



**REQUEST FOR PROPOSALS FOR
MANAGED IT SERVICES**

Date Released: February 23, 2021

**TEHAMA COUNTY TRANSPORTATION COMMISSION
9380 SAN BENITO AVENUE
GERBER, CA 96035**

Proposals are due prior to 4:00 P.M., March 25, 2021

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INTRODUCTION

Tehama County Transportation Commission (Commission) is requesting proposals (RFP) for a consultant to perform Managed Information Technology (IT) Services (Project).

The Project will be funded with local dollars requiring the Proposer to follow all pertinent local, State, and Federal laws and regulations. **The Disadvantaged Business Enterprise (DBE) goal for this project is 3.7%.**

Total amount payable to the Proposer shall not exceed \$75,000 and with a performance period of the contract from the date approved by the Commission to June 30, 2024, whichever is the lesser.

Proposer's attention is directed to Appendix A, "Proposal Requirements."

The proposals submitted in response to this RFP will be used as a basis for selecting a consultant for this project. Proposer's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective proposers and Commission staff will specifically e-mail a copy of the addenda to proposers who submit questions. Addends will be posted on the Commission's website at: TehamaRTPA.org.

It shall be the proposers' responsibility to check the Commission's website to obtain any addenda that may be issued.

Submit five (5) hard copies and one (1) electronic copy in PDF format on a CD/DVD, or USB of the CONSULTANT'S proposal. The hard copies and CD/DVD, or USB shall be mailed or submitted to Commission staff prior to **4:00 P.M., March 25, 2021**. Proposals shall be submitted in a sealed package clearly marked "**MANAGED IT SERVICES,**" and addressed as follows:

Jessica Riske-Gomez
Transportation Manager
Tehama County Transportation Commission
9380 San Benito Avenue
Gerber, CA 96035

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the proposer.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of proposer.

Unsigned proposals or proposals signed by an individual not authorized to bind a proposer will be considered nonresponsive and rejected.

This RFP does not commit Commission to awarding a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. Commission reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified proposer, or to modify or cancel in part or in its entirety the RFP, if it is in the best interests of the Commission to do so.

Proposers are advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Commission.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

The anticipated CONSULTANT selection schedule is as follows:

Proposal review and evaluation: 30 Days

Cost Negotiation with first ranked proposer : 15 Days

Contract Award and Notice to Proceed: May 18, 2021

Any questions related to this RFP shall be submitted in writing to the attention of Jessica Riske-Gomez via email at jriskegomez@tehamartpa.org before 5:00 PM on March 11, 2021.

Addendum with answers will be published by March 18, 2021.

No oral question or inquiry about this RFP shall be accepted.

PROJECT DESCRIPTION AND BACKGROUND

The intention of this RFP is to solicit responses and formal proposals from qualified Managed IT Services Providers (MSPs) and select a single consultant to provide Managed IT Services to Commission staff.

SCOPE OF WORK

General:

Commission is interested in contracting with a consultant that will conduct and coordinate specified tasks related to **Managed IT Services**.

The work shall comply with the requirements of all the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

CONSULTANT shall comply with all insurance requirements of **Managed IT Services** included in the sample agreement in Appendix C.

Services to be Provided:

The selected Consultant shall provide all services to complete Managed IT Services.

Specifically, the selected proposer will be required to complete the following tasks:

- **Help Desk Support** – provide 24x7 Help Desk support from Tier One to Three services utilizing by industry best practice processes and procedures.
- **Server & Network System Monitoring** – provide 24x7 monitoring of Commission’s servers & network systems with proactive communication and escalation protocols based on the severity of any unscheduled outages.
- **Patch Management Services & Preventative Maintenance** – provide management of critical security and system patches to all servers and systems on the network to ensure Commission’s IT systems and resources are properly managed and maintained.
- **Business Continuity and Disaster Recovery** – support the Commission’s ability to recover based on the Recovery Time Objective (RTO) and Recovery Point Objective (RPO) agreed upon by organizational constituents. In addition, backup and redundancy shall be used to support this need.
- **Remote Backup** – execute a nightly backup plan for the critical servers, including a monthly-tested recovery process.
- **Email System Management** – provide management and administration of staff’s email system for all users.

- **Antivirus, AntiSpam & Antispyware Protection** – provide solutions to defend against security threats including phishing, malware, spam, viruses.
- **On-Site Support** – when needed, deploy onsite resources to assist with issues that cannot be resolved through remote access to on-site systems.
- **Networking Support** – provide proactive management and monitoring of our switches, firewalls, routers and Wi-Fi systems, and other networking equipment as identified by Commission.
- **Security Systems Monitoring** – provide proactive monitoring and management of the Commission’s security systems, including firewalls, intrusion prevention, secure remote access, and any implementations of advanced security solutions Commission may utilize.
- **Vendor Management** – manage other vendors which may be contracted by Commission and serve as the key point of contact unless escalated.
- **Warranty and Asset Inventory Management** – maintain a hardware and asset inventory that includes Desktops, Laptops, Servers, Printers/Scanners, Fax Machines, and notify staff of any potential service or warranty issues. Assist with managing the lifecycle of Commission’s devices and maintain an equipment inventory to ensure our systems are always current.
- **Software Licensing Control** – provide oversight of automatic renewal of software applications and maintenance of appropriate documentation.
- **Procurement Management** – assist with the selection of commercially rated equipment, order placement, order tracking, shipping, equipment returns, and sourcing and ordering of replacement parts.
- **PC Deployment** – provide delivery and setup of machines on-site.
- **Desktop and Laptop Support** – support existing and future desktop and laptop hardware. This includes maintenance and repair, replacement for failed equipment, and the acquisition and provisioning for new equipment as needed.
- **Printers, Copiers and Scanners** – support existing printers, copiers, and scanner related network-printing issues.
- **Desktop Software Standardization and Software Licensing and Upgrades** – develop and execute a process for identifying standardization and management of desktop images and ensuring that staff are using current products as well as current OS and browser versions.
- **Lifecycle Management of Hardware Units** – develop and execute a process for end-of-life notification, replacement, and asset decommissioning/disposal.
- **Break Fixes and Installation** – provide planned and on-call break/fix services, including emergency response to server issues.
- **Move, Add, Change (MAC)** – assist with any changes to the location or configuration of existing equipment or software, and installation of additional equipment or software as needed.
- **Mobile Device Support** – for mobile phones and tablets, support secure provisioning (and ongoing support of that provisioning) of any mobile device into the Commission network. In the event the device is lost, the Commission mail and contact data shall be able to be easily deleted from the device while preserving

individual's personal information. Develop and execute a Mobile Device Management strategy/system recommendation.

