

**MASTER AGREEMENT
FOR
TEMPORARY PERSONNEL SERVICES**

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(Not attached to Model Master Agreement; see Appendix B (Required Forms) of the RFSQ)

COUNTY'S ADMINISTRATION

MASTER AGREEMENT NO. _____

COUNTY PROJECT DIRECTOR:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

COUNTY PROJECT MANAGER:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

COUNTY CONTRACT COMPLIANCE MANAGER:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME

MASTER AGREEMENT 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: _____

SAFELY SURRENDERED BABY LAW

**THERE'S A BETTER CHOICE.
SAFELY SURRENDER YOUR BABY.**

Any fire station. Any hospital. Any time.



1.877.222.9723

BabySafeLA.org

No shame | No blame | No names



SAFELY SURRENDERED BABY LAW

Some parents of newborns can find themselves in difficult circumstances. Sadly, babies are sometimes harmed or abandoned by parents who feel that they're not ready or able to raise a child. Many of these mothers or fathers are afraid and don't know where to turn for help.

This is why California has a Safely Surrendered Baby Law, which gives parents the choice to legally leave their baby at any hospital or fire station in Los Angeles County.

FIVE THINGS YOU NEED TO KNOW ABOUT BABY SAFE SURRENDER

- 1 Your newborn can be surrendered at any hospital or fire station in Los Angeles County up to 72 hours after birth.
- 2 You must leave your newborn with a fire station or hospital employee.
- 3 You don't have to provide your name.
- 4 You will only be asked to voluntarily provide a medical history.
- 5 You have 14 days to change your mind; a matching bracelet (parent) and anklet (baby) are provided to assist you if you change your mind.

No shame | No blame | No names



ABOUT THE BABY SAFE SURRENDER PROGRAM

In 2002, a task force was created under the guidance of the Children's Planning Council to address newborn abandonment and to develop a strategic plan to prevent this tragedy.

Los Angeles County has worked hard to ensure that the Safely Surrendered Baby Law prevents babies from being abandoned. We're happy to report that this law is doing exactly what it was designed to do: save the lives of innocent babies. Visit BabySafeLA.org to learn more.

No shame | No blame | No names

ANY FIRE STATION.
ANY HOSPITAL.
ANY TIME.

1.877.222.9723
BabySafeLA.org

THERE'S A
BETTER CHOICE.
SAFELY SURRENDER
YOUR BABY.



No shame | No blame | No names



SAFELY SURRENDERED BABY LAW



FROM SURRENDER TO ADOPTION: ONE BABY'S STORY

Los Angeles County firefighter Ted and his wife Becki were already parents to two boys. But when they got the call asking if they would be willing to care for a premature baby girl who'd been safely surrendered at a local hospital, they didn't hesitate.

Baby Jenna was tiny, but Ted and Becki felt lucky to be able to take her home. "We had always wanted to adopt," Ted says, "but taking

home a vulnerable safely surrendered baby was even better. She had no one, but now she had us. And, more importantly, we had her."

Baby Jenna has filled the longing Ted and Becki had for a daughter—and a sister for their boys. Because her birth parent safely surrendered her when she was born, Jenna is a thriving young girl growing up in a stable and loving family.

ANSWERS TO YOUR QUESTIONS

Who is legally allowed to surrender the baby?

Anyone with lawful custody can drop off a newborn within the first 72 hours of birth.

Do you need to call ahead before surrendering a baby?

No. A newborn can be surrendered anytime, 24 hours a day, 7 days a week, as long as the parent or guardian surrenders the child to an employee of the hospital or fire station.

What information needs to be provided?

The surrendering adult will be asked to fill out a medical history form, which is useful in caring for the child. The form can be returned later and includes a stamped return envelope. No names are required.

What happens to the baby?

After a complete medical exam, the baby will be released and placed in a safe and loving home, and the adoption process will begin.

What happens to the parent or surrendering adult?

Nothing. They may leave at any time after surrendering the baby.

