health and Human Services within seven (7) working days of the award recommendation, citing the basis for the appeal. All appeals must be in writing. The decision of the Director is final.
LIMITATIONS AND RESERVATION OF RIGHTS

This RFP does not commit the County to award a contract or procure or contract for services or supplies. At its discretion, the County reserves the right to accept or request any submissions or to cancel in part or in its entirety this RFP if it is in the County’s best interest to do so.

COSTS OF PREPARING AND OWNERSHIP OF PROPOSALS

Costs for developing the proposals are solely the responsibility of the applicants. HHS will not provide reimbursement for such costs. The proposal documents shall become the property of the County upon submission.

CONFIDENTIALITY AND PUBLIC RECORDS ACT

By submitting a proposal, Vendor acknowledges and agrees that HHS is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If the vendor’s proprietary information is contained in documents or information submitted to HHS, and vendor claims that such information falls within one or more CPRA exemptions, vendor must clearly mark such information "CONFIDENTIAL AND PROPRIETARY," and identify the specific lines containing the information.

In the event of a request for such information, HHS will make reasonable efforts to provide notice to vendor prior to such disclosure. If vendor contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Marin County before HHS’s deadline for responding to the CPRA request. If vendor fails to obtain such remedy within HHS’s deadline for responding to the CPRA request, HHS may disclose the requested information without penalty or liability.
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."

RE bâtals: 

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](http://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:

<table>
<thead>
<tr>
<th>Contract Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept./Location:</td>
</tr>
<tr>
<td>Telephone No.:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone No.:</td>
</tr>
</tbody>
</table>

22. **ACKNOWLEDGEMENT OF EXHIBITS:**

<table>
<thead>
<tr>
<th>EXHIBIT</th>
<th>Description</th>
<th>CONTRACTOR’S INITIALS</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Scope of Services</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Fees and Payment</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Insurance Reduction/Waiver</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Contractor’s Debarment Certification</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Subcontractor’s Debarment Certification</td>
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</tr>
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</table>

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: ___________________________
EXHIBIT “A”
SCOPE OF SERVICES