MASTER AGREEMENT FOR TRANSRIPTION SERVICES

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(Revised Under Bulletin #7)

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COUNTY’S ADMINISTRATION

MASTER AGREEMENT NO.________________________  WORK ORDER NO.__________

COUNTY PROJECT DIRECTOR:
Name: ________________________________
Title: ________________________________
Address: ______________________________

Telephone: ____________________________
Facsimile: ____________________________
E-Mail Address: ________________________

COUNTY PROJECT MANAGER:
Name: ________________________________
Title: ________________________________
Address: ______________________________

Telephone: ____________________________
Facsimile: ____________________________
E-Mail Address: ________________________

CONTRACT COMPLIANCE OFFICER:
Name: ________________________________
Title: ________________________________
Address: ______________________________

Telephone: ____________________________
Facsimile: ____________________________
E-Mail Address: ________________________

COUNTY ACCOUNTS PAYABLE REPRESENTATIVE:
Name: ________________________________
Title: ________________________________
Address: ______________________________

Telephone: ____________________________
Facsimile: ____________________________
E-Mail Address: ________________________
CONTRACTOR’S ADMINISTRATION

__________________________
CONTRACTOR’S NAME

MASTER AGREEMENT NO. ___________________________  WORK ORDER NO. ________________

CONTRACTOR PROJECT MANAGER:
Name: ____________________________________________
Title: ____________________________________________
Address: _________________________________________

Telephone: ____________________
Facsimile: _____________________
E-Mail Address: ________________

CONTRACTOR’S AUTHORIZED OFFICIAL(S)
Name: ____________________________________________
Title: ____________________________________________
Address: _________________________________________

Telephone: ____________________
Facsimile: _____________________
E-Mail Address: ________________

Name: ____________________________________________
Title: ____________________________________________
Address: _________________________________________

Telephone: ____________________
Facsimile: _____________________
E-Mail Address: ________________

Notices to Contractor shall be sent to the following address:

Name: ____________________________________________
Title: ____________________________________________
Address: _________________________________________

Telephone: ____________________
Facsimile: _____________________
E-Mail Address: ________________
CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the Contractor, supplier, or Vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.  
   Yes ☐  No ☐

2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.  
   Yes ☐  No ☐

3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.  
   Yes ☐  No ☐

4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.  
   Yes ☐  No ☐

Authorized Official’s Printed Name and Title

Authorized Official’s Signature                        Date
EXHIBIT D

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The County Board of Supervisors makes the following findings. The County of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the County of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the County of Los Angeles has determined that it is appropriate to require that the businesses with which the County contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

A. “Contractor” means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more such contracts or subcontracts.

B. “Employee” means any California resident who is a full-time employee of a contractor under the laws of California.

C. “Contract” means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:

1. A contract where the Board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or

2. A contract where federal or State law or a condition of a Federal or State program mandates the use of a particular contractor; or

3. A purchase made through a State or Federal contract; or

4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the County pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or

5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or

6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or

7. A non-agreement purchase with a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
D. “Full time” means 40 hours or more worked per week, or a lesser number of hours if:
   1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
   2. The contractor has a long-standing practice that defines the lesser number of hours as full time.

E. “County” means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees’ regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of County Counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the County that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor’s violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:

1. Recommend to the Board of Supervisors the termination of the contract; and/or,

2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

2.203.070. Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

1. Has ten or fewer employees during the contract period; and,

2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than $500,000; and,

3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed $500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)
Safely Surrendered Baby Law

Babies can be safely surrendered to staff at any hospital or fire station in Los Angeles County

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723
www.babysafela.org
Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?
California’s Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?
A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no signs of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?
Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring the baby?
No. While in most cases a parent will bring in the baby, the law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?
No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

A baby’s story
Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby’s aunt and stated the baby’s mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.

In Los Angeles County: 1-877-BABY SAFE + 1-877-222-9723
www.babysafecla.org

Does the parent or surrendering adult have to tell anything to the people taking the baby?
No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?
The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby’s death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.
Ley de Entrega de Bebés
Sin Peligro

Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles


En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723
www.babysafeLA.org
Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?
La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Ángeles.

¡Es necesario que el padre/madre o adulto diga algo a las personas que reciban al bebé!
No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en el mismo momento.

¿Cuál es el procedimiento al recibir al bebé?
El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Por qué se está haciendo esto en California?
La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber oído que estar embarazada, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y_pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé
A la mañana temprana del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La madre que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Luego entregaron a la tía un brazalete con un número de identificación con la pulsera del bebé. Esto serviría como identificación en caso de que la madre cambiara de opinión respecto a la entrega del bebé y decidiera recuperarlo dentro del periodo de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.
EXHIBIT F
RATE OF COMPENSATION

All rates shall remain firm and fixed for the Term of the Master Agreement.