How can a parent get a baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days by calling the Los Angeles County Department of Children and Family Services at (800) 540-4000.

If you're unsure of what to do:

You can call the hotline 24 hours a day, 7 days a week and anonymously speak with a counselor about your options or have your questions answered.

1.877.222.9723 or BabySafeLA.org

English, Spanish and 140 other languages spoken.

CONTRACT DISCREPANCY REPORT

TO: _____

FROM: _____

DATES: Prepared by County: _____ Master Agreement No.: _____

Received by Contractor: _____

Returned by Contractor: _____

Action Completed: _____

DISCREPANCY PROBLEMS: _____

Signature of County Representative

Date

CONTRACTOR RESPONSE (Cause and Corrective Action): _____

Signature of Contractor Representative

Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE: _____

Signature of County Representative

Date

COUNTY ACTIONS: _____

CONTRACTOR NOTIFIED OF ACTION:

County Representative's Signature and Date _____

Contractor Representative's Signature and Date _____

INVOICE DISCREPANCY REPORT

1. INVOICE DISCREPANCY (to be completed by County Project Manager)

Today's Date: _____ Master Agreement No.: _____

Contractor: _____

Phone Number: _____

Invoice Number: _____ Date of Invoice: _____

Description of Issue(s) with 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 Issue(s) with 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 five Business Days of receipt of IDR.
County Project Manager: Forward completed IDR to Contracts Unit.

PERSONNEL JOB CLASSIFICATIONS

Personnel Job Classifications include job classification, duties, minimum requirements, and Hourly Billable Rate.

Contractor will be paid for Services performed at the Hourly Billable Rates indicated herein and will remain firm and fixed for the Term of the Master Agreement, unless a cost of living is granted as specified in Paragraph 5.6 (Cost of Living Adjustment (COLA)) and Paragraph 8.1 (Amendments and Change Notices) of the Master Agreement.

JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
Administrative Assistant/ Human Resources	<p>Duties: Assist in:</p> <ul style="list-style-type: none"> ▪ Performing job analysis to support the development of selection system materials. ▪ The development, administration, and/or scoring of exams. ▪ Performing statistical analysis of data resulting from job analysis surveys, test administration, interviews, etc. ▪ The development of training materials such as interviewer rater training. ▪ General office duties as required. ▪ Various projects (e.g., process, redesign, or reengineering). <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ BA/BS degree with graduate coursework in Statistics, Human Resources, Selection and Psychometrics. ▪ Currently enrolled in graduate school for Industrial/Organizational (I/O) Psychology or recent graduate. 	<p style="text-align: center;">\$ 38.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p>Civilian Investigator</p>	<p>Duties: Conducts the initial interviews and screening of applicants. Questions applicants regarding facts and incidents in their history and reviews documentation. Contacts current and former employers, neighbors, family members, spouses, and references to interview them. Reviews case file documentation in detail. May recommend discontinuance of background investigation and resolves any discrepancies in the information collected.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ Completion of 60 semester or 90 quarter units from an accredited college, including at least 15 semester or 23 quarter units in Criminal Justice, Police Science, or related field –AND- One year of field investigative work involving public contact for a police or criminal investigation agency. Experience as a field investigator may be substituted for the required education on a year-to-year basis to a maximum substitution of two years' experience. 	<p>\$54.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
Clerk	<p>Duties: Performs specialized clerical work. Checks documents for completeness, accuracy, and compliance with legal and other requirements. Acts as receptionist or counter clerk.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ One year office clerical experience. 	<p>\$ 32.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p>General Maintenance Worker</p>	<p>Duties: Performs a wide variety of general maintenance and repair work including:</p> <p>Carpentry Assembles and installs shelves, cabinets, and chair rails; hangs pictures and bulletin boards; repairs scratches and scuffs on furniture and woodwork; repairs poorly fitting doors, windows, or drawers; repairs wood flooring.</p> <p>Electrical Replaces broken or defective light switches, sockets, outlets, bulbs, fixtures, fluorescent tubes, and starters.</p> <p>Masonry Patches broken asphalt, concrete, and plaster surfaces; replaces loose bricks or ceramic tile.</p> <p>Painting Paints shelves, cabinets, and furniture; does touch-up painting on interior and exterior surfaces; paints parking lot stripes and parking bumpers; paints motors and other mechanical equipment.</p> <p>Plumbing Replaces or repairs defective flush valves, faucet and toilet washers and packing; stops leaks in joints by tightening; replaces short lengths of pipe; cleans clogged pipelines using a snake, closet auger, force cup, or chemicals.</p> <p>Mechanical Replaces or adjusts drive belts; maintains and adjusts motors, pumps, and compressors; lubricates and checks heating, cooling, or ventilating systems for proper operation.</p>	<p>\$ 35.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p><i>General Maintenance Worker - Continued</i></p>	<p>Miscellaneous Replaces glass in windows, doors, and partitions; performs minor sheet metal work; maintains parking lots; makes minor roof repairs; operates and maintains furnaces and low-pressure boilers. Inspects buildings to ensure safety and to determine the need for repair or maintenance. Operates power tools. May maintain and repair various types of equipment and tools. May assist journey-level trade positions performing installation work or repairs. May operate automotive gernequipment in performance of duties.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ Two years' experience in general building maintenance and repair involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work. 	