- **Reporting** – provide relevant reporting, not only based on their performance from a help desk perspective, but also regarding system health, uptime, and assist in keeping an accurate hardware inventory to inform ongoing planning of maintenance, warranties, and refresh schedules.
- **Technology Strategy Planning** – collaborate with current IT staff to develop a long-term strategic technology plan. The plan will take advantage of new and existing technologies to produce a pragmatic and effective future roadmap that enables the organization to fulfill its overall mandate in the community.
- **Account Management** – provide an internal escalation process in tandem with Commission to ensure the ability to have multiple points of contact available, if needed, depending on the items or issues encountered.
- **Project Management** – provide project management and technical engineering resources to assist with technical projects as identified by CONSULTANT or Commission.
- **Solution Design** – provide solution packages (e.g., hardware, software, licensing) and associated consolidation of data.
- **Service Levels** – identify service level agreements or objectives and report back to Commission on a monthly basis on CONSULTANT'S ability to meet these agreements or objectives.
- **IT Policy Review and Development** – assist in the development of customized policies related to the use of technology.
- **Hosting** – offer services relative to hosting or co-location of equipment, either directly or through partners.
- **Onboarding and Offboarding Staff** – develop and execute a process and procedure to onboard or offboard team members in a timely and efficient manner.
- **Compliance** – use systems that comply with published Payment Card Industry Security (PCI) Standards. Support rules and regulations as provided by relevant governing organizations as identified by regulatory or grant-based requirements.
- **Scalability** – offer a model where scaling up or down from a systems and cost perspective is rational and logical.
- **Multi-Factor Authentication (MFA)** – provide and manage a Multi-Factor Authentication (MFA) solution to provide an easy-to-use method to verify user identities at login and to protect logins with multi-factor authentication.
- **End-User Security Awareness Training** – provide Security Awareness Training to train Commission staff about current threats, terms, standards, and compliance to help them avoid a security incident.
- **Vulnerability Testing** – provide vulnerability tests, both internally and externally, to determine what flaws and potential threats exist from the outside, or perimeter, of the Commission's business network.
- **Managed Security Operation Center (SOC)-as-a-Service** – provide Managed SOC-as-a-Service to monitor the Commission's environment and ensure proactive detection and response to threats, intrusions, and attacks.

- **Special Projects** – relocation of Commission’s office space in the future, provide a server/networking solution, as well as procurement for internet services, telephone services & equipment, copier/printer/scanner/fax machine, and other services and equipment necessary to facilitate this relocation.
- **Contract Terms** – contract amendments are required to modify the terms of the original contract for changes such as, extra time, added work, or increased costs, and must be done prior to expiration of the original contract. Only work within the original advertised scope of services shall be added by amendment to the contract.
- **Method of Payment** – on or before the 15th of each month, the selected consultant shall submit to Commission staff an itemized invoice for all services rendered during the preceding calendar month. Commission staff shall make payment of all undisputed amounts within 30 days of receipt of Consultant’s invoice. Staff shall be obligated to pay only for services properly invoiced in accordance with this section. The selected consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.
- **Conflict of Interest Requirements** – proposers shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

Minimum Qualifications of Personnel – The selected Consultant shall meet the appropriate minimum qualifications as required by this contract.

Materials to be Provided by the Agency – The selected consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimates. Materials (if deemed applicable, necessary, and when available from the agency) that may be furnished or made available by Commission and where listed in this Contract, are for the consultant’s use only and shall be returned at the end of the Contract.

Work to be Performed by the Agency – Commission shall compensate the selected Consultant for said services pursuant to this agreement and providing any and all documents and related information available to the Consultant necessary to allow for the successful completion of the contracted services.

APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of proposals by all proposers. The intent of these guidelines is to assist Proposers in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Jessica Riske-Gomez
Transportation Manager
Tehama County Transportation Commission
9380 San Benito Avenue
Gerber, CA 96035

The letter shall be on the proposer's letterhead and include the proposer's contact name, mailing address, telephone number, and email address. The letter will address proposer's understanding of the services being requested and any other pertinent information the proposer believes should be included. All addendums published must be acknowledged in the transmittal letter.

The letter shall be wet signed in blue ink by the individual authorized to bind proposer to the proposal.

2. Consultant Information, Qualifications & Experience

Commission will only consider submittals from proposers that demonstrate they have successfully completed comparable projects within Tehama County or the Northern California region. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of two (2) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Proposer Project Manager and contact information
9. Project Objective
10. Project Description

11. Project Outcome
12. Project Agency Letter of Recommendation

3. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subconsultants and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience for the Project's Scope of Work, as well as the length of employment with the proposer. Key members, especially the Project Manager, shall have experience with this type of project, and shall be committed to stay with the project for the duration of the project.

4. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables.
3. Describe your cost control and budgeting methodology for this project.

5. Schedule of Work

Provide a detailed schedule for all phases of the project and the proposing consultant's services including time for reviews and approvals.

6. Conflict of Interest Statement

Proposer shall disclose any financial, business, or other relationship with Commission that may have an impact upon the outcome of the contract or the construction project. Proposer shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. Proposer shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

7. Litigation

Indicate if proposer was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

8. Contract Agreement

Indicate if proposer has any concerns or requests of changes to the sample agreement included as Appendix C.

Proposer shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

9. Federal-Aid Provisions

Proposing consultant's services may be federally funded, which necessitate compliance with additional requirements. Special attention is directed to Attachment 3 – Local Assistance Procedures Manual Exhibit (LAPM) 10-I, Notice to Proposers DBE Information. Proposer may be required to complete and submit the following forms following contract award. These forms and instructions are provided for proposer at [Caltrans Local Assistance](#).