**ROUTINE JOBS**

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>DESCRIPTION</th>
<th>PRICE PER LINE (based on 60 characters per line) ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English to English</td>
<td>Digital audio, audio/video cassette tape, CD, or DVD recorded dictation of any length.</td>
<td>0.20</td>
</tr>
<tr>
<td>Spanish to English</td>
<td>Digital audio, audio/video cassette tape, CD, or DVD recorded dictation of any length.</td>
<td>0.75</td>
</tr>
<tr>
<td>Chinese dialect(s) to English</td>
<td>Digital audio, audio/video cassette tape, CD, or DVD recorded dictation of any length.</td>
<td>0.75</td>
</tr>
</tbody>
</table>

**PRIORITY JOBS APPROVED BY COUNTY PROJECT MANAGER***

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>DESCRIPTION</th>
<th>PRICE PER LINE (based on 60 characters per line) ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English to English 24 Hr. Turnaround</td>
<td>Digital audio, audio/video cassette tape, CD, or DVD recorded dictation of any length.</td>
<td>0.30</td>
</tr>
<tr>
<td>Spanish to English 48 Hr. Turnaround</td>
<td>Digital audio, audio/video cassette tape, CD, or DVD recorded dictation of any length.</td>
<td>1.00</td>
</tr>
<tr>
<td>Chinese dialect(s) to English 48 Hr. Turnaround</td>
<td>Digital audio, audio/video cassette tape, CD, or DVD recorded dictation of any length.</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**PICK-UP AND DELIVERY CHARGES**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
<th>PRICE/EACH ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick-up</td>
<td>Pick up from any location identified in Exhibit B (Statement of Work), Attachment B1 (Bureau/Unit Locations and Addresses).</td>
<td>35.00</td>
</tr>
<tr>
<td>Delivery</td>
<td>Delivery to any location identified in Exhibit B (Statement of Work), Attachment B1 (Bureau/Unit Locations and Addresses).</td>
<td>35.00</td>
</tr>
</tbody>
</table>

**SPECIAL RATES***

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
<th>PRICE/INDICATE UNIT ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unintelligible Audio Review</td>
<td>Transcription of dictation, recorded on any media, that is extremely inaudible or impossible to understand in totality and requires additional labor for transcription.</td>
<td>.50/English per line 1.25/Spanish per line 1.25/Chinese dialect(s) per line</td>
</tr>
<tr>
<td>Blank Audio Recording Review</td>
<td>County will not reimburse Contractor for any review or attempted transcription of audio recordings with no vocalized communication. Please refer to Paragraph 2.4.5 (Blank Audio Recordings Review) of Attachment 1 (Statement of Work).</td>
<td></td>
</tr>
</tbody>
</table>

*Must be approved by County Project Manager in writing prior to beginning Work Note: No minimum job fee; no fee for corrections
COVID-19 Vaccination Certification of Compliance
Urgency Ordinance, County Code Title 2 – Administration, Division 4 – Miscellaneous – Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel)

I, _____________________, on behalf of ______________________________, (“Contractor”),
certify that on County Contract ______________________________________
[ENTER CONTRACT NUMBER AND NAME]:

____ All Contractor Personnel* on this Contract are fully vaccinated as required by the Ordinance.

____ Most Contractor Personnel* on this Contract are fully vaccinated as required by the Ordinance. The Contractor or its employer of record, has granted a valid medical or religious exemption to the below identified Contractor Personnel. Contractor will certify weekly that the following unvaccinated Contractor Personnel have tested negative within 72 hours of starting their work week under the County Contract, unless the contracting County department requires otherwise. The Contractor Personnel who have been granted a valid medical or religious exemption are [LIST ALL CONTRACTOR PERSONNEL]:

*Contractor Personnel includes subcontractors:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

I have authority to bind the Contractor, and have reviewed the requirements above and further certify that I will comply with said requirements.

_________________________________  ______________________________
Signature                                      Date

_________________________________  __________________________________
Title                                         Company/Contractor Name

Released December 14, 2021    Version 2.0
TRANSCRIPTION SERVICES
MASTER AGREEMENT

CERTIFICATION OF EMPLOYEE STATUS

(Note: This certification is to be executed and returned to County before Work begins. Work cannot begin until County receives this executed document.)

________________________________________
CONTRACTOR NAME

County Master Agreement No.__________

I CERTIFY THAT: (1) I am an Authorized Official of Contractor; (2) the individual(s) named below is(are) this organization's employee(s); (3) applicable State and Federal income tax, FICA, unemployment insurance premiums, and workers' compensation insurance premiums, in the correct amounts required by State and Federal law, will be withheld as appropriate, and paid by Contractor for the individual(s) named below:

EMPLOYEES

1. ___________________________________________________________________
2. ___________________________________________________________________
3. ___________________________________________________________________
4. ___________________________________________________________________

I declare under penalty of perjury that the foregoing is true and correct.

________________________________________
Signature of Authorized Official

________________________________________
Printed Name of Authorized Official

________________________________________
Title of Authorized Official

__________________________
Date
CERTIFICATION OF NO CONFLICT OF INTEREST

(Note: This certification is to be executed and returned to County before Work begins. Work cannot begin until County receives this executed document.)