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p>Information Technology Aide</p>	<p>Duties: Provides support to professional information technology staff by performing routine systems testing, including validating user manuals, procedures, and other instructional materials. Collects, documents, maintains, and distributes Departmental information technology materials. Provides support by documenting, and tracking user problem calls.</p> <p>Responds to routine information technology related problems, such as issuing or resetting customer passwords. Gathers and retains systems documentation, including flow diagrams, screen and report samples, error messages, and processing instructions. Extracts and summarizes report data; compiles statistics and prepares reports for staff analysis; prepares charts, graphs and forms as assigned. May assist in the installation, configuration, maintenance, and troubleshooting of information technology devices.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ Two years highly specialized or supervisory clerical experience involved with information technology including the use or installation of desktop software. -OR- ▪ Two years of responsible secretarial experience in an information systems environment. 	<p>\$ 36.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p>Senior Information Technology Aide</p>	<p>Duties: Provides support to Departmental staff for a variety of information technology related issues including the identifying, tracking, documenting, researching, and resolving of basic problem calls.</p> <p>Serves as a liaison between field staff and centralized IT staff by answering questions, providing instructions, and furnishing written materials, forms, and policies and procedures related to Departmental and County IT systems. Responds to reported desktop related connectivity problems such as issuing or resetting customer passwords. Instructs systems customers on navigation and utilization of on-line computer related programs and procedures.</p> <p>Supports IT professionals by performing routine systems testing, including validating user manuals, procedures, and other instructional materials. Following established procedures, conducts acceptance testing on software tools. Assists in documenting help desk calls that require higher-level research and investigation. Extracts and summarizes report data; compiles statistics, analyzes data, and prepares reports for management. May coordinate IT training scheduling for Departmental staff. May assist in IT technical training of Departmental users. May act as lead to Aides and other clerical personnel. May assist in the installation, configuration, maintenance and troubleshooting of information technology devices including personal computers, video display terminals, printers, cabling and other hardware.</p>	<p>\$42.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<i>Senior Information Technology Aide - Continued</i>	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ One year of experience providing assistance to professional information technology staff and providing routine customer related information systems related tasks. 	