- Local Agency Proposer DBE Commitment (CONSULTANT Contracts); (LAPM 10-01). **The local agency's current contract DBE Goal is 3.7%.**
- DBE Information - Good Faith Effort (LAPM 15-H) – Required only if DBE goal is not achieved. It is recommended that proposer prepare and submit a GFE irrespective of meeting the DBE goal.
- Disclosure of Lobbying Activities (LAPM 10-Q)

Upon award and through completion of the project, the successful proposer will be required to follow applicable federal-aid requirements and may be required to complete and submit the following forms at the time of award:

- Local Agency Proposer DBE Information (Consultant Contracts) (LAPM 10-02)
- Any other relevant forms required during the project.

The selected proposer shall demonstrate familiarity with providing services for federally funded projects and have a clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

10. Cost Proposal/Fee Schedule

The proposal shall include a cost proposal for each service of the proposal. Proposing consultants will be required to submit certified payroll records, as required. Cost proposal shall be included with the proposal and will be a part of the evaluation criteria. Reference sample cost estimate in Attachment 3 LAPM 10-H, Example #1. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.

APPENDIX B – EVALUATION CRITERIA

Evaluation Process

All proposals will be evaluated by a Selection Committee (Committee). The Committee may be composed of Commission staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Commission Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP.

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

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		Rating Scale
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Organization of Proposal	10
2	Cost Proposal/Fee Schedule	10
3	Staff Qualifications & Approach	20
4	Project Scope	20
5	Schedule of Work	20
6	Conflict of Interest Statement	Pass/Fail
7	References	20
	Subtotal:	100

1. Organization of Proposal (10 points)

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

2. Cost Proposal/Fee Schedule (10 points)

- a. Proposal/Fee Schedule clearly define costs in spreadsheet format.

3. Staff Qualifications and Approach (20 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and subconsultants to conduct services on both federal and nonfederal-aid projects.
- b. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward.
- c. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
 - iii. Overall organization of the team is relevant to Commission staff needs.
- d. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Team successfully addresses Site Planning and Programming efforts.
 - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- e. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
- f. Working Relationship with Local Agencies
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.

- iii. Proposal responds to need to assist Commission staff during the project.

4. Project Scope (20 points)

- a. Detailed Scope of Services to be Provided
 - i. Proposed scope of services is appropriate for all phases of the work.
 - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
 - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost Control and Budgeting Methodology
 - i. Proposer has a system or process for managing cost and budget.
 - ii. Evidence of successful budget management for a similar project.

5. Schedule of Work (20 points)

- a. Schedule shows completion of the work within or preferably prior to the Commission's overall time limits as specified in Appendix C.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

6. Conflict of Interest Statement (Pass/Fail)

- a. Discloses any financial, business, or other relationship with Commission staff that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

7. References (20 points)

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

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Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Organization of Proposal		10	
2	Cost Proposal/Fee Schedule		10	
3	Staff Qualifications & Approach		20	
4	Project Scope		20	
5	Schedule of Work		20	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	References		20	
	Total:		100	

APPENDIX C – SAMPLE AGREEMENT

**AGREEMENT BETWEEN TEHAMA COUNTY TRANSPORTATION COMMISSION
(COMMISSION)
AND
CONSULTANT**

1. **RESPONSIBILITIES OF CONSULTANT**

During the term of this agreement, the work shall comply with the requirements of all the following without limitation, and shall apply to this Agreement and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

CONSULTANT shall comply with all insurance requirements included in Exhibit A.

CONSULTANT shall provide all services to complete Managed IT Services, as detailed in the Scope of Work (Exhibit B).

2. **RESPONSIBILITIES OF COMMISSION**

COMMISSION shall compensate CONSULTANT for said services pursuant to Section 3 and 4 of this agreement.

3. **COMPENSATION**

CONSULTANT shall be paid in accordance with the rates set forth in the Fee Schedule, attached hereto as Exhibit C after satisfactorily completing the duties described in this Agreement and the attached Scope of Work (Exhibit B). The rates set forth in the Fee Schedule are inclusive of all other expenses (reimbursement for actual travel expenses will not exceed the currently authorized rates and per diem for COMMISSION employees). The Maximum Compensation (including expense reimbursement) payable under this Agreement shall not exceed \$75,000. CONSULTANT shall not be entitled to payment or reimbursement for any tasks or services

performed except as specified herein. CONSULTANT shall have no claim against COMMISSION for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by CONSULTANT after the expiration or other termination of this Agreement. CONSULTANT shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and CONSULTANT agrees that COMMISSION has no obligation, whatsoever, to compensate or reimburse CONSULTANT for any expenses, direct or indirect costs, expenditures, or charges of any nature by CONSULTANT that exceed the Maximum Compensation amount set forth above. Should CONSULTANT receive any such payment it shall immediately notify COMMISSION and shall immediately repay all such funds to COMMISSION. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month, CONSULTANT shall submit to COMMISSION an itemized invoice for all services rendered, as well as expense reimbursement requested, during the preceding calendar month. COMMISSION shall make payment of all undisputed amounts within 30 days of receipt of CONSULTANT'S invoice. COMMISSION shall be obligated to pay only for services properly invoiced in accordance with this section.

5. **TERM OF AGREEMENT**

This agreement shall commence on the date of signing by the Executive Director of the Commission and shall terminate June 30, 2024 unless terminated in accordance with section 6 below.

6. **TERMINATION OF AGREEMENT**

If CONSULTANT fails to perform his/her duties to the satisfaction of COMMISSION, or if CONSULTANT fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if CONSULTANT violates any of the terms or provisions of this agreement, then COMMISSION shall have the right to terminate this agreement effective immediately upon COMMISSION giving written notice thereof to CONSULTANT. COMMISSION may terminate this agreement on 30 days' written notice. The COMMISSION shall pay

CONSULTANT for all work satisfactorily completed as of the date of notice. COMMISSION may terminate this agreement immediately upon oral notice should funding cease or be materially decreased or should COMMISSION fail to appropriate sufficient funds for this agreement in any fiscal year. COMMISSION's right to terminate this agreement may be exercised by the Executive Director.