____________________________________________
CONTRACTOR NAME

County Master Agreement No. ________

Los Angeles County Code Section 2.180.010.A provides as follows:

“Certain contracts prohibited.

A. Notwithstanding any other section of this code, the County shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the County Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;

2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;

3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
   a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
   b. Participated in any way in developing the contract or its service specifications; and

4. Profit-making firms or businesses in which the former employees, described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.”

Contractor hereby declares and certifies that no Contractor Personnel, nor any other person acting on Contractor’s behalf, who prepared and/or participated in the preparation of the bid or proposal submitted for the Work Order specified above, is within the purview of County Code Section 2.180.010.A, above.

I declare under penalty of perjury that the foregoing is true and correct.

__________________________
Signature of Authorized Official

__________________________
Printed Name of Authorized Official

__________________________
Title of Authorized Official

__________________________
Date

County of Los Angeles
Sheriff’s Department

RFSQ 694-SH
CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County before Work begins. Work cannot begin until County receives this executed document.)

Contractor Name ________________________________

County Master Agreement No. _______________________

GENERAL INFORMATION:
The Contractor referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:
Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor’s Staff) that will provide services in the above referenced agreement are Contractor’s sole responsibility. Contractor understands and agrees that Contractor’s Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor’s Staff’s performance of work under the above-referenced Master Agreement.

Contractor understands and agrees that Contractor’s Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor’s Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement. Contractor understands and agrees that Contractor’s Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:
Contractor and Contractor’s Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor’s Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor’s Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor’s Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor’s Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor’s Staff for the County.

Contractor and Contractor’s Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between Contractor and the County of Los Angeles. Contractor and Contractor’s Staff agree to forward all requests for the release of any data or information received to County’s Project Manager.

Contractor and Contractor’s Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor’s Staff under the above-referenced Master Agreement. Contractor and Contractor’s Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor’s Staff agree that if proprietary information supplied by other County vendors is provided to Contractor during this employment, Contractor and Contractor’s Staff shall keep such information confidential.

Contractor and Contractor’s Staff agree to report any and all violations of this agreement by Contractor and Contractor’s Staff and/or by any other person of whom Contractor and Contractor’s Staff become aware.

Contractor and Contractor’s Staff acknowledge that violation of this agreement may subject Contractor and Contractor’s Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: ________________________________ DATE: _____/_____/_____

PRINTED NAME: ________________________________

POSITION: ________________________________

County of Los Angeles
Sheriff’s Department

Transcription Services

Exhibit G3 – Contractor Acknowledgement and Confidentiality Agreement

RFSQ 894-SH
## SAMPLE INVOICE

*Invoice to include information below at a minimum*

<table>
<thead>
<tr>
<th>CASE #</th>
<th>INTERVIEWEE</th>
<th>LANGUAGE</th>
<th>LINES</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAB 12345</td>
<td>Jane Doe</td>
<td>Eng</td>
<td>252</td>
<td>0.20</td>
<td>50.40</td>
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<tr>
<td>IAB 12346</td>
<td>John Doe</td>
<td>Sp</td>
<td>150</td>
<td>0.75</td>
<td>112.50</td>
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</table>

**Special Fee:**

<table>
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<tr>
<th>SERVICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick up</td>
<td>35.00</td>
</tr>
</tbody>
</table>

**Total:** 197.90

Reviewed and approved by Sheriff's Personnel:

------------------
Signature
------------------

Printed Name
------------------

Title
------------------

Date

---

County of Los Angeles
Sheriff's Department

Transcription Services
Exhibit H – Sample Invoice
RFSQ 694-SH
INVOICE DISCREPANCY REPORT

1. **INVOICE DISCREPANCY** to be completed by County Project Manager

   Today’s Date: ______________________
   Contractor: ________________________________
   Phone Number: ________________________________
   Date of Subject Invoice: ________________
   Description of Issues with Subject Invoice:
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   Signed: __________________________ Date: ____________
   County Project Manager

2. **REVIEWED:**

   Signed: __________________________ Date: ____________
   County Project Director

3. **CONTRACTOR RESPONSE** (to be completed by Contractor Project Director)

   Date received from County Project Manager: ________________
   Explanation regarding Issues with Subject Invoice: __________________________
   __________________________________________
   __________________________________________
   Corrective Action Taken:
   __________________________________________
   __________________________________________
   Signed: __________________________ Date: ____________
   Contractor Project Director

4. **COUNTY EVALUATION** of Contractor’s Response and Action taken.

   __________________________________________
   __________________________________________
   __________________________________________

5. **Approved by COUNTY:**

   __________________________________________ Date: ____________
   __________________________________________ Date: ____________

6. **Contractor Notified on** ________________ Date: ____________

**INSTRUCTIONS**

County Project Manager: Forward IDR to the Contractor for investigation and response.
Contractor: Must respond to County Project Manager in writing within ten days of receipt of IDR.
County Project Manager: Forward completed IDR to Contracts Unit