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
Information Technology Technical Support Analyst I	<p>Duties: Installs, configures, maintains, and tests computer hardware, software and peripheral equipment following established procedures. Troubleshoots, diagnoses, and resolves routine hardware, software, and network connectivity problems. Identifies trends in the reported problem calls and recommends improvements. Participates in hardware and software installation and upgrade projects. Assists in defining and recommending appropriate hardware and software configurations and standards to meet customer needs. Configures basic software distribution tools.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ One year of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software, in a centralized information technology organization. 	<p style="text-align: center;">\$ 49.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p>Information Technology Technical Support Analyst II</p>	<p>Duties: Installs, configures, maintains, and tests computer hardware, software, and peripheral equipment. Acts as a technical resource to end users and other information technology staff, troubleshoots, diagnoses, and resolves moderately complex hardware, software, and network connectivity problems, including problems not covered by established procedures. Analyzes and makes recommendations regarding user support needs. Reviews, tests and finalizes user instructions and procedures; conducts formal and informal end user training and may develop technical orientation and training materials as necessary. Leads small hardware and software installation, upgrade projects, and participates in large and/or complex projects with general direction. Develops specifications to purchase new hardware, software and other peripheral devices based upon established departmental standards. Configures software distribution tools. May act in a lead capacity to other technical staff.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ Two (2) year of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software, in a centralized Information Technology Organization. 	<p>\$54.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p>Network Systems Administrator I</p>	<p>Duties: Participates in network and server system administration and support functions, including applying patches, installing, repairing, maintaining, and upgrading hardware and operating systems. Creates and manages user accounts and user roles or groups; assigns privileges, passwords and administers the network security system. Establishes network connectivity to new nodes. Provides assistance to network users in resolving routine network problems. Monitors network security following established procedures. Performs network backup and restore operations following established procedures. Configures network devices as directed. Participates with other team members on large hardware and software migration and conversion projects; assists in installing multi-platform interfaces. Monitors network performance and reports problems according to established procedures. Assists in the development and maintenance of network documentation, logs, and files. Assists in allocating server resources and installing new servers. Assists in the Virtual Local Area Network (VLAN) configuration process required to support the installation and maintenance of services over Internet Protocol (IP), such as audio, video and data. May assist in the design and maintenance of network architecture, including hubs, routers, and physical network.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ Bachelor’s Degree in Computer Science, Information Systems, or a closely related field from an accredited college or university and one year of full-time, paid experience within the last two years in Local Area Network (LAN) design, configuration or administration. 	<p>\$ 57.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p><i>Network Systems Administrator I - Continued</i></p>	<p>-OR-</p> <ul style="list-style-type: none"> ▪ Two (2) years within the last three (3) years of full-time, paid experience in LAN design, configuration, or administration. 	

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p>Intermediate Food Service Worker</p>	<p>Duties: Acts as a lead person over food service workers in the preparation of food items, while operating standard kitchen equipment used to peel, slice, strain, or mix various food ingredients. Assigns duties to and checks work performance of subordinate food service workers while in progress or upon completion. Performs light cooking duties such as preparing hot cakes, eggs, potatoes, or performs simple cooking in small quantities for service in the employees' dining rooms. Observes food in the process of cooking and monitors cooking time, ensuring foods are sufficiently cooked. Prepares and loads serving carts, transports food and utensils to dining halls, housing modules or patient rooms. Prepares and serves specially prescribed medical diets and nourishments without immediate supervision, prepares food trays, and ensures that patients/inmates receive prescribed diets, and may assist in feeding weak, injured or aged patients/inmates. Prepares, weighs, labels, and apportions special diet food as prescribed by medical staff. Operates dishwashing equipment to clean dishes, utensils, pots, and pans, cleans kitchen work areas, floors, food storage areas and kitchen equipment, collects and disposes of garbage or supervises food service workers performing these tasks. Assists in the receiving and storing of food supplies, retrieving food supplies, ingredients and condiments from kitchen storerooms. May bone, carve, and slice cooked roasts, poultry, and other meats. May act as a lead person, supervising and/or instructing youth in a County-sponsored program.</p>	<p>\$24.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p><i>Intermediate Food Service Worker - Continued</i></p>	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ <u>Option A:</u> Six months' experience in the preparation, serving, or cooking of food. ▪ <u>Option B:</u> Completion of a six-month (at minimum) recognized course in quantity food preparation and cooking. 	