7. **ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. CONSULTANT shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. CONSULTANT specifically acknowledges that in entering into and executing this agreement, CONSULTANT relies solely upon the provisions contained in this agreement and no other oral or written representation.

8. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of CONSULTANT, CONSULTANT may not assign, transfer, delegate or sublet any interest herein without the prior written consent of COMMISSION.

9. **EMPLOYMENT STATUS**

CONSULTANT shall, during the entire term of this agreement, be construed to be an independent CONSULTANT and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow COMMISSION to exercise discretion or control over the professional manner in which CONSULTANT performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by CONSULTANT shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of COMMISSION is to ensure that the services shall be rendered and performed in a competent, efficient and satisfactory manner. CONSULTANT shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from

compensation of CONSULTANT, if CONSULTANT were a COMMISSION employee. COMMISSION shall not be liable for deductions for any amount for any purpose from CONSULTANT'S compensation. CONSULTANT shall not be eligible for coverage under COMMISSION's Workers Compensation Insurance Plan nor shall CONSULTANT be eligible for any other COMMISSION benefit.

10. **INDEMNIFICATION**

CONSULTANT shall defend, hold harmless, and indemnify COMMISSION, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of COMMISSION), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of COMMISSION being damaged, arising out of CONSULTANT'S performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. CONSULTANT shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. CONSULTANT shall also defend and indemnify COMMISSION against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against COMMISSION with respect to CONSULTANT'S "independent CONSULTANT" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

11. **INSURANCE**

CONSULTANT shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For CONSULTANT," attached hereto and incorporated by reference.

12. **PREVAILING WAGE**

CONSULTANT certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services hereunder are being performed as part of an applicable "public works" or

“maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, CONSULTANT agrees to fully comply with and to require its subconsultants to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable, COMMISSION will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office and will make this information available to any interested party upon request. CONSULTANT shall defend, indemnify and hold COMMISSION, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of CONSULTANT or its subconsultants to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, CONSULTANT specifically acknowledges that COMMISSION has not affirmatively represented to CONSULTANT in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a “public work.” To the fullest extent permitted by law, CONSULTANT hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

CONSULTANT acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no CONSULTANT or subconsultant may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under Labor Codes section 1771.1(a)).

CONSULTANT acknowledges that no CONSULTANT or subconsultant may be awarded a contract for public works on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, CONSULTANT acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

13. **NON-DISCRIMINATION**

CONSULTANT shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

14. **GREEN PROCUREMENT POLICY**

Tehama County Resolution No. 49-2002, the Green Procurement Policy (available upon request) supports recycling and waste reduction and promotes the purchase of products made with recycled materials when product fitness and quality are equal and they are available at no more than the total cost of non-recycled products. CONSULTANT is encouraged to conform to this policy.

15. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by CONSULTANT under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the COMMISSION immediately.

16. **LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

17. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she

has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

18. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

If to COMMISSION: Jessica Riske-Gomez
 Transportation Manager
 9380 San Benito Avenue
 Gerber, CA 96035

If to CONSULTANT: -----

Notice shall be deemed to be effective two days after mailing.

19. **NON-EXCLUSIVE AGREEMENT:**

CONSULTANT understands that this is not an exclusive agreement, and that COMMISSION shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by CONSULTANT, or to perform such services with COMMISSION’S own forces, as COMMISSION desires.

20. **RESOLUTION OF AMBIGUITIES:**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

21. **NO THIRD-PARTY BENEFICIARIES:**

Neither party intends that any person shall have a cause of action against either of them as a third-party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties

Tehama County Transportation Commission

hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

22. **FEDERAL CLAUSES:**

No Obligation to Third-Parties by use of a Disclaimer

- A. No Federal Government Obligation to Third Parties. CONSULTANT agrees that, absent of the Federal Government's express written consent, the Federal Government shall not be subject to any obligations or liabilities to any CONSULTANT, any third-party CONSULTANT, or any other person not a party to the Grant Agreement in connection with the performance of Managed IT Services (PROJECT). Notwithstanding any concurrence provided by the Federal Government in or approval of any solicitation, or third-party agreement, the Federal Government continues to have no obligation or liabilities to any party, including CONSULTANT or third-party CONSULTANT.
- B. Third-Party Contracts and Subagreements Affected. To the extent applicable, federal requirements extend to third-party CONSULTANTS and their contracts at every tier, and to the subagreements of third-party CONSULTANTS and the subagreements at every tier. Accordingly, CONSULTANT agrees to include, and to require its third-party CONSULTANTS to include appropriate clauses in each third-party contract and each subagreement financed in whole or in part with financial assistance provided by the FTA.
- C. No Relationship between the California Department of Transportation and Third-Party CONSULTANTS. Nothing contained in this Contract or otherwise, shall create any contractual relationship, obligation or liability between the California Department of Transportation and any third-party CONSULTANTS, and no third-party contract shall relieve CONSULTANT of his responsibilities and obligations hereunder. CONSULTANT agrees to be fully responsible to the Awarding Agency for the acts and omissions of its third-party CONSULTANTS and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by CONSULTANT. CONSULTANT'S obligation to pay its third-party CONSULTANTS is an independent obligation from the Awarding Agency's

obligation to make payments to CONSULTANT. As a result, the California Department of Transportation shall have no obligation to pay or to enforce the payment of any moneys to any third-party CONSULTANT.

- D. Obligations on Behalf of the California Department of Transportation. CONSULTANT shall have no authority to contract for or on behalf of or incur obligations on behalf of the California Department of Transportation.
- E. Awarding Agency Approval of Subagreements. The Awarding Agency shall approve in writing all proposed subagreements, Memorandums of Understanding (MOU), or similar documents relating to the performance of the Contract prior to implementation. CONSULTANT agrees that it will not enter into any subagreements unless the same are approved in writing by the Awarding Agency. Any proposed amendments or modifications to such subagreements must be approved by the Awarding Agency prior to implementation.

Program Fraud and False or Fraudulent Statements or Related Acts

- A. CONSULTANT acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. Section 3801 et seq. and US Department of Transportation regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this PROJECT. Upon execution of an underlying contract, CONSULTANT certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, and pertaining to the underlying contract or the federally assisted PROJECT for which this contracted work is being performed. In addition to other penalties that may be applicable, CONSULTANT further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 in CONSULTANT to the extent the Federal Government deems appropriate.

- B. CONSULTANT also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a PROJECT that is financed in whole or in part with federal assistance originally awarded by the FTA under the authority of 49 U.S.C. Section 5307, the Government reserves the right to impose the penalties of 18 U.S.C. Section 1001 and 49 U.S.C. Section 5307(n)(1) on CONSULTANT, to the extent the Federal Government deems appropriate.
- C. CONSULTANT agrees to include the above two clauses in each subagreement financed in whole or in part with Federal Assistance provided by the California Department of Transportation. It is further agreed that these clauses shall not be modified, except to identify the subconsultant who will be subject to the provisions.

Access to Records

The Awarding Agency, the California Department of Transportation, the State Auditor General, and any duly authorized representative of the Federal government shall have access to any books, records, and documents of CONSULTANT and its subconsultants that are pertinent to this Contract of audits, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. CONSULTANT shall include a clause to this effect in every subagreement entered into relative to the PROJECT.

Record Keeping

CONSULTANT and all subconsultants shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of this Contract. All parties shall make such materials available at their respective offices at all reasonable times during the performance and for three (3) years from the date of final payment under this Contract and all subagreements.

Accounting Records

CONSULTANT shall establish and maintain separate accounting records and reporting procedures specified for the fiscal activities of the PROJECT. The CONSULTANT'S accounting system shall conform to generally accepted accounting principles (GAAP) and uniform standards that may be established by California Department of Transportation. All records shall provide a breakdown of total costs charged to the PROJECT including properly executed payrolls, time records, invoices, and vouchers.

Federal Changes, Amendments to State, and Local Laws, Regulations, and Directives

The terms of the most recent amendments to any federal, State, or local laws, regulations, FTA directives, and amendments to the grant or cooperative contract that may be subsequently adopted, are applicable to the PROJECT to the maximum extent feasible, unless the California Department of Transportation provides otherwise in writing.

Civil Rights (Title VI, EEO, & ADA)

During the performance of this Contract, CONSULTANT its assignees and successors in interest, agree to comply with all federal statutes and regulations applicable to grantee subrecipients under the Federal Transit Act, including, but not limited to the following:

- A. Race, Color, Creed, National Origin, Sex. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. Section 2000e, and federal transit law at 49 U.S.C. Section 5332, CONSULTANT Agrees to comply with all applicable equal employment opportunity (EEO) requirements of the U.S. Department of Labor (U.S. DOL) regulations, "Office of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. Section 2000e note), and with any applicable federal statutes, executive orders, regulations, and federal policies that may in the future affect construction activities undertaken in the course of the PROJECT.

CONSULTANT agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection from training, including apprenticeship. In addition, CONSULTANT agrees to comply with any implementing requirements the California Department of Transportation any issue.

- B. Nondiscrimination. CONSULTANT, with regard to the work performed by it during the contract term shall act in accordance with Title VI. Specifically, CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of subconsultants, including procurement of materials and leases of equipment. CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. Department of Transportation's Regulations, including employment practices when the Contract covers a program whose goal is employment. Further, in accordance with Section 102 of the Americans with Disabilities Act (ADA), as amended, 42 U.S.C. Section 12112, CONSULTANT agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, CONSULTANT agrees to comply with any implementing requirements the California Department of Transportation may issue.
- C. Solicitations for SUBCONSULTANTS Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation by CONSULTANT for work performed under a subagreement, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by CONSULTANT of the subconsultants's obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

D. Information and Reports. CONSULTANT shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Awarding Agency or the California Department of Transportation to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of CONSULTANT is in the exclusive possession of another who fails or refuses to furnish the information, CONSULTANT shall certify to the Awarding Agency of the California Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

Sanctions for Noncompliance. In the event of CONSULTANT'S noncompliance with the nondiscrimination provisions of the Contract, the Awarding Agency shall:

1. Withholding of payment to CONSULTANT under the Contract until CONSULTANT complies, and/or
2. Cancellation, termination, or suspension of the Contract, in whole or in part.

E. Incorporation of Provisions. CONSULTANT shall include the provisions of these paragraphs A through F in every subagreement, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. CONSULTANT will take such action with respect to any subconsultants or procurement as the Awarding Agency or the California Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such directions, CONSULTANT may request the Awarding Agency to enter into such litigation to protect the interest of the Awarding Agency, and, in addition, CONSULTANT may request the California Department of Transportation to enter into such litigation to protect the interests of the California Department of Transportation.

Incorporation of FTA Terms

Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. CONSULTANT shall not perform any act, fail to perform any act, or refuse to comply with any California Department of Transportation requests which would cause the California Department of Transportation to be in violation of the FTA terms and conditions. CONSULTANT shall not perform any act, fail to perform any act, or refuse to comply with any Awarding Agency requests which would cause the Awarding Agency to be in violation of the FTA terms and conditions.

Energy Conservation

CONSULTANT agrees to comply with the mandatory energy efficiency standards and policies within the applicable California Department of Transportation energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42, U.S.C. Section 6321 et seq.

Additional Termination Provisions

- A. Termination for Convenience (General Provision). When it is in the Awarding Agency's best interest, the Awarding Agency reserves the right to terminate this Contract, in whole or in part, at any time by providing a TEN (10) DAY WRITTEN NOTICE to CONSULTANT. CONSULTANT shall be paid its costs, including contract closeout costs, and profit on work performed up to the time of termination. CONSULTANT shall promptly submit its termination claim to the Awarding Agency. If CONSULTANT has any property in its possession belonging to the Awarding

Agency, CONSULTANT will account for the same, and dispose of it in the manner the Awarding Agency directs.

- B. Termination for Default (General Provision). If CONSULTANT does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, CONSULTANT fails to perform in the manner called for in the contract, or if CONSULTANT fails to comply with any other provisions of the contract, the Awarding Agency may terminate this contract for default. Termination shall be effected by serving a notice of termination on CONSULTANT setting forth the manner in which CONSULTANT is in default. CONSULTANT will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the Awarding Agency that CONSULTANT had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of CONSULTANT, the Awarding Agency, after setting up a new delivery of performance schedule, may allow CONSULTANT to continue work, or treat the termination as a termination for convenience.

- C. Mutual Termination. The PROJECT may also be terminated if the Awarding Agency and CONSULTANT agree that its continuation would not produce beneficial results commensurate with the further expenditure of funds or if there are inadequate funds to operate the PROJECT equipment or otherwise complete the PROJECT.

Debarment and Suspension

- A. CONSULTANT agrees to comply with the requirements of Executive Order Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. Section 6101 note; and U.S. DEPARTMENT OF TRANSPORTATION regulations on Debarment and Suspension and 49 CFR Part 29.
- B. Unless otherwise permitted by the California Department of Transportation, CONSULTANT agrees to refrain from awarding any third-party contract of any

amount to or entering into any sub-contract of any amount with a party included in the “U.S. General Services Administration’s (U.S. GSA) List of Parties Excluded from Federal procurement and Non-procurement Program,” implementing Executive Order Nos. 12549 and 12689, “Debarment and Suspension” and 49 CFR Part 29. The list also must include the names of parties debarred, suspended, or otherwise excluded by agencies, and CONSULTANT’S declared ineligible for contract award under statutory or regulatory authority other than Executive Order Nos. 12546 and 12689.

- C. Before entering into any subagreements with any subconsultant, CONSULTANT agrees to obtain a debarment and suspension certification from each prospective recipient containing information about the debarment and suspension status and other specific information of that awarding agency and its “principals,” as defined at 49 CFR Part 29.
- D. Before entering into any third-party contract exceeding \$25,000.00, CONSULTANT agrees to obtain a debarment and suspension certification from each third-party CONSULTANT containing information about the debarment and suspension status of that third-party CONSULTANT and its “principals,” as defined at 49 CFR 29.105(p). CONSULTANT also agrees to require each third-party CONSULTANT to refrain from awarding any subagreements of any amount, at any tier, to a debarred or suspended subconsultant, and to obtain a similar certification for any third-party subconsultant, at any tier, seeking a contract exceeding \$25,000.00.

Buy America

CONSULTANT shall comply with the Buy-America requirements of 49 U.S.C. 5323(j) and 49 CFR Part 661 for all procurements of steel, iron, and manufactured products used in PROJECT. Buy-America requirements apply to all purchases, including materials and supplies funded as operating costs, if the purchase equals or exceeds \$100,000.00. Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(c) and 49 CFR 661.11. Rolling stock must be assembled in the United States and have a 60 percent domestic content.

Provisions for Resolution of Disputes, Breaches, or Other Litigation

The Awarding Agency and CONSULTANT shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, CONSULTANT shall submit to the Awarding Agency Representative for this Contract or designee a written demand for a decision regarding the disposition of any dispute arising under this Contract. The Awarding Agency Representative shall make a written decision regarding the dispute and will provide it to CONSULTANT. CONSULTANT shall have the opportunity to challenge in writing within ten (10) working days to the Awarding Agency's Executive Director or his/her designee. If CONSULTANT'S challenge is not made within the ten (10) day period, the Awarding Agency Representative's decision shall become the final decision of the Awarding Agency. The Awarding Agency and CONSULTANT shall submit written, factual information and supporting data in support of their respective positions. The decision of the Awarding Agency shall be final, conclusive, and binding regarding the dispute, unless CONSULTANT commences an action in court of competent jurisdiction to contest the decision in accordance with Division 3.6 of the California Government Code.

Lobbying

- A. CONSULTANT agrees that it will not use federal assistance funds to support lobbying. In accordance with 31 U.S.C. and U.S. Department of Transportation Regulations, "New Restrictions on Lobbying." 49 CFR Part 20, if the bid is for an award for \$100,000.00 or more the Awarding Agency will not make any federal assistance available to CONSULTANT until the Awarding Agency has received CONSULTANT'S certification that CONSULTANT has not and will not use federal appropriated funds to pay any person or organization to influence or attempt to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal grant, cooperative agreement, or any other

federal award from which funding for the PROJECT is originally derived, consistent with 31 U.S.C. Section 1352, and;

- B. If applicable, if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with the form instructions.
- C. CONSULTANT shall require that the language of the above two clauses be included in the award documents for all sub-awards at all tiers (including subagreements, sub-grants, and contracts under grants, loans, and cooperative agreements) which exceed \$100,000.00 and that all awarding agencies shall certify and disclose accordingly.

This Contract is a material representation of facts upon which reliance was placed when the Contract was made or entered into. These provisions are a prerequisite for making or entering into a Contract imposed by Section 1352, Title 31, U.S. Code. Any person who fails to comply with these provisions shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each failure.

Clean Air

- A. CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. Section 7401 et seq. CONSULTANT agrees to report each violation to the Awarding Agency and understands and agrees that the Awarding Agency will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- B. CONSULTANT also agrees to include these requirements in each subagreement exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Clean Water

- A. CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. CONSULTANT agrees to report each violation to the Awarding Agency and understands and agrees that the Awarding Agency will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- B. CONSULTANT also agrees to include these requirements in each subagreement exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Patent Rights & Rights in Data and Copyrights (Research or Data Development Only)

In accordance with 37 CFR Part 401, 49 CFR Parts 18 and 19, CONSULTANT must comply with patent and rights in data requirements for federally assisted contracts involving experimental, developmental, or research work. The Awarding Agency reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and reserves the right to grant authority to others.

Intelligent Transportation Systems (ITS) National Architecture

To the extent applicable, CONSULTANT agrees to conform to the National Intelligent Transportation System (ITS) Architecture and Standards as required by 23 U.S.C. Section 517(d), 23 U.S.C. Section 512 note, and 23 CFR Part 655 and 940, and follow the provisions of the FTA Notice, "FTA National ITS Architecture Policy on Transit projects," 66 Fed. Reg. 1455 et seq., January 8, 2001, and any other implementing directives the FTA may issue at a later date, except to the extent the FTA determines otherwise in writing.

Section 504 and Americans with Disabilities Act Program Requirements

CONSULTANT will comply with 49 CFR Parts 27, 37, and 38, implementing and Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

DBE Contract Assurance

The CONSULTANT or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. CONSULTANT or subconsultant shall carry out applicable requirement of 49 CFR Part 26 in the award and administration of [Federal] DOT-assisted contracts. Failure by CONSULTANT or subconsultant to carry out these requirements is a material breach of this contract, which may result in the termination of the Standard Agreement between the STATE and the Awarding Agency, the termination of this contract by the Awarding Agency, or such other remedy the STATE or Awarding Agency deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying CONSULTANT from future bidding as non-responsive.

Awarding Agency shall notify the Caltrans Disadvantaged Business Enterprise Liaison Officer (DBELO) in the event the Awarding Agency finds CONSULTANT or subconsultant is in violation of 49 CFR Part 26 within five (5) business days the finding is made.

DBE Participation Goal

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The contract goal for participation of DBE for this contract is 3.7%.

Offerors are required to document sufficient DBE participation to meet the contract goals or, alternatively, document adequate good faith efforts to do so, as provided for in

49 CFR 26.53 (3)(i)(A). Award of this contract is conditioned on submission of the following:

1. If the offer meets the DBE contract goal the offeror must include with the offer a completed ADM-0227F form.
2. If the offer cannot meet the DBE contract goal the offeror must include with the offer a completed ADM-0312F form that documents the offeror's good faith efforts (GFE) and ADM-0227F form. The Awarding Agency must document concurrence with the offeror's GFE and provide a copy of the GFE to Caltrans Division of Rail and Mass Transportation (DRMT) Compliance Liaison for additional concurrence prior to contract award.

CONSULTANT shall not terminate the DBE subconsultant's listed on ADM-0227F without the Awarding Agency's prior written consent and concurrence from the CALTRANS DBELO. The Awarding Agency may provide such written consent only if CONSULTANT has good cause to terminate the DBE firm. Before transmitting a request to terminate, CONSULTANT shall give notice in writing to the DBE subconsultant of its intent to terminate and the reason for the request. CONSULTANT shall give the DBE five (5) days to respond to the notice and advise of the reasons why it objects to the proposed termination. When a DBE subconsultant is terminated or fails to complete its work on the contract for any reason, CONSULTANT shall make good faith efforts (GFE) to find another DBE subconsultant to substitute for the original DBE and immediately notify the Awarding Agency in writing of its efforts to replace the original DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the Contract as the DBE that was terminated, to the extent needed to meet the Contract goal established for this procurement.

Continued Compliance

The Awarding Agency shall monitor CONSULTANT’S DBE compliance during the life of this contract and submit to the STATE a completed ADM-0369 form in each their request for reimbursement (RFR) packet.

IN WITNESS WHEREOF, COMMISSION and CONSULTANT have executed this agreement on the day and year set forth below.

**TEHAMA COUNTY TRANSPORTATION
COMMISSION**

Date: _____

----- **(Bold & Capital letters)**

Date: _____

Vendor Number

Approved as to form by
Tehama County Counsel

By: -----

Exhibit A

INSURANCE REQUIREMENTS FOR CONSULTANT

CONSULTANT shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by CONSULTANT, his/her agents, representatives, employees or subconsultants. At a minimum, CONSULTANT shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

Workers' Compensation

If CONSULTANT has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover CONSULTANT and CONSULTANT'S employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

Professional Liability (CONSULTANT/Professional services standard agreement only)

If CONSULTANT is a state-licensed architect, engineer, CONSULTANT, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, CONSULTANT shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy

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(also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If CONSULTANT maintains higher limits than the minimums shown above, COMMISSION shall be entitled to coverage for the higher limits maintained by CONSULTANT.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County Transportation Commission, Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, COMMISSION. The deductible and/or self-insured retentions will not limit or apply to CONSULTANT’S liability to COMMISSION and will be the sole responsibility of CONSULTANT.

Primary Insurance Coverage

For any claims related to this project, CONSULTANT’S insurance coverage shall be primary insurance as respects the COMMISSION, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the COMMISSION, its officers, officials, employees, or volunteers shall be excess of CONSULTANT’S insurance and shall not contribute with it.

Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to COMMISSION.”

Acceptability of Insurers

CONSULTANT’S insurance shall be placed with an insurance carrier holding a current A.M. Best & Company’s rating of not less than A:VII unless otherwise acceptable to COMMISSION. The COMMISSION reserves the right to require rating verification. CONSULTANT shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

SUBCONSULTANTS

CONSULTANT shall require and verify that all subconsultants maintain insurance that meets all the requirements stated herein.

Material Breach

If for any reason, CONSULTANT fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. COMMISSION, in its sole option, may terminate the contract and obtain damages from CONSULTANT resulting from breach. Alternatively, COMMISSION may purchase such required insurance coverage, and without further notice to CONSULTANT, COMMISSION may deduct from sums due to CONSULTANT any premium costs advanced by COMMISSION for such insurance.

Policy Obligations

CONSULTANT’S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

Verification of Coverage

CONSULTANT shall furnish COMMISSION with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the COMMISSION prior to COMMISSION signing the agreement and before work

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commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The COMMISSION reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Exhibit B

SCOPE OF WORK

The work shall comply with the requirements of all the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

CONSULTANT shall comply with all insurance requirements of **Managed IT Services** included in the sample agreement in Appendix C.

Services to be Provided:

CONSULTANT shall provide all services to complete Managed IT Services.

Specifically, the selected proposer will be required to complete the following tasks:

- **Help Desk Support** – provide 24x7 Help Desk support from Tier One to Three services utilizing by industry best practice processes and procedures.
- **Server & Network System Monitoring** – provide 24x7 monitoring of Commission’s servers & network systems with proactive communication and escalation protocols based on the severity of any unscheduled outages.
- **Patch Management Services & Preventative Maintenance** – provide management of critical security and system patches to all servers and systems on the network to ensure Commission’s IT systems and resources are properly managed and maintained.
- **Business Continuity and Disaster Recovery** – support the Commission’s ability to recover based on the Recovery Time Objective (RTO) and Recovery Point Objective (RPO) agreed upon by organizational constituents. In addition, backup and redundancy shall be used to support this need.
- **Remote Backup** – execute a nightly backup plan for the critical servers, including a monthly-tested recovery process.
- **Email System Management** – provide management and administration of staff’s email system for all users.
- **Antivirus, AntiSpam & Antispyware Protection** – provide solutions to defend against security threats including phishing, malware, spam, viruses.
- **On-Site Support** – when needed, deploy onsite resources to assist with issues that cannot be resolved through remote access to on-site systems.

- **Networking Support** – provide proactive management and monitoring of our switches, firewalls, routers and Wi-Fi systems, and other networking equipment as identified by Commission.
- **Security Systems Monitoring** – provide proactive monitoring and management of the Commission’s security systems, including firewalls, intrusion prevention, secure remote access, and any implementations of advanced security solutions Commission may utilize.
- **Vendor Management** – manage other vendors which may be contracted by Commission and serve as the key point of contact unless escalated.
- **Warranty and Asset Inventory Management** – maintain a hardware and asset inventory that includes Desktops, Laptops, Servers, Printers/Scanners, Fax Machines, and notify staff of any potential service or warranty issues. Assist with managing the lifecycle of Commission’s devices and maintain an equipment inventory to ensure our systems are always current.
- **Software Licensing Control** – provide oversight of automatic renewal of software applications and maintenance of appropriate documentation.
- **Procurement Management** – assist with the selection of commercially rated equipment, order placement, order tracking, shipping, equipment returns, and sourcing and ordering of replacement parts.
- **PC Deployment** – provide delivery and setup of machines on-site.
- **Desktop and Laptop Support** – support existing and future desktop and laptop hardware. This includes maintenance and repair, replacement for failed equipment, and the acquisition and provisioning for new equipment as needed.
- **Printers, Copiers and Scanners** – support existing printers, copiers, and scanner related network-printing issues.
- **Desktop Software Standardization and Software Licensing and Upgrades** – develop and execute a process for identifying standardization and management of desktop images and ensuring that staff are using current products as well as current OS and browser versions.
- **Lifecycle Management of Hardware Units** – develop and execute a process for end-of-life notification, replacement, and asset decommissioning/disposal.
- **Break Fixes and Installation** – provide planned and on-call break/fix services, including emergency response to server issues.
- **Move, Add, Change (MAC)** – assist with any changes to the location or configuration of existing equipment or software, and installation of additional equipment or software as needed.
- **Mobile Device Support** – for mobile phones and tablets, support secure provisioning (and ongoing support of that provisioning) of any mobile device into the Commission network. In the event the device is lost, the Commission mail and contact data shall be able to be easily deleted from the device while preserving individual’s personal information. Develop and execute a Mobile Device Management strategy/system recommendation.
- **Reporting** – provide relevant reporting, not only based on their performance from a help desk perspective, but also regarding system health, uptime, and assist in

keeping an accurate hardware inventory to inform ongoing planning of maintenance, warranties, and refresh schedules.

- **Technology Strategy Planning** – collaborate with current IT staff to develop a long-term strategic technology plan. The plan will take advantage of new and existing technologies to produce a pragmatic and effective future roadmap that enables the organization to fulfill its overall mandate in the community.
- **Account Management** – provide an internal escalation process in tandem with Commission to ensure the ability to have multiple points of contact available, if needed, depending on the items or issues encountered.
- **Project Management** – provide project management and technical engineering resources to assist with technical projects as identified by CONSULTANT or Commission.
- **Solution Design** – provide solution packages (e.g., hardware, software, licensing) and associated consolidation of data.
- **Service Levels** – identify service level agreements or objectives and report back to Commission on a monthly basis on CONSULTANT’S ability to meet these agreements or objectives.
- **IT Policy Review and Development** – assist in the development of customized policies related to the use of technology.
- **Hosting** – offer services relative to hosting or co-location of equipment, either directly or through partners.
- **Onboarding and Offboarding Staff** – develop and execute a process and procedure to onboard or offboard team members in a timely and efficient manner.
- **Compliance** – use systems that comply with published Payment Card Industry Security (PCI) Standards. Support rules and regulations as provided by relevant governing organizations as identified by regulatory or grant-based requirements.
- **Scalability** – offer a model where scaling up or down from a systems and cost perspective is rational and logical.
- **Multi-Factor Authentication (MFA)** – provide and manage a Multi-Factor Authentication (MFA) solution to provide an easy-to-use method to verify user identities at login and to protect logins with multi-factor authentication.
- **End-User Security Awareness Training** – provide Security Awareness Training to train Commission staff about current threats, terms, standards, and compliance to help them avoid a security incident.
- **Vulnerability Testing** – provide vulnerability tests, both internally and externally, to determine what flaws and potential threats exist from the outside, or perimeter, of the Commission’s business network.
- **Managed Security Operation Center (SOC)-as-a-Service** – provide Managed SOC-as-a-Service to monitor the Commission’s environment and ensure proactive detection and response to threats, intrusions, and attacks.
- **Special Projects** – relocation of Commission’s office space in the future, provide a server/networking solution, as well as procurement for internet services, telephone services & equipment, copier/printer/scanner/fax machine, and other services and equipment necessary to facilitate this relocation.

- **Contract Terms** – contract amendments are required to modify the terms of the original contract for changes such as, extra time, added work, or increased costs, and must be done prior to expiration of the original contract. Only work within the original advertised scope of services shall be added by amendment to the contract.
- **Method of Payment** – on or before the 15th of each month, the selected consultant shall submit to Commission staff an itemized invoice for all services rendered during the preceding calendar month. Commission staff shall make payment of all undisputed amounts within 30 days of receipt of Consultant’s invoice. Staff shall be obligated to pay only for services properly invoiced in accordance with this section. The selected consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.
- **Conflict of Interest Requirements** – proposers shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

Exhibit C

FEE SCHEDULE