

LOS ANGELES COUNTY OFFICE OF EDUCATION
QUALITY START LOS ANGELES PROGRAM
HEAD START & EARLY LEARNING DIVISION
STANDARD TERMS & CONDITIONS

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, is hereinafter referred to as "LACOE." The school district, community college or non-profit organization as identified in the Contract is hereinafter referred to as "QSLA Participating QSLA Participating Provider" and together with LACOE, the "Parties."

WHEREAS, LACOE was awarded funding by the California Department of Education (CDE), California Department of Social Services (CDSS) and First 5 California (First 5 CA) to provide quality improvement services that may include assessments, tier ratings, training and technical assistance, professional development and incentives for participation.

WHEREAS, QSLA Participating Provider wishes to participate in the model identified in Exhibit C- Program Model and Incentives and receive preschool quality improvement coaching, technical assistance and incentives.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

1. **TERM OF CONTRACT**

The dates of service are as specified in the Contract.

2. **PAYMENT**

QSLA Participating Provider will be eligible to receive incentives for the sites listed as long as it remains compliant with the terms of this Contract. LACOE reserves the right to reduce incentives to QSLA Participating Provider for any reason, including, but not limited to sites closing, changing QSLA models or reduction of funding from CDE, CDSS, or First 5 CA. LACOE will provide written notice to QSLA Participating Provider of any changes or reductions in incentives. These changes will supersede and replace any previous incentives described in prior amendments to this Contract. Funds disbursed pursuant to this Contract must meet the Allowable Expenditure Guidelines as outlined in Exhibit D. QSLA Participating Provider will also be required to record proposed expenditure of funds by completing the Budget column in the Budget Report provided in Exhibit D and submitting to LACOE with the signed contract. QSLA Participating Provider shall also complete the Actuals column of Exhibit D- Budget Report and submit to Hsel_Fiscal@lacoed.edu on or before July 31, with copies of supporting documentation/invoices.

3. **INDEMNIFICATION**

QSLA Participating Provider agrees to defend, indemnify, save, and hold harmless LACOE, its governing body, the individuals thereof, and all officers, agents, employees, representatives, and volunteers from all loss, cost, and expense (including, but not by way of limitation, attorneys' fees and other related legal costs) arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of the QSLA Participating Provider failing to participate in services under this Contract or resulting from or in any way directly or indirectly connected with the performance or nonperformance of QSLA Participating Provider pertaining to this Contract. QSLA Participating Provider further agrees to waive all rights of subrogation against LACOE for any and all general liability and workers' compensation claim(s) that may arise and shall assume all responsibility and pay for any and all injury, damage, or loss to LACOE. LACOE assumes no responsibility whatsoever for any property placed on the premises. The provisions of this indemnification clause shall not be limited to the availability or collectability of insurance coverage nor do these provisions apply to any injury, damage or loss caused solely by the negligence of LACOE.

4. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE: Procurement Services
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW Building Room 169
Downey, CA 90242-2890

QSLA Participating Provider: Mailing Address as shown on Contract

6. COVENANT AGAINST CONTINGENT FEES

QSLA Participating Provider warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by QSLA Participating Provider for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

7. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, QSLA Participating Provider not an officer, employee or agent of LACOE. QSLA Participating Provider shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE. QSLA Participating Provider warrants its compliance with the criteria established by the U.S. Internal Revenue Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent Contractor including, but not limited to, being hired on a temporary basis, having some discretion is scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment; being free from the control and direction of LACOE in connection with the performance of the work, both under the contract for the performance of the work and in fact; performing work that is outside the usual course of LACOE's business; and being customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

8. ASSIGNMENT

QSLA Participating Provider shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void.

9. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

10. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

11. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

12. SEVERABILITY/WAIVER

- a. If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.
- b. No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

13. TERMINATION

The Contract may be terminated by LACOE upon written notification.

14. FAILURE TO COMPLY

In the event QSLA Participating Provider fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

15. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" in this contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

16. COMPLIANCE WITH LAW

QSLA Participating Provider shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. QSLA Participating Provider warrants that it has all licenses, permits, certificates and credentials required by law to participate in QSLA under this Contract and shall, upon request by LACOE, provide evidence of same.

17. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or

suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

18. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

19. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

20. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

21. RECORD RETENTION AND INSPECTION

QSLA Participating Provider agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by QSLA Participating Provider and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

22. NO THIRD PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

23. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have no liability to pay any funds to QSLA Participating Provider under this agreement, and the QSLA Participating Provider shall not be obligated to perform any provisions of this agreement. In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

24. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agree to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities, including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

25. TOBACCO AND MARIJUANA-FREE SCHOOLS AND FACILITIES

When at LACOE-owned or LACOE-leased buildings, both parties hereby agree to comply with the

Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco and/or marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and/or marijuana products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles. This includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

26. ALCOHOL AND DRUG-FREE WORKPLACE

QSLA Participating Provider hereby certifies under penalty of perjury under the laws of the State of California that QSLA Participating Provider/Contractor/District will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug- Free Workplace Policy 4020.

27. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, QSLA Participating Provider certifies to the best of its knowledge and belief that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
- b. Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 32.2 above, of this certification; and,
- d. Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

28. SEXUAL HARASSMENT PREVENTION TRAINING

If QSLA Participating Provider employs five (5) or more employees, QSLA Participating Provider must provide at least two (2) hours of sexual harassment prevention training and education to all supervisory employees and one (1) hour of such training to all non-supervisory employees. QSLA Participating Provider must also provide sexual harassment prevention training to its temporary or seasonal employs within thirty (30) calendar days after the hire date or within one hundred (100) hours worked if the employee will work for less than six (6) months. Training and education must be provided once every two (2) years thereafter, pursuant to California Government Code Section 12950.1.

LACOE reserves the right to request for certification of such training and to terminate this Contract if the QSLA Participating Provider/Contractor/District fails to comply with this section.

29. CONFIDENTIALITY OF RECORDS

All materials, records and data resulting from this Contract are and will remain the property of LACOE. The Parties agree to maintain the confidentiality of all records under this Contract in accordance with all applicable federal and state laws and regulations. The Parties may disclose the records and data under this agreement only if the records or data presented are either in aggregate form or some other form which removes all identifying personal information.

30. MANDATED CONTRACTOR REPORTING OF SUSPECTED CHILD ABUSE & NEGLECT

By executing this contractual instrument, Contractor certifies that it and its principals, employees, volunteers and subcontractors who will have access at any LACOE site:

- A. Will comply with all applicable law, including AB 1432 (https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB1432);
- B. Will report suspected child abuse or neglect orally or in writing to: (a) the local department of social services or law enforcement agency; and (b) LACOE designee(s) when performing work on campus that will require direct contact and supervision of children;
- C. Have **completed** the CDE approved General Training (<https://www.cde.ca.gov/ls/ss/ap/>) on the subject of child abuse and neglect **before starting services**; Contractor is also required to provide the CDE approved School Personnel Training for its employees, volunteers and subcontractors who will have direct contact and supervision of children;
- D. Must provide certification of completion of such training or education upon request.

LACOE reserves the right to terminate this Contract if Contractor fails to comply with this section or if in the judgment of LACOE, termination is necessary to protect the safety and welfare of children.

31. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The Parties represent and warrant that those persons signing this Contract are authorized to execute this Contract.