

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

C5610000

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Department of Corrections and Rehabilitation (CDCR)

CONTRACTOR NAME

Eco Bear

2. The term of this Agreement is:

START DATE

Upon Approval

THROUGH END DATE

December 31, 2021

3. The maximum amount of this Agreement is:

The total estimated amount of this Master Agreement shall not exceed \$15,606,208.00

(Fifteen Million, Six Hundred Six Thousand, Two Hundred Eight Dollars and Zero)

There is no monetary obligation, either written or implied, created on this Master Agreement. The State makes no commitment, either written or implied, as to the total amount to expend during the term of this Master Agreement.

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	3
Exhibit A-1	Service Report	1
Exhibit B	Budget Detail and Payment Provisions	4
+ - Exhibit B-1	Rate Sheet	2
+ - Exhibit C *	General Terms and Conditions (GTC 04/2017)	
+ - Exhibit D	Special Terms and Conditions	18
+ - Exhibit E	List of Participating Institutions/Facilities	3
+ - Exhibit F	California State Institutions Map	1
+ - Exhibit G	Prison Rape Elimination Policy - Volunteer/Contractor Information Sheet	2

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Eco Bear

(818) 358-4359

CONTRACTOR BUSINESS ADDRESS

3740 Alta Mesa Drive

CITY

Studio City

STATE

CA

ZIP

91604

PRINTED NAME OF PERSON SIGNING

Mi Sun Kil

TITLE

Owner

CONTRACTOR AUTHORIZED SIGNATURE

DocuSigned by:

Mi Sun Kil

DATE SIGNED

12/21/2020

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER C5610000	PURCHASING AUTHORITY NUMBER (If Applicable)
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Department of Corrections and Rehabilitation (CDCR)

CONTRACTING AGENCY ADDRESS

9838 Old Placerville Road, Suite B-2

CITY

Sacramento

STATE

CA

ZIP

95827

PRINTED NAME OF PERSON SIGNING

Bedeth Victorioso

TITLE

Chief, Contracts Management Branch

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

4/19/2021

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL



EXEMPTION (If Applicable)

EMERGENCY COVID-19 BIOLOGICAL CLEANING SERVICES

1. INTRODUCTION

This is a Master Agreement in which the Contractor shall perform as-needed Emergency COVID-19 Biological Cleaning Services. The Contractor will be compensated for services performed in accordance with the rates specified on the Exhibit B-1, Rate Sheet which shall include all labor, equipment, materials, travel and per diem, transportation, permits, licenses, non-consumable supplies, waste removal and disposal, and every other item of expense necessary to provide services as identified herein for the California Department of Corrections and Rehabilitation (CDCR) locations listed on Exhibit E, List of Participating Institutions/Facilities.

The Contractor shall provide services as the **TERTIARY** provider. When services are requested by CDCR, the “primary” Contractor, defined as the lowest responsible bidder will be contacted by the CDCR Contract Liaison or designee first. IF and ONLY IF the primary Contractor is unable to provide services, the “secondary” Contractor, defined as the second lowest responsible bidder will be contacted. This process will be repeated based on the number of Agreements awarded and will take place each time the Contractor is contacted for services.

2. CONTRACTOR RESPONSIBILITIES

The Contractor shall provide Emergency COVID-19 Biological Cleaning services, including regular and viral pathogen cleaning and disinfection, and waste removal and disposal. The Contractor shall respond to requests for services within 24 hours of notification by the CDCR Contract Liaison or designee. Services shall be provided daily during the hours of 5:00 p.m. to 4:00 a.m., unless otherwise directed by the institution/facility.

The Contractor shall provide indoor and outdoor proactive viral pathogen disinfecting/cleaning of the facility. Areas include but shall not be limited to break rooms, restrooms, conference rooms, classrooms, hallways/corridors, stairways, offices, and any other utilized area(s), as directed by the CDCR Contract Liaison or designee. All Emergency COVID-19 Biological Cleaning services shall be performed with the necessary knowledge, skills, abilities, and resources to perform the work herein with best industry standards and practices, and in accordance with any State or local health guidelines. Emergency COVID-19 Biological Cleaning services shall include but not be limited to clean, sanitize, and disinfect all surfaces including floors, doors, walls, doorframes, vents, and grills keeping odors to a minimum, when possible. All waste shall be collected and removed, replacing waste basket liners as applicable.

Upon arrival, the Contractor shall report to the CDCR Contract Liaison or designee to review the areas requiring Emergency COVID-19 Biological Cleaning services. Areas serviced shall be documented on an Exhibit A-1, Service Report and include the square footage of the area(s) covered. The Contractor will be compensated per square foot of the actual areas cleaned, at the rate identified on the Exhibit B-1, Rate Sheet. Upon completion of services, the Contractor shall return to the CDCR Contract Liaison or designee for approval of services performed and signature on the Service Report. Invoices to the State shall include a copy of the approved Service Report. The Contractor shall maintain any necessary additional paperwork and logs before and after entering the site.

The Contractor shall provide all supplies and equipment necessary to perform the services described herein at no additional expense to the state, including but not limited to Personal Protection Equipment (PPE) for all personnel performing services under this agreement (coverall suits, N95 respirator masks, foot covers, gloves, face shields, goggles, etc.), rolling carts, mops, mop heads, towels, pressure washer(s), various disinfecting and sanitization liquids, waste disposal bags (hazardous and non-hazardous), various buckets and containers, and any other supplies or equipment. The Contractor shall maintain responsibility for all supplies and equipment brought onto institution/facility grounds including moving/unloading required equipment, and storage of cleaning supplies and materials. The Contractor shall ensure adherence to any guidelines instituted by the State or institution/facility (i.e. COVID-19 guidelines) regarding social distancing, special work area disinfecting, and the use of PPE.

CDCR reserves the right to add institutions/facilities that may otherwise need to be included in this Agreement, during its term. Additional sites will be serviced at the same rate identified on the Exhibit B-1, Rate Sheet and will be added via Amendment to the existing Agreement upon mutual agreement between CDCR and the Contractor.

The Contractor shall maintain compliance with all applicable Federal, State, and local laws and regulations, and ensure all current Centers for Disease Control and/or County guidance is implemented as appropriate. The Contractor shall comply with all Cal/OSHA and Federal OSHA requirements specific to worker safety. The Contractor understands that the Fire Department, County Health Department, and Environmental Health Department may make periodic inspections. Proper required PPE shall be provided and worn by the Contractor's personnel at all times.

The Contractor shall cooperate with CDCR authorities, observe and comply with all regulations presently in force on institution/facility grounds, and shall not cause undue interference with the operations of the institution/facility.

3. CALL BACK SERVICES

Should the Contractor fail to provide any of the specified services in the prescribed manner, the State may call the Contractor to provide Emergency COVID-19 Biological Cleaning services within 24 hours, unless otherwise specified, at no additional cost to the State.

4. LICENSES/PERMITS/QUALIFICATIONS/CERTIFICATIONS

The Contractor shall keep current all permits, certificates, and licenses required by Federal, State, and County laws and regulations, as applicable.

Contractors located within the State of California shall possess a business license from the city/county in which headquartered; however, if a corporation, a copy of the incorporation documents/letter from the Secretary of State's Office may be submitted. Contractors located outside the State of California must provide a business license or incorporation papers from the respective state showing that the company is in good standing in that state.

5. CDCR RESPONSIBILITIES

The CDCR Institution Contract Liaison or designee will contact the contractor when Emergency COVID-19 Biological Cleaning services are needed to provide the location and other information related to the need.

The location of the premises to be used by the Contractor for purposes of this contract may be changed as required by the State in the event of circumstances arising to warrant such a change. Contractor agrees to accept another comparable location to conduct its operations under the same general provisions of this agreement.

The CDCR Contract Liaison or designee is the CDCR representative responsible for the management of this Agreement for their respective site. All Emergency COVID-19 Biological Cleaning services performed under this Agreement will be inspected by the CDCR Contract Liaison or designee upon completion of services to determine acceptability prior to authorizing and approving the payment of invoices.