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
Senior Cook	<p>Duties: Supervises and instructs food service staff including subordinate food service workers and cooks in standard preparation and cooking techniques utilized in the preparation of a variety of food items, proper use of various kitchen utensils and equipment, portioning and serving of food items, preparation and set up of meal facilities, and proper cleaning of dishes, pots, pans, equipment, kitchen work areas, and food storage areas. Makes work assignments and inspects the work of food service staff and/or inmate workers while in progress, and upon completion, to ensure that the quality of food prepared is acceptable and meets established dietary guidelines. Instructs food services staff and/or inmate workers in health and safety regulations and monitors compliance with those regulations. Inspects food supplies received, rejects those supplies of poor or unacceptable quality, oversees the proper storage of supplies accepted and monitors the rotation of supplies to prevent spoilage. Coordinates workstation cooking activities with those of other kitchen units, ensuring that food items are prepared on time and that food to be served is maintained at proper temperatures. Supervises the setup of meal facilities and oversees the serving of food in compliance with Department policy and procedures and health and safety regulations. Ensures that utensils and work areas are clean and ready for the next shift. May requisition food supplies based on daily/weekly menu plans. Modifies recipes to meet changes in the number of servings and the substitution of recipe ingredients when other ingredients are unavailable. May be assigned to perform baking duties or work in the butcher shop. May be assigned to oversee the activities of a shift. May act as a lead person, supervising and/or instructing youth in a</p>	<p>\$33.00 / Hour</p>

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p><i>Senior Cook - Continued</i></p>	<p>County-sponsored program.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ <u>Option A:</u> Completion of a certificate program accredited by the American Culinary Federation Educational Institute (ACFEI) of at least 48 semester units in Culinary Arts and two years' experience in quantity food preparation and cooking of complete meals for an institutional, commercial, military, or similar establishment. ▪ <u>Option B:</u> Two years' journey level experience in quantity food preparation and cooking of complete meals for an institutional, commercial, military, or similar establishment. 	

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JOB CLASSIFICATION	DUTIES & MINIMUM REQUIREMENTS	HOURLY BILLABLE RATE
<p>Video Production Equipment Operator</p>	<p>Duties: Sets up and adjusts video production equipment, and performs minor maintenance by using test instruments, diagnostic routines, and electronics tools to prepare equipment for immediate use in the studio and at field locations.</p> <p>Operates audio mixer, video camera, electronic machine, audio graphics machine, audio recorder, video recorder, and duplication rack as required by the directors to provide special effects, sound, and pictures of highly technical quality.</p> <p>Arranges for special effects by adjusting and operating equipment to produce the desired effects. Determines the number, types, and locations for the placement, assists in setting up, and operates lighting and sound equipment such as microphones, speakers, flood lamps, spotlights, and reflectors.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ One year's experience in the operation of broadcast quality video production equipment. 	<p>\$ 43.00 / Hour</p>

**SAMPLE
WORK ORDER**
LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
TEMPORARY PERSONNEL SERVICES

(CONTRACTOR NAME)

Work Order No.: _____ **Master Agreement No.:** _____

Date Work Order sent to Contractor: _____

Date Work Order and documents Due: _____

Unit requesting Service: _____

Assignment location address: _____
(Depending on the needs of the County
the assignment location may vary) _____

Job Classification requested: _____

Hourly Billable Rate per Exhibit F (Personnel Job Classifications): \$ _____

Upon receipt of a Work Order from the County, Contractor must complete Section I below and return all required documentation listed by the due date stated above. No Work must commence until Contractor receives a full executed Work Order signed by both Contractor and the County. Failure of Contractor to provide a written response and all required documentation within the time specified will disqualify Contractor for this particular Work Order request.

SECTION I - WORK ORDER REQUIREMENTS FOR CONTRACTOR

- A. Name of Contractor Staff assigned to this Work Order:

- C. Exhibit H1 - Certification of Employee Status
- D. Exhibit H2 - Certification of No Conflict of Interest
- E. Exhibit H3 - Contractor Acknowledgement and Confidentiality Agreement

Contractor's Acknowledgement: _____ **Date:** _____
Signature

Work Order No. _____ Master Agreement No. _____

SECTION II - WORK ORDER DETAILS

(TO BE COMPLETED BY COUNTY PROJECT MANAGER)

Contractor Staff Name: _____

Date Work Order Received from Contractor: _____

Work Schedule: Days _____ Start Time _____ End Time _____

Work Start Date: _____

Anticipated Work Order Expiration Date: _____

Work Order Suspended Date (if applicable): _____

****Expiration date subject to change based on actual days and/or hours worked**
Maximum hours not to exceed 90 working days or 720 working hours**

SECTION III - GENERAL

Contractor must satisfactorily perform all Work detailed in this Work Order per a fixed Hourly Billable Rate, in compliance with the terms and conditions of the Master Agreement.

SECTION IV - PAYMENT

- A. The total maximum amount that the County will pay Contractor for all Services provided under this Work Order must not exceed _____.
- B. Contractor must invoice the County only for actual hours worked, in accordance with the terms and conditions of Contractor's Master Agreement. Contractor must be responsible for limiting the number of days and hours worked by Contractor Staff under this Work Order so as not to exceed 90 days or 720 working hours.
- C. Contractor must satisfactorily perform and complete all required Services in accordance with Attachment 1 (Statement of Work) to the Master Agreement and this Work Order notwithstanding the fact that total payment from the County will not exceed the total maximum amount of this Work Order.
- D. Contractor must submit all invoices under this Work Order to:
Los Angeles County Sheriff's Department
Hall of Justice
Personnel Administration Bureau / Personnel Programs
211 West Temple Street, 4th Floor
Los Angeles, CA 90012

Work Order No. _____ Master Agreement No. _____

SECTION V - SERVICES

Contractor's signature on this Work Order confirms Contractor's awareness of, and agreement with, the provisions of Paragraph 3.0 (Work) of the Master Agreement, which establish that Contractor will not be entitled to any compensation whatsoever for any task, deliverable, Service, or other Work:

- A. without a fully executed Work Order, and/or
- B. that is not specified in this Work Order, and/or
- C. performed by a Contractor Staff not specified in this Work Order, and/or
- D. that goes beyond the scope of Work of this Work Order, and/or
- E. that goes beyond the expiration date of this Work Order, and/or
- F. that exceeds 90 working days or 720 working hours of this Work Order, regardless of any oral promise made whatsoever to Contractor by any County personnel.

The County, in its sole discretion, may terminate or suspend this Work Order at any time, in whole or in part, from time to time or permanently, when such action is deemed to be in the best interest of the County.

ALL TERMS OF THE MASTER AGREEMENT WILL REMAIN IN FULL FORCE AND EFFECT. THE TERMS OF THE MASTER AGREEMENT WILL GOVERN AND TAKE PRECEDENCE OVER ANY CONFLICTING TERMS AND/OR CONDITIONS IN THIS WORK ORDER. NEITHER THE HOURLY BILLABLE RATES NOR ANY OTHER SPECIFICATIONS IN THIS WORK ORDER ARE VALID OR BINDING IF THEY DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT.

CONTRACTOR

COUNTY OF LOS ANGELES

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

CERTIFICATION OF EMPLOYEE STATUS

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME

Work Order No. _____ 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 for the entire time period covered by the attached Work Order.

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 with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME

Work Order No. _____ County Master Agreement No. _____

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

“2.180.010 - Certain contracts prohibited.

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

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name _____

Work Order No. _____ County Master Agreement No. _____

GENERAL INFORMATION:

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

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that 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 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. 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, 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 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 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 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 me 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 OF AUTHORIZED OFFICIAL: _____ DATE: _____

PRINTED NAME: _____

TITLE: _____

EXHIBIT I

JOB CLASSIFICATION CHECKLIST

[Not attached to Model Master Agreement;
see Appendix B (Required Forms) of the RFSQ]