6. CDCR CONTACT INFORMATION

Should questions or problems arise during the term of this Agreement, the Contractor should contact the following offices:

Billing/Payment Issues:

Accounting Services Branch - Sacramento
Phone Number: (916) 255-2042
Fax Number: (916) 255-2103

Scope of Work/Performance Issues:

See Exhibit E, List of Participating Institutions/Facilities

General Contract Issues:

Office of Business Services
Phone Number: (916) 255-5624
Fax Number: (916) 255-6187

EMERGENCY COVID-19 BIOLOGICAL CLEANING SERVICES

Date(s) of Service: _____ **Institution / Facility:** _____

Service Area(s):	Square Footage of Area Cleaned:
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Square Footage: _____

Notes / Comments:

The State assumes no responsibility for any work commenced by the Contractor and will not reimburse the contractor for any work performed prior to approval and scheduling by the CDCR Contract Liaison or designee. Payment will only be made on invoices accompanied by a Service Report signed by the CDCR Contract Liaison or designee.

Name of Service Technician/Contractor		Authorized Institution/Facility Personnel	
_____ Print Name Here		_____ Print Name Here	
_____ Signature		_____ Signature	
_____ Date		_____ Date	

1. Invoicing and Payment

- a. For services satisfactorily rendered, and upon receipt and approval of Contractor's invoices, the State agrees to compensate the Contractor in accordance with the rates specified herein on Exhibit B-1 Rate Sheet and made a part of this Agreement. Exhibit B-1 Rate Sheet shall remain in force for the stated term of this Agreement and shall include every item of expense, direct and indirect, including taxes incidental to the specified rates.
- b. Invoices shall include the Agreement Number, Purchase Order Number and shall be submitted in triplicate not more frequently than monthly in arrears to the address provided below.
- c. The Contractor also has the option to submit their invoices electronically to the appropriate email address listed below. The Contractor must use the name on the Agreement and the Agreement Number on the subject line of the email. The email must include an attached PDF file of the invoice, in accordance with the information above, and must reference the institution acronym and invoice number. Separate emails shall be sent for contracts with more than one participating institution, facility, office and/or site with the invoice information as stated above.

To submit invoices by mail for Institutions and Facilities:

California Department of Corrections and Rehabilitation (CDCR)
ASB - Sacramento
Attention: **Accounts Payable B**
P.O. Box 187016
Sacramento, CA 95818-7016

For electronic submission, send invoices to:
InstitutionNonMedContractInvoices@cdcr.ca.gov

2. Budget Contingency Clause

- a. It is mutually agreed that if the California State Budget Act for the current fiscal year and/or any subsequent fiscal years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor, or to furnish any other considerations under this Agreement, and Contractor shall not be obligated to perform any provisions of this Agreement.
- b. If funding for the purposes of this program is reduced or deleted for any fiscal year by the California State Budget Act, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927. Payment to small/micro businesses shall be made in accordance with and within the time specified in Chapter 4.5, Government Code 927 et seq.

4. Subcontractors

Nothing contained in this Agreement, or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of Contractor's responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors 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 the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

5. Advanced Payment for Non-Profit Organizations

Pursuant to Government Code Section (GC) 11019, upon review and approval of CDCR, the Contractor may request an advance payment for the fiscal year(s) covered by this agreement, which shall not exceed twenty five percent (25%) of the annual budget for each fiscal year. The CDCR will review and determine the need for an advance payment using the criteria contained in the department's procedures for advance payments to Community-Based, Private, Non-Profit Organizations, CDCR shall recover one-twelfth (1/12) of the advance payment each month by the reduction of monthly invoices submitted for payment by the Contractor in accordance with the project budget amount for each fiscal year of the agreement.

6. Bidder Acknowledgement/Certification (OBS 300)

The Contractor hereby agrees to provide all labor, materials, supplies, licenses, permits, equipment and transportation necessary to perform all services required for the foregoing titled work in accordance with the Scope of Work and all Terms and Conditions.

Any and all services performed outside the scope of this Agreement will be at the sole risk and expense of the Contractor.

7. Employee Benefits and Wage Reporting Requirements

Effective July 1, 2003, Government Code Section 19134 was amended, to require contracts for janitorial, housekeeping services, custodians, food service workers, laundry workers, window cleaners, and security guards ("covered services") to include provisions for employee wages to be no less than 85% of the value of wages and benefits provided to state employees for performing similar duties. Contractor must pay no less than the following:

- 2011 Custodian Hourly Rate: \$12.41
- 2011 Custodian Blended Benefit Rate: \$11.12

Also, applicable to subcontractors providing these services in state-leased facilities where the facility is at least 50,000 square feet in area and the state leases all of the occupied floor space, of the facility.

“Employee benefits” means either 1) health, dental, vision, holiday pay, vacation, and retirement (either through a purchased plan or self insurance); 2) cash-in-lieu payments; or 3) a combination of actual benefits and cash-in-lieu payments.

- A.** Contractors must indicate on their Rate Sheet, Exhibit B-2, whether they will be providing the required benefits either through a purchase plan, or by self-insurance or making “in-lieu” payments to employees. Contractors choosing to offer employee benefits must provide evidence of coverage prior to commencement of work.
- B.** Contractor can meet the “Employee Benefits” and 85% wage requirement by:
 - (1) Providing “employee benefits” and wages costing not less than 85% of the State cost for employees doing similar work, OR
 - (2) Cash payment in lieu of providing benefits, in an amount not less than 85% of the State of California’s cost for employees doing similar work, OR
 - (3) A combination of Employee Benefits and Cash Payments totaling not less than 85% of the State cost for employee benefits for a State of California employee performing similar work, in addition to at least 85% of state wages.
- C.** In order to receive any payment, the Contractor shall utilize Exhibit B-3 entitled “Monthly Invoice for Personal Services Contract”.
- D.** Qualifying Contracts and documents relating to implementing Government Code 19134 may be audited by the contracting state agency, the Department of General Services, and the Bureau of State Audits.
- E.** Government Code 19134(e) provides that failure to provide Employee Benefits or Cash Payments to employees constitutes a “material breach” for any contract for personal services covered by that section. A breach can result in immediate contract termination by the State.

Effective March 17, 2004, Government Code Section 19134 was amended to exclude employee wages and benefits provision for personal services contracts performed by employees of nonprofit organizations that are employed in accordance with any of the following:

- (1) A special license issued pursuant to Section 1191.5 of the Labor Code.
- (2) A special certificate issued pursuant to Section 214 of Title 29 of the United States Code.
- (3) A community rehabilitation plan described in Sections 19152 and 19404 of the Welfare and Institutions Code.
- (4) A rehabilitation services program as described in Section 19352 and 19356.6 of the Welfare and Institutions Code.

Every employee performing “covered services” under this Agreement shall receive the applicable rate corresponding to the total number of hours each employee works (excluding overtime). There is no minimum number of work hours required in order to qualify for GC Section 19134 benefits. Only employees performing “covered services” shall receive such benefits; administrative, solely supervisory, or other support personnel are not covered.

Should the Department of Personnel Administration (DPA) post a rate change during the term of this Agreement, this Agreement shall be amended to reflect the new benefit rate(s) to be paid to Contractor’s covered employees. The amendment shall be retroactive to the date the rate change is posted by DPA.

Contractor acknowledges that failure to comply with the provisions of GC Section 19134 will be deemed a material breach of this Agreement, which could subject the Agreement to immediate termination at the State’s sole option.

EMERGENCY COVID-19 BIOLOGICAL CLEANING SERVICES

A zero dollar amount (\$0.00 or \$ -) listed for any and/or all items shall be interpreted and understood by the State to mean that the bidder will perform any such services at **NO COST** to the State. Any and all services performed outside the scope of this contract shall be at the sole risk and expense of the contractor. All prices and notations must be printed in ink or typewritten. **All prices must be bid in U.S. currency and shall encompass every item of expense necessary to perform the services.**

Quantities listed on the Exhibit B-1, Rate Sheet are the State's estimates only and are offered as a basis for comparison of bids. The State does not expressly or by implication agree that the actual amount of work will correspond therewith and reserves the right to increase/omit portions of the work as may be deemed necessary or advisable by the State.

Contractor may offer a discount on invoices paid within thirty (30) days of receipt. Discount offered must be at least one-half of one percent and a minimum of \$50.00.

Discount offered on invoices paid within 30 days of receipt = 0.00%

There are no guarantees that any services will be requested from this agreement.

Group 1: California Correctional Center (CCC), California Health Care Facility (CHCF), California Medical Facility (CMF), Deuel Vocational Institution (DVI), Folsom State Prison (FSP), High Desert State Prison (HDSP), Mule Creek State Prison (MCSP), Northern California Youth Correctional Center (NCYCC), Pelican Bay State Prison (PBSP), Pine Grove Youth Conservation Camp (PGYCC), California State Prison, Sacramento (SAC), Sierra Conservation Center (SCC), California State Prison, Solano (SOL), San Quentin State Prison (SQ)

Description	(A) Rate per Square Foot Cleaned (0 - 1,000 sq. ft.)	(B) Rate per Square Foot Cleaned (1,001 - 5,000 sq. ft.)	(C) Rate per Square Foot Cleaned (5,001 - 10,000 sq. ft.)	(D) Rate per Square Foot Cleaned (10,000 sq. ft. +)
All labor, equipment, materials, travel and per diem, transportation, permits, licenses, supplies, waste removal and disposal, and every other item of expense necessary to provide emergency COVID-19 biological cleaning services as identified herein.	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
GROUP 1 TOTAL BASIS OF AWARD (A + B + C + D)				\$ 2.00

Institution / Facility	*Occupancy Count	*Square Footage	*Square Footage x Rate per Square Foot Cleaned (entire facility)
California Correctional Center (CCC)	3,968	1,379,374	\$ 689,687.00
California Health Care Facility (CHCF)	2,579	1,260,618	\$ 630,309.00
California Medical Facility (CMF)	2,188	883,896	\$ 441,948.00
Deuel Vocational Institution (DVI)	1,568	908,089	\$ 454,044.50
Folsom State Prison (FSP)	2,866	933,427	\$ 466,713.50
High Desert State Prison (HDSP)	3,492	1,139,699	\$ 569,849.50
Mule Creek State Prison (MCSP)	3,958	1,569,209	\$ 784,604.50
Northern California Youth Correctional Center (NCYCC)	434	731,872	\$ 365,936.00
Pelican Bay State Prison (PBSP)	2,469	1,113,803	\$ 556,901.50
Pine Grove Youth Conservation Camp (PGYCC)	77	43,053	\$ 21,526.50
California State Prison, Sacramento (SAC)	2,326	1,263,838	\$ 631,919.00
Sierra Conservation Center (SCC)	2,487	622,822	\$ 311,411.00
California State Prison, Solano (SOL)	3,545	1,187,771	\$ 593,885.50
San Quentin State Prison (SQ)	3,034	1,272,147	\$ 636,073.50
GROUP 1 TOTAL			\$ 7,154,809.00

*Information provided for bidding purposes only. Areas serviced shall be documented on an Exhibit A-1, Service Report and include the square footage of the area(s) covered. The Contractor will be compensated per square foot of the actual areas cleaned.

Group 2: Avenal State Prison (ASP), California City Correctional Facility (CAC), California Correctional Institution (CCI), Central California Women's Facility (CCWF), California Men's Colony (CMC), California State Prison, Corcoran (COR), Correctional Training Facility (CTF), Kern Valley State Prison (KVSP), California State Prison, Los Angeles County (LAC), North Kern State Prison (NKSP), Pleasant Valley State Prison (PVSP), California Substance Abuse Treatment Facility and State Prison at Corcoran (SATF), Salinas Valley State Prison (SVSP), Valley State Prison (VSP), Wasco State Prison (WSP)

Description	(A) Rate per Square Foot Cleaned (0 - 1,000 sq. ft.)	(B) Rate per Square Foot Cleaned (1,001 - 5,000 sq. ft.)	(C) Rate per Square Foot Cleaned (5,001 - 10,000 sq. ft.)	(D) Rate per Square Foot Cleaned (10,000 sq. ft. +)
All labor, equipment, materials, travel and per diem, transportation, permits, licenses, supplies, waste removal and disposal, and every other item of expense necessary to provide emergency COVID-19 biological cleaning services as identified herein.	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
GROUP 2 TOTAL BASIS OF AWARD (A + B + C + D)				\$ 2.00

Institution / Facility	*Occupancy Count	*Square Footage	*Square Footage x Rate per Square Foot Cleaned (entire facility)
Avenal State Prison (ASP)	3,968	1,379,374	\$ 689,687.00
California City Correctional Facility (CAC)	2,082	494,600	\$ 247,300.00
California Correctional Institution (CCI)	3,610	1,438,874	\$ 719,437.00
Central California Women's Facility (CCWF)	2,358	786,839	\$ 393,419.50
California Men's Colony (CMC)	3,574	1,136,551	\$ 568,275.50
California State Prison, Corcoran (COR)	3,498	1,501,106	\$ 750,553.00
Correctional Training Facility (CTF)	4,688	1,208,243	\$ 604,121.50
Kern Valley State Prison (KVSP)	3,616	1,375,869	\$ 687,934.50
California State Prison, Los Angeles County (LAC)	3,078	1,141,962	\$ 570,981.00
North Kern State Prison (NKSP)	1,962	837,933	\$ 418,966.50
Pleasant Valley State Prison (PVSP)	3,086	1,074,982	\$ 537,491.00
California Substance Abuse Treatment Facility and State Prison at Corcoran (SATF)	4,748	1,583,509	\$ 791,754.50
Salinas Valley State Prison (SVSP)	2,855	1,275,080	\$ 637,540.00
Valley State Prison (VSP)	2,948	742,521	\$ 371,260.50
Wasco State Prison (WSP)	2,398	925,355	\$ 462,677.50
GROUP 2 TOTAL			\$ 8,451,399.00

*Information provided for bidding purposes only. Areas serviced shall be documented on an Exhibit A-1, Service Report and include the square footage of the area(s) covered. The Contractor will be compensated per square foot of the actual areas cleaned.

TOTAL AGREEMENT AMOUNT <i>(based on entire facility cleaning, all awarded sites)</i>	\$ 15,606,208.00
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1. **Contract Disputes** (Supersedes provision number 6, Disputes, of Exhibit C)

As a condition precedent to Contractor's right to institute and pursue litigation or other legally available dispute resolution process, if any, Contractor agrees that all disputes and/or claims of Contractor arising under or related to the Agreement shall be resolved pursuant to the following processes. Contractor's failure to comply with said dispute resolution procedures shall constitute a failure to exhaust administrative remedies.

Pending the final resolution of any such disputes and/or claims, Contractor agrees to diligently proceed with the performance of the Agreement, including the delivering of goods or providing of services. Contractor's failure to diligently proceed shall constitute a material breach of the Agreement.

The Agreement shall be interpreted, administered, and enforced according to the laws of the State of California. The parties agree that any suit brought hereunder shall have venue in Sacramento, California, the parties hereby waiving any claim or defense that such venue is not convenient or proper.

a. Final Payment

The acceptance by Contractor of final payment shall release the California Department of Corrections and Rehabilitation (CDCR) from all claims, demands and liability to Contractor for everything done or furnished in connection with this work and from every act and neglect of CDCR and others relating to or arising out of this work except for any claim previously accepted and/or in process of resolution.

b. Informal Appeal

Contractor and the program or institution contract liaison, or other designated CDCR employee of the unit for which the goods are being delivered or the service is being performed, shall first attempt in good faith to resolve the dispute or claim by informal discussion(s). Contractor shall identify the issues and the relief sought. Informal discussion(s) between Contractor and contract liaison, or the designated CDCR employee, shall be written, dated, and signed by the authors.

The program or institution contract liaison shall issue an informal written statement to Contractor regarding the dispute within fifteen (15) calendar days following settlement or an impasse in the informal discussion(s) process. The written statement shall either: (1) document the dispute settlement and what, if any, conditions were reached; or, (2) document the reason(s) the dispute could not be resolved informally and provide notification to Contractor of its option to file a formal appeal within thirty (30) days of the informal statement. One (1) copy of the informal statement and the discussion(s) on which it is based shall be forwarded immediately to the Office of Business Services (OBS) for inclusion in the Agreement file.

c. Formal Appeal

If the dispute or claim is not resolved to Contractor's satisfaction by the informal appeal process, Contractor may file with the Associate Director, OBS, and a formal written appeal within thirty (30) calendar days of the date of CDCR's informal written decision. The formal written appeal shall be addressed as follows:

(SUBJECT)

Associate Director
Office of Business Services
California Department of Corrections and Rehabilitation
9838 Old Placerville Road, Suite B-2
Sacramento, CA 95827

Contractor shall specify in the formal written appeal the issue(s) in dispute, the particular relief or remedy sought, the factual basis for Contractor's claim or dispute, and Contractor's legal, technical and/or other authority upon which Contractor bases its claim or dispute.

The formal written appeal shall include a written certification signed by a knowledgeable company official under the penalty of perjury according to the laws of the State of California pursuant to California Code of Civil Procedure Section 2015.5 that the dispute, claim, or demand is made in good faith, and that the supporting data are accurate and complete. If an Agreement adjustment is requested, the written certification shall further state under penalty of perjury that the relief requested accurately reflects the Agreement adjustment for which the CDCR is responsible.

If Contractor is a corporation, the written certification shall be signed by an officer thereof. If Contractor is a sole proprietorship or partnership, it shall be signed by an owner or full partner. If Contractor is other than a corporation, sole proprietorship or partnership, it shall be signed by a principal of the company with authority to bind the company.

The Associate Director, OBS, shall issue a formal written decision on behalf of CDCR within thirty (30) calendar days of receipt of the properly addressed formal written appeal. If mutually agreed by the parties, the date for the issuance of CDCR's final written decision may be extended.

d. Further Resolution

If the dispute is not resolved by the formal appeal process to Contractor's satisfaction, or Contractor has not received a written decision from the Associate Director, OBS, after thirty (30) calendar days, or other mutually agreed extension, Contractor may thereafter pursue its right to institute other dispute resolution process, if any, available under the laws of the State of California.

e. Contract Disputes with Public Entities

A county, city, district or other local public body, state board or state commission, another state or federal agency, or joint-powers authority shall resolve a dispute with CDCR, if any, through a meeting of representatives from the entities affected. If the dispute cannot be resolved to the satisfaction of the parties, each entity may thereafter pursue its right to institute litigation or other dispute resolution process, if any, available under the laws of the State of California.

2. Right to Terminate (Supersedes provision number 7, Termination for Cause, of Exhibit C)

The State reserves the right to terminate this Agreement subject to thirty (30) calendar days written notice to the Contractor. Contractor may submit a written request to terminate this

Agreement only if the State should substantially fail to perform its responsibilities as provided herein.

Additionally, the State reserves the right to terminate this Agreement subject to thirty (30) calendar days written notice to the Contractor should it be later identified as a service which can be consolidated into a statewide/regionalized Agreement. The State may exercise its option to cancel the remaining years of this Agreement, should it be decided that with additional institutions and/or sites, the State would receive a better rate for the same service.

However, the State can immediately terminate this Agreement for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

This Agreement may be suspended or cancelled without notice, at the option of the Contractor, if the Contractor or State's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

3. Contract Suspension

Notwithstanding any other provisions of this Agreement, pursuant to a Governor's Executive Order or equivalent directive, such as a court order or an order from a federal or state regulatory agency, mandating the suspension of state contracts, the State may issue a Suspension of Work Notice. The Notice shall identify the specific Executive Order or directive and the Agreement number(s) subject to suspension. Unless specifically stated otherwise, all performance under the Agreement(s) must stop immediately upon receipt of the Notice. During the period of contract suspension, Contractor is not entitled to any payment for the suspended work. Once the order suspending state contracts has been lifted, a formal letter from the Department will be issued to the Contractor to resume work.

4. Responsibility Hearing

If this Agreement is terminated for cause, CDCR reserves the right to conduct a responsibility hearing to determine if the Contractor is a responsible bidder before an award of future Agreements can be made.

5. Confidentiality of Data

All financial, statistical, personal, technical and other data and information relating to State's operation, which are designated confidential by the State and made available to carry out this Agreement, or which become available to the Contractor in order to carry out this Agreement, shall be protected by the Contractor from unauthorized use and disclosure.

If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used with the written consent of the State. The Contractor shall not be required under the provisions of this paragraph to keep confidential any data already rightfully in the Contractor's possession that

is independently developed by the Contractor outside the scope of the Agreement or is rightfully obtained from third parties.

No reports, information, inventions, improvements, discoveries, or data obtained, repaired, assembled, or developed by the Contractor pursuant to this Agreement shall be released, published, or made available to any person (except to the State) in violation of any state or federal law.

Contractor by acceptance of this Agreement is subject to all of the requirements of California Government Code Section 11019.9 and California Civil Code Sections 1798, et seq., regarding the collection, maintenance, and disclosure of personal and confidential information about individuals.

6. Liability for Loss and Damages

Any damages by the Contractor to the State's facility including equipment, furniture, materials or other State property, will be repaired or replaced by the Contractor to the satisfaction of the State at no cost to the State. The State may, at its option, repair any such damage and deduct the cost thereof from any sum due Contractor under this Agreement.

7. Computer Software Management Memo

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

8. Accounting Principles

The Contractor will adhere to generally accepted accounting principles as outlined by the American Institute of Certified Public Accountants. Dual compensation is not allowed; a Contractor cannot receive simultaneous compensation from two or more funding sources for the same services performed even though both funding sources could benefit.

9. Liability for Nonconforming Work

All work provided by the Contractor shall conform to the latest requirement of federal, state, city and county regulations. Contractor is responsible for compliance with all applicable laws, codes, rules and regulations in connection with work performed under this Agreement.

The Contractor will be fully responsible for ensuring that the completed work conforms to the agreed upon terms. If nonconformity is discovered prior to the Contractor's deadline, the Contractor will be given a reasonable opportunity to cure the nonconformity. If the nonconformity is discovered after the deadline for the completion of the project, CDCR, in its sole discretion, may use any reasonable means to cure the nonconformity. The Contractor shall be responsible for reimbursing CDCR for any additional expenses incurred to cure such defects.

10. Subcontractor/Consultant Information

Contractor is required to identify all subcontractors and consultants who will perform labor or

render services in the performance of this Agreement. Additionally, the Contractor shall notify CDCR, OBS in writing within ten (10) working days of any changes to the subcontractor and/or consultant information.

11. Contract Violations

The Contractor acknowledges that any violation of Chapter 2 or any other chaptered provision of the Public Contract Code (PCC) is subject to the remedies and penalties contained in PCC Sections 10420 through 10425.

12. Temporary Nonperformance

If, because of mechanical failure or for any other reason, the Contractor shall be temporarily unable to perform the work as required, the State, during the period of the Contractor's inability to perform, reserves the right to accomplish the work by other means and shall be reimbursed by the Contractor for any additional costs above the Agreement price.

13. Extension of Term

If it is determined to be in the best interest of the State, this Agreement may be amended to extend the term. Upon signing the amendment, the Contractor hereby agrees to provide services for the extended period at the rates specified in the original Agreement.

14. Employment of Ex-Offenders

Contractor cannot and will not either directly, or on a subcontract basis, employ in connection with this Agreement:

- a. Ex-Offenders on active parole or probation, who have been on active parole or probation during the last three years preceding their employment;
- b. Ex-offenders convicted of drug trafficking in a prison/jail; escape or aiding/abetting escape; battery on a Peace Officer or Public Official; arson offenses; or, any violations of Penal Code Sections 4570-4574 (Unauthorized Communications with Prisons and Prisoners Offenses);
- c. Ex-Offenders required to register as a sex offender pursuant to Penal Code Section 290 or if such ex-offender has an offense history involving a "violent felony" as defined in subparagraph (c) of Penal Code Section 667.5; or
- d. Any ex-offender in a position which provides direct supervision of parolees, except in the following instances:
 1. Contractor shall only employ ex-offenders who can provide written evidence of having satisfactorily completed parole or probation, and who have remained off parole or probation, and have had no arrests or convictions within the past three years.

An ex-offender whose assigned duties involve administrative or policy decision-making, accounting, procurement, cashiering, auditing, or any other business-related administrative function shall be fully bonded to cover any potential loss to the State or Contractor. Evidence

of such bond shall be supplied to CDCR prior to employment of the ex-offender.

15. Electronic Waste Recycling

The Contractor certifies that it complies with the requirements of the Electronic Waste Recycling Act of 2003, Chapter 8.5, Part 3 of Division 30, commencing with Section 42460 of the Public Resources Code, relating to hazardous and solid waste. Contractor shall maintain documentation and provide reasonable access to its records and documents that evidence compliance.

16. Tax

The State of California and Contractor will each bear their own respective federal, state and local tax liabilities arising from this Agreement. It is expressly understood that neither the State nor the Contractor will assign, shift, pass on or otherwise assume the tax liabilities of the other party.

17. Licenses and Permits

The Contractor shall be an individual or firm licensed to do business in California and shall obtain at Contractor's expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this Agreement.

In the event any license(s) and/or permit(s) expire at any time during the term of this Agreement, Contractor agrees to provide CDCR with a copy of the renewed license(s) and/or permit(s) within thirty (30) days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the State may, in addition to any other remedies it may have, terminate this Agreement upon occurrence of such event.

18. Permits and Certifications from State Board of Equalization

This solicitation and any resulting Agreement shall be subject to all requirements as set forth in Sections 6487, 7101 and Sections 6452.1, 6487.3, 18510 of the Revenue and Taxation Code, and Section 10295.1 of the Public Contract Code requiring suppliers to provide a copy of their reseller's permit or certification of registration and, if applicable, the permit or certification of all participating affiliates, issued by California's State Board of Equalization. Failure of the supplier to comply by supplying the required permit or certification will cause the supplier's bid response to be considered non-responsive and their bid rejected. Unless otherwise specified in this solicitation, a copy of the reseller's permit or certification of registration must be supplied within five (5) State business days of the request made by the State.

19. Darfur Contracting Act

Effective January 1, 2009, CDCR generally cannot contract with "scrutinized" companies that do business in the African nation of Sudan, as described in Public Contract Code Sections 10475-10478. A company that currently has (or within the previous three years has had) business activities or other operations outside of the United States must certify that it is not a "scrutinized" company when it submits a bid or proposal to CDCR. A scrutinized company

may still submit a bid or proposal for a contract with CDCR if the company first obtains permission from the Department of General Services (DGS).

All bidders must submit a completed OBS 1500 verifying status, with their bid proposal.

20. Iran Contracting Act

Pursuant to the Iran Contracting Act of 2010 (Public Contract Code Sections 2200 through 2208 are “the Act”), vendors are ineligible to bid on, submit a proposal for, enter into, or renew any contract with the state for goods or services of one million dollars (\$1,000,000) or more if the vendor engages in investment activities in Iran, as defined in the Act. The Act requires that DGS establish and periodically update a list of ineligible vendors.

Also, pursuant to the Act, financial institutions are ineligible to bid on, submit a proposal for, enter into, or renew any contract with the state for goods or services of one million dollars (\$1,000,000) or more if the financial institution extends credit, as defined in the Act, to a business identified on the DGS list of ineligible vendors that will use the credit to provide goods or services in the energy sector in Iran.

Prior to submitting a bid or proposal and prior to executing any state contract or renewal for goods or services of one million dollars (\$1,000,000) or more, a vendor must certify that it is not on the list of ineligible vendors prohibited from doing business with the State of California. Also financial institutions must certify that they are not extending credit to an ineligible vendor as described in the Act. The Act provides exceptions to the certification requirement, see PCC sections 2203(c) and (d) for additional information regarding the exceptions.

All bidders must submit a completed OBS 1502 verifying status, with their bid proposal.

21. Conflict of Interest

The Contractor and their employees shall abide by the provisions of Government Code (GC) Sections 1090, 81000 et seq., 82000 et seq., 87100 et seq., and 87300 et seq., Public Contract Code (PCC) Sections 10335 et seq. and 10410 et seq., California Code of Regulations (CCR), Title 2, Section 18700 et seq. and Title 15, Section 3409, and the Department Operations Manual (DOM) Section 31100 et seq. regarding conflicts of interest.

a. Contractors and Their Employees

Consultant Contractors shall file a Statement of Economic Interests, Fair Political Practices Commission (FPPC) Form 700 prior to commencing services under the Agreement, annually during the life of the Agreement, and within thirty (30) days after the expiration of the Agreement. Other service Contractors and/or certain of their employees may be required to file a Form 700 if so requested by CDCR or whenever it appears that a conflict of interest may be at issue. Generally, service Contractors (other than consultant Contractors required to file as above) and their employees shall be required to file an FPPC Form 700 if one of the following exists:

1. The Agreement service has been identified by CDCR as one where there is a greater likelihood that a conflict of interest may occur;

2. The Contractor and/or Contractor's employee(s), pursuant to the Agreement, makes or influences a governmental decision; or
3. The Contractor and/or Contractor's employee(s) serves in a staff capacity with CDCR and in that capacity participates in making a governmental decision or performs the same or substantially all the same duties for CDCR that would otherwise be performed by an individual holding a position specified in CDCR's Conflict of Interest Code.

b. Current State Employees

1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
2. No officer or employee shall contract on his or her own behalf as an independent Contractor with any state agency to provide goods or services.
3. In addition to the above, CDCR officials and employees shall also avoid actions resulting in or creating an appearance of:
 - a. Using an official position for private gain;
 - b. Giving preferential treatment to any particular person;
 - c. Losing independence or impartiality;
 - d. Making a decision outside of official channels; and
 - e. Affecting adversely the confidence of the public or local officials in the integrity of the program.
4. Officers and employees of the Department must not solicit, accept or receive, directly or indirectly, any fee, commission, gratuity or gift from any person or business organization doing or seeking to do business with the State.

c. Former State Employees

1. For the two year (2-year) period from the date he or she left state employment, no former state officer or employee may enter into an Agreement in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the Agreement while employed in any capacity by any state agency.
2. For the twelve-month (12-month) period from the date he or she left state employment, no former state officer or employee may enter into an Agreement with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed Agreement within the 12-month period prior to his or her leaving state service.

In addition to the above, the Contractor shall avoid any conflict of interest whatsoever with respect to any financial dealings, employment services, or opportunities offered to inmates or parolees. The Contractor shall not itself employ or offer to employ inmates or parolees either directly or indirectly through an affiliated company, person or business unless specifically authorized in writing by the CDCR. In addition, the Contractor shall not (either directly, or indirectly through an affiliated company, person or business) engage in financial dealings with

inmates or parolees, except to the extent that such financial dealings create no actual or potential conflict of interest, are available on the same terms to the general public, and have been approved in advance in writing by CDCR. For the purposes of this paragraph, "affiliated company, person or business" means any company, business, corporation, nonprofit corporation, partnership, limited partnership, sole proprietorship, or other person or business entity of any kind which has any ownership or control interest whatsoever in the Contractor, or which is wholly or partially owned (more than 5% ownership) or controlled (any percentage) by the Contractor or by the Contractor's owners, officers, principals, directors and/or shareholders, either directly or indirectly. "Affiliated companies, persons or businesses" include, but are not limited to, subsidiary, parent, or sister companies or corporations, and any company, corporation, nonprofit corporation, partnership, limited partnership, sole proprietorship, or other person or business entity of any kind that is wholly or partially owned or controlled, either directly or indirectly, by the Contractor or by the Contractor's owners, officers, principals, directors and/or shareholders.

The Contractor shall have a continuing duty to disclose to the State, in writing, all interests and activities that create an actual or potential conflict of interest in performance of the Agreement.

The Contractor shall have a continuing duty to keep the State timely and fully apprised in writing of any material changes in the Contractor's business structure and/or status. This includes any changes in business form, such as a change from sole proprietorship or partnership into a corporation or vice-versa; any changes in company ownership; any dissolution of the business; any change of the name of the business; any filing in bankruptcy; any revocation of corporate status by the Secretary of State; and any other material changes in the Contractor's business status or structure that could affect the performance of the Contractor's duties under the Agreement.

If the Contractor violates any provision of the above paragraphs, such action by the Contractor shall render this Agreement void.

Members of boards and commissions are exempt from this section if they do not receive payment other than payment for each meeting of the board or commission, payment for preparatory time and payment for per diem.

22. Disclosure

Neither the State nor any State employee will be liable to the Contractor or its staff for injuries inflicted by inmates or parolees of the State. The State agrees to disclose to the Contractor any statement(s) known to State staff, made by any inmate or parolee, which indicate violence may result in any specific situation, and the same responsibility will be shared by the Contractor in disclosing such statement(s) to the State.

23. Additional Disclosure

Neither the State nor any State employee will be liable to the Contractor or its staff for any injuries caused by exposure to any blood borne pathogens, aerosol transmissible diseases, or communicable diseases. Contractor agrees that it shall comply fully with all applicable Cal/OSHA regulations concerning protection of the Contractor's employees from diseases; including Title 8, California Code of Regulations section 5193 (Blood Borne Pathogens), and

Title 8, section 5199 (Aerosol Transmissible Diseases). Contractor agrees to indemnify, defend, and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any of the Contractor's employees arising out of exposure to any blood borne pathogen, aerosol transmissible disease, or communicable disease during the Contractor's performance of the Agreement.

24. Security Clearance/Fingerprinting

The State reserves the right to conduct fingerprinting and/or security clearance through the Department of Justice, Bureau of Criminal Identification and Information (BCII), prior to award and at any time during the term of the Agreement, in order to permit Contractor and/or Contractor's employee access to State premises. The State further reserves the right to terminate the Agreement should a threat to security be determined.

25. Notification of Personnel Changes

Contractor must notify the State, in writing, of any changes of those personnel allowed access to State premises for the purpose of providing services under this Agreement. In addition, Contractor must recover and return any State-issued identification card provided to Contractor's employee(s) upon their departure or termination.

26. Hiring Considerations

If this Agreement is in excess of \$200,000, the Contractor shall be required to give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Code Section 11200 et seq.

27. Contractor Employee Misconduct

During the performance of this Agreement, it shall be the responsibility of the Contractor whenever there is an incident of use of force or allegation(s) of employee misconduct associated with and directly impacting inmate and/or parolee rights, to immediately notify CDCR of the incident(s), to cause an investigation to be conducted, and to provide CDCR with all relevant information pertaining to the incident(s). All relevant information includes, but is not limited to: a) investigative reports; b) access to inmates/parolees and the associated staff; c) access to employee personnel records; d) that information reasonably necessary to assure CDCR that inmates and/or parolees are not or have not been deprived of any legal rights as required by law, regulation, policy and procedures; and e) written evidence that the Contractor has taken such remedial action, in the event of unnecessary or excessive force, or employee misconduct with inmates and/or parolees, as will assure against a repetition of incident(s) or retaliation. To the extent that the information provided by the Contractor fails to so assure CDCR, CDCR may require that any implicated Contractor staff be denied access to and the supervision of CDCR inmates and/or parolees at the facility and access to inmate and/or parolee records. Notwithstanding the foregoing, and without waiving any obligation of the Contractor, CDCR retains the power to conduct an independent investigation of any incident(s). Furthermore, it is the responsibility of the Contractor to include the foregoing terms within any and all subcontracts, requiring that subcontractor(s) agree to the jurisdiction of CDCR to conduct an investigation of their facility and staff, including review of subcontractor employee personnel records, as a condition of the Agreement.

28. Workers' Compensation

Contractor hereby represents and warrants that Contractor is currently and shall, for the duration of this Agreement, carry workers' compensation insurance, at Contractor's expenses, or that it is self-insured through a policy acceptable to CDCR, for all of its employees who will be engaged in the performance of this Agreement. Such coverage will be a condition of CDCR's obligation to pay for services provided under this Agreement.

Prior to approval of this Agreement and before performing any work, Contractor shall furnish to the State evidence of valid workers' compensation coverage. Contractor agrees that the workers' compensation insurance shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires or is canceled at any time during the term of this Agreement, Contractor agrees to give at least thirty (30) days prior notice to CDCR before said expiration date or immediate notice of cancellation. Evidence of coverage shall not be for less than the remainder of the term of the Agreement or for a period of not less than one year. The State reserves the right to verify the Contractor's evidence of coverage. In the event the Contractor fails to keep workers' compensation insurance coverage in effect at all times, the State reserves the right to terminate this Agreement and seek any other remedies afforded by the laws of this State.

Contractor also agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all of Contractor's workers' compensation claims and losses by Contractor's officers, agents and employees related to the performance of this Agreement.

29. Insurance Requirements

Insurance as required herein shall be a condition of the State's obligation to pay for services provided under this Agreement. Prior to approval of this Agreement and before performing any work, Contractor and any subcontractor shall furnish to the State evidence of valid coverage. The following shall be considered evidence of coverage: A certificate of insurance, a "true and certified" copy of the policy, or any other proof of coverage issued by Contractor's insurance carrier. Binders are not acceptable as evidence of coverage. Providing evidence of coverage to the State conveys no rights or privileges to the State, nor does it insure any State employee or insure any premises owned, leased, used by or otherwise or under the control of the State. It does, however, serve to provide the State with proof that the Contractor and any subcontractor are insured at the minimum levels required by the State of California.

Contractor agrees that any liability insurance required in the performance of this Agreement shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires or is canceled during the term of this Agreement, Contractor shall provide the State within five (5) business days of receipt by contractor a copy of any notice of cancellation or non-renewal of insurance required by the contract. Evidence of coverage required in the performance of this Agreement shall not be for less than the remainder of the term of this Agreement or for a period of not less than one year. The State and the Department of General Services (DGS) reserve the right to verify the Contractor's evidence of coverage; evidence of coverage is subject to the approval of the DGS. In the event the Contractor fails to keep insurance coverage at all times as required, the State reserves the right to terminate this Agreement and to seek any other remedies afforded by the laws of the State of California.

In the event the insurance coverage expires at any time or during the agreement term, the contractor agrees to provide a new certificate of insurance at least 30 days prior to expiration. The contractor agrees that no work or services shall be performed prior to DGS/ORIM approval. The State may, in addition to any other remedies it may have, terminate the agreement should the contractor fail to comply with these provisions.

For all companies and/or businesses and individual providers, the Contractor hereby represents and warrants that the Contractor is currently and shall be, for the duration of this Agreement, at Contractor's expense insured against:

Commercial General Liability - Provider agrees to carry a minimum of \$1,000,000 per occurrence for bodily injury and property damage liability combined (not required if medical services are provided at the institution).

The certificate of insurance must include the following provisions:

- The California Department of Corrections and Rehabilitation must be named as the "Certificate Holder" and list the following:

State of California
California Department of Corrections and Rehabilitation
Office of Business Services
9838 Old Placerville Road, Suite B-2
Sacramento, CA 95827

- The State of California, its officers, agents, employees, and servants are hereby named as additional insured but only with respect to work performed for the State of California, under the contract (SCM 7.40).

Auto Liability – Contractor agrees to carry a minimum of \$1,000,000 per claim for bodily injury and property damage liability combined.

30. Disabled Veteran Business Enterprise (DVBE)

If this Agreement is exempt from DVBE requirements, CDCR requests your assistance in achieving legislatively established goals for the participation of DVBEs by reporting any certified DVBEs that will be used in the performance of this Agreement.

31. Small Business and DVBE Participation – Commercially Useful Functions

This solicitation and any resulting Agreement shall be subject to all requirements as set forth in the following code:

Government Code Sections 14837, 14839, 14842, 14842.5
Military and Veterans Code (MVC) Sections 999, 999.6, 999.9

In part, these codes involve requirements for businesses to qualify as a California certified Small Business, Micro business and/or DVBE. The aforementioned companies must perform a **commercially useful function** to be eligible for award and be "domiciled" in California. A

supplier's bid will be considered non-responsive and rejected for failure to comply with the definition and requirements set forth in the statutes. Contractors found to be in violation of certain provisions within these code sections may be subject to loss of certification, penalties and Agreement cancellation.

32. DVBE Replacement Request

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the Disabled Veteran Business Enterprise (DVBE) subcontractor(s) identified in their bid or offer, per Military and Veteran's Code (MVC) § 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). The Contractor shall submit requests for DVBE substitutions electronically on the DVBE Substitution form with justification for the substitution to the Office of Business Services; icshelpdesk.icshelpdesk@cdcr.ca.gov (for institution-related contracts) or to scshelpdesk.scshelpdesk@cdcr.ca.gov (for all other requests). For assistance with access to the "DVBE Substitution" form and instructions, contact the Department of Corrections and Rehabilitation Office of Business Services SB/DVBE Advocate at sbdvbeadvocate@cdcr.ca.gov. Requests to replace a DVBE subcontractor must be amply documented to show that the replacement meets the criteria as specified in the California Code of Regulations (CCR), Title II, Section 1896.64(c) or the Public Contract Code (PCC) § 4107 (for public works). Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the bid or offer may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in MVC § 999.9; PCC § 10115.10, or PCC § 4110 (for public works contracts).

33. DVBE Payment Certification

Senate Bill 548 requires prime contractors to certify that payments to DVBE subcontractors were made upon completion of the contract. It is the prime contractor's responsibility to report to the CDCR and to certify that payments are complete. Prime contractors must return the completed Form 810P form via mail or fax to the OBS, SB/DVBE Advocate for processing and inclusion in the contract file upon completion of the contract. Form 810P is due 60 days from receipt of final payment.

34. Travel

Contractor's rates shall include all travel expenses required to perform services in accordance with this Agreement.

35. Indemnification

The Contractor shall hold the State, its officers, agents, and employees harmless and indemnify and defend the State for any claims for damages arising out of occurrences, accidents, or misuse by the Contractor or its purchasers resulting from waste collected from the State and the Contractor recycling the waste for production of by-products for third-party use.

36. Displaced Janitor Opportunity Act

If the Contractor is the successor to a janitorial agreement terminated by CDCR prior to its

scheduled end date, the Contractor agrees to comply with the provisions in the “Displaced Janitor Opportunity Act,” Labor Code Section 1060 et seq., regarding employment of the prior Contractor’s displaced employees.

37. Tuberculosis (TB) Testing

In the event that the services required under this Agreement will be performed within a CDCR institution/parole office/community-based program, Contractors and their employees who are assigned to work with, near, or around inmates/parolees shall be required to be examined and tested or medically evaluated by a licensed healthcare provider for TB in an infectious or contagious stage prior to the performance of contracted duties, and at least once a year thereafter (within 12 months of their initial or previous TB test under this contract), or more often as directed by CDCR.

Contractors and their employees who have any contact (physical or nonphysical) with inmates/parolees, shall be required to furnish to the CDCR Program/Institution Contract Manager, at no cost to CDCR, a documented Tuberculosis (TB) evaluation/test for TB infection (Tuberculin Skin Test (TST) or a blood test Interferon Gamma Release Assay (IGRA) completed within (30) thirty days of the start date of the services and be certified to be free of TB in an infectious or contagious stage by a licensed healthcare provider prior to assuming their contracted duties and annually thereafter.

The following provisions apply to services provided on departmental and/or institution grounds:

38. Bloodborne Pathogens

Contractor shall adhere to California Division of Occupational Safety and Health (CAL-OSHA) regulations and guidelines pertaining to bloodborne pathogens.

39. Primary Laws, Rules, and Regulations Regarding Conduct and Association with State Prison Inmates and Division of Juvenile Justice Wards

Individuals who are not employees of the California Department of Corrections and Rehabilitation (CDCR), but who are working in and around inmates who are incarcerated, or wards who are housed within California’s institutions/facilities or camps, are to be apprised of the laws, rules and regulations governing conduct in associating with prison inmates or wards. The following is a summation of pertinent information when non-departmental employees come in contact with prison inmates or wards.

By signing this contract, the Contractor agrees that if the provisions of the contract require the Contractor to enter an institution/facility or camp, the Contractor and any employee(s) and/or subcontractor(s) shall be made aware of and shall abide by the following laws, rules and regulations governing conduct in associating with prison inmates or wards:

- a. Persons who are not employed by CDCR, but are engaged in work at any institution/facility or camp must observe and abide by all laws, rules and regulations governing the conduct of their behavior in associating with prison inmates or wards. Failure to comply with these guidelines may lead to expulsion from CDCR institutions/facilities or camps.

SOURCE: California Penal Code (PC) Sections 5054 and 5058; California Code of Regulations (CCR), Title 15, Sections 3285 and 3415, and California Welfare and Institutions Code (WIC) Section 1712.

- b. CDCR does not recognize hostages for bargaining purposes. CDCR has a “NO HOSTAGE” policy and all prison inmates, wards, visitors, and employees shall be made aware of this.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3304 and 4603; WIC Section 1712.

- c. All persons entering onto institution/facility or camp grounds consent to search of their person, property or vehicle at any time. Refusal by individuals to submit to a search of their person, property, or vehicle may be cause for denial of access to the premises.

SOURCE: PC Sections 2601, 5054 and 5058; CCR, Title 15, Sections 3173, 3177, 3288, 4696, and 4697; WIC 1712.

- d. Persons normally permitted to enter an institution/facility or camp may be barred, for cause, by the CDCR Director, Warden, and/or Regional Parole Administrator.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3176(a) and 4696; WIC Section 1712.

- e. It is illegal for an individual who has been previously convicted of a felony offense to enter into CDCR adult institutions/facilities or camps, or youth institutions/facilities or camps in the nighttime, without the prior approval of the Warden or officer in charge. It is also illegal for an individual to enter onto these premises for unauthorized purposes or to refuse to leave said premises when requested to do so. Failure to comply with this provision could lead to prosecution.

SOURCE: PC Sections 602, 4570.5 and 4571; CCR, Title 15, Sections 3173 and 3289; WIC Section 1001.7.

- f. Encouraging and/or assisting prison inmates to escape, is a crime. It is illegal to bring firearms, deadly weapons, explosives, tear gas, drugs or drug paraphernalia on CDCR institutions/facilities or camp premises. It is illegal to give prison inmates or wards firearms, explosives, alcoholic beverages, narcotics, or any drug or drug paraphernalia, including cocaine or marijuana. It is illegal to give wards sex oriented objects or devices, and written materials and pictures whose sale is prohibited to minors.

SOURCE: PC Sections 2772, 2790, 4533, 4535, 4550, 4573, 4573.5, 4573.6 and 4574; Title 15, Sections 4681 and 4710; WIC Sections 1001.5 and 1152.

- g. It is illegal to give or take letters from inmates or wards without the authorization of the Warden or officer in charge. It is also illegal to give or receive any type of gift and/or gratuities from prison inmates or wards.

SOURCE: PC Sections 2540, 2541 and 4570; CCR, Title 15, Sections 3010, 3399, 3401, 3424, 3425 and 4045; WIC Section 1712.

- h. In an emergency situation, the visiting program and other program activities may be suspended.

SOURCE: PC Section 2601; CCR, Title 15, Sections 3383, 4002.5 and 4696.

- i. For security reasons, visitors must not wear clothing that in any way resembles state issued prison inmate or ward clothing (blue denim shirts, blue denim pants).

SOURCE: CCR, Title 15, Section 3174(b)(1) and 4696.

- j. Interviews with SPECIFIC INMATES are not permitted. Conspiring with an inmate to circumvent policy and/or regulations constitutes a rule violation that may result in appropriate legal action. Interviews with individual wards are permitted with written consent of each ward if he is 18 years of age or older, or with written consent of a parent, legal guardian, or committing court, if 17 years of age or younger.

SOURCE: CCR, Title 15, Sections 3261.5, 3315(a)(3)(X), and 3177 and 4700(a)(1).

40. Clothing Restrictions

While on institution grounds, Contractor and all its agents, employees, and/or representatives shall be professionally and appropriately dressed in clothing distinct from that worn by inmates at the institution. Specifically, blue denim pants and blue chambray shirts, orange/red/yellow/white/chartreuse jumpsuits and/or yellow rainwear shall not be worn onto institution grounds, as this is inmate attire. The Contractor should contact the institution regarding clothing restrictions prior to requiring access to the institution to assure the Contractor and their employees are in compliance.

41. Tobacco-Free Environment

Pursuant to Penal Code Section 5030.1, the use of tobacco products by any person on the grounds of any institution or facility under the jurisdiction of CDCR is prohibited.

42. Prison Rape Elimination Policy

CDCR maintains a zero tolerance for sexual misconduct in its institutions, community correctional facilities, conservation camps and for all offenders under its jurisdiction. All sexual misconduct is strictly prohibited.

CDCR is committed to providing a safe, humane, secure environment, free from sexual misconduct. This will be accomplished by maintaining a program to ensure education/prevention, detection, response, investigation and tracking of sexual misconduct and to address successful community re-entry of the victim.

All Contractors and their employees are expected to ensure compliance with this policy as described in Department Operations Manual, Chapter 5, Article 44.

If you are providing services for the confinement of our inmates, you and your staff are required to adopt and comply with the PREA standards, 28 Code of Federal Regulations (CFR) Part 115 and with CDCR's Department Operations Manual, Chapter 5,

Article 44, including updates to this policy. This will include CDCR staff and outside audit personnel (who also conduct PREA audits of state prisons) conducting audits to ensure compliance with the standards.

As a Contractor with CDCR, you shall not assign an employee to a CDCR facility or assign an employee to duties if that employee will have contact with CDCR inmates, if that employee has 1) engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); 2) been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or 3) has been civilly or administratively adjudicated to have engaged in the activity described in this section.

The Contractor shall conduct a criminal background records check for each contract employee who will have contact with CDCR inmates and retain the results for audit purposes. By signing this contract the Contractor agrees to ensure that all of the mandates of this Section 5: Prison Rape Elimination Policy are complied with. Material omissions, by the contract employee, regarding such misconduct or the provision of materially false information, shall be grounds for removal from institutional grounds.

Contract employees, who have contact with inmates, shall be provided training via the Exhibit titled; "PRISON RAPE ELIMINATION POLICY, Volunteer/Contractor Informational Sheet" to learn their responsibilities under the agency's sexual abuse and sexual harassment prevention, detection, and response policies and procedures. A copy of this signed informational sheet will be provided to the institution before a contract employee may have contact with inmates.

Any contract employee who appears to have engaged in sexual misconduct of an inmate shall be prohibited from contact with inmates and shall be subject to administrative and/or criminal investigation. Referral shall be made to the District Attorney unless the activity was clearly not criminal. Reportable information shall be sent to relevant licensing bodies.

43. Security Regulations

- a. Unless otherwise directed by the entrance gate officer and/or Contract Manager, the Contractor, Contractor's employees and subcontractors shall enter the institution through the main entrance gate and park private and nonessential vehicles in the designated visitor's parking lot. Contractor, Contractor's employees and subcontractors shall remove the keys from the ignition when outside the vehicle and all unattended vehicles shall be locked and secured while on institution grounds.
- b. Any State- and Contractor-owned equipment used by the Contractor for the provision of contract services, shall be rendered temporarily inoperative by the Contractor when not in use, by locking or other means unless specified otherwise.
- c. In order to maintain institution safety and security, periodic fire prevention inspections and site searches may become necessary and Contractor must furnish keys to institutional authorities to access all locked areas on the worksite. The State shall in no way be responsible for Contractor's loss due to fire.

- d. Due to security procedures, the Contractor, Contractor's employees and subcontractors may be delayed at the institution vehicle/pedestrian gates and sally ports. Any loss of time checking in and out of the institution gates and sally ports shall be borne by the Contractor.
- e. Contractor, Contractor's employees and subcontractors shall observe all security rules and regulations and comply with all instructions given by institutional authorities.
- f. Electronic and communicative devices such as pagers, cell phones and cameras/micro cameras are not permitted on institution grounds.
- g. Contractor, Contractor's employees and subcontractors shall not cause undue interference with the operations of the institution.
- h. No picketing is allowed on State property.

44. Gate Clearance

Contractor and Contractor's employee(s) and/or subcontractor(s) must be cleared prior to providing services. The Contractor will be required to complete a Request for Gate Clearance for all persons entering the facility a minimum of ten (10) working days prior to commencement of service. The Request for Gate Clearance must include the person's name, social security number, valid state driver's license number or state identification card number and date of birth. Information shall be submitted to the Contract Liaison or his/her designee. CDCR uses the Request for Gate Clearance to run a California Law Enforcement Telecommunications System (CLETS) check. The check will include Department of Motor Vehicles check, Wants and Warrants check, and Criminal History check.

Gate clearance may be denied for the following reasons: Individual's presence in the institution presents a serious threat to security, individual has been charged with a serious crime committed on institution property, inadequate information is available to establish positive identity of prospective individual, and/or individual has deliberately falsified his/her identity.

All persons entering the facilities must have a valid state driver's license or photo identification card on their person.

EMERGENCY COVID-19 BIOLOGICAL CLEANING SERVICES

NOTE: CDCR makes no guarantee that all listed locations will request services.

Institution / Facility	Contract Liaison and Email Address	Telephone Number
Avenal State Prison (ASP) 1 Kings Way Avenal, CA 93204	Miles Tolbert Miles.Tolbert@cdcr.ca.gov	559-386-0587 x6012
	Edris Diaz Edris.Diaz@cdcr.ca.gov	559-386-0587 x7439
California City Correctional Facility (CAC) 22844 Virginia Boulevard California City, CA 93505	Esmeralda Rizo Esmeralda.Rizo@cdcr.ca.gov	760-246-7600 x7363
	Mercedes Murray Mercedes.Murray@cdcr.ca.gov	760-246-7600 x7025
California Correctional Center (CCC) 711-045 Center Road Susanville, CA 96130	Katlyn Harwood Katlyn.Harwood@cdcr.ca.gov	530-257-2181 x4144
	Marcia Parker Marcia.Parker@cdcr.ca.gov	530-257-2181 x4743
California Correctional Institution (CCI) 24900 Highway 202 Tehachapi, CA 93581	Phyllis Johnson Phyllis.Johnson@cdcr.ca.gov	661-822-4402 x4211
	Nathan Ochoa Nathan.Ochoa@cdcr.ca.gov	661-822-4402 x4210
Central California Women's Facility (CCWF) 23370 Road 22 Chowchilla, CA 93610	Madeline Correia Madeline.Correia@cdcr.ca.gov	559-665-5531 x5132
	Priscilla Pineda Priscilla.Pineda@cdcr.ca.gov	559-665-5531 x5140
California Health Care Facility (CHCF) 7707 Austin Road Stockton, CA 95215	Melissa Des Jarlais Melissa.DesJarlais@cdcr.ca.gov	209-467-2691
	LeighAnn Siegel-Altare LeighAnn.Siegel-Altare@cdcr.ca.gov	209-467-2692
California Men's Colony (CMC) Highway 1 San Luis Obispo, CA 93409	Anthony Starry Anthony.Starry@cdcr.ca.gov	805-547-7950
	Veronica McLain Veronica.McLain@cdcr.ca.gov	805-547-7949
California Medical Facility (CMF) 1600 California Drive Vacaville, CA 95696	Sylvia Chavez Sylvia.Chavez@cdcr.ca.gov	707-449-6544
	Kenneth Terry Kenneth.Terry@cdcr.ca.gov	707-453-7034
California State Prison, Corcoran (COR) 4001 King Avenue Corcoran, CA 93212	Alicia Gerking Alicia.Gerking@cdcr.ca.gov	559-992-8800 x5025
	Jamie McCormick William.McCormick@cdcr.ca.gov	
Correctional Training Facility (CTF) Highway 101 North Soledad, CA 93960	Jamie Antopia Jamie.Antopia@cdcr.ca.gov	831-678-3951 x5842
	Efrain Gonzalez Efrain.GonzalezJr@cdcr.ca.gov	831-678-3951

Institution / Facility	Contract Liaison and Email Address	Telephone Number
Deuel Vocational Institution (DVI) 23500 Kasson Road Tracy, CA 95376	Stacy Jayne Stacy.Jayne@cdcr.ca.gov	209-835-4141 x5520
	Irene Contreras Irene.Contreras@cdcr.ca.gov	209-835-4141 x3876
Folsom State Prison (FSP) 300 Prison Road Represa, CA 95671	Ryan Nelson Ryan.Nelson@cdcr.ca.gov	916-985-2561 x4434
	Miguel Barragan Miguel.Barragan@cdcr.ca.gov	916-351-3046
High Desert State Prison (HDSP) 475-750 Rice Canyon Road Susanville, CA 96127	Tina Speiker Tina.Speiker@cdcr.ca.gov	530-251-5100 x5808
	Marilyn Hernandez Marilyn.Hernandez@cdcr.ca.gov	530-251-5100 x5887
Kern Valley State Prison (KVSP) 300 West Cecil Avenue Delano, CA 93215	Alejandra Toral Alejandra.Toral@cdcr.ca.gov	661-721-6321
	Carlos Flores Carlos.Flores2@cdcr.ca.gov	661-721-6322
California State Prison, Los Angeles County (LAC) 44750 60 th Street West Lancaster, CA 93536	Tami Duckworth Tami.Duckworth@cdcr.ca.gov	661-729-2000 x5234
	Diego Anguiano Diego.Anguiano@cdcr.ca.gov	661-729-2000 x5233
Mule Creek State Prison (MCSP) 4001 Highway 104 Ione, CA 95640	Candice Longmore Candice.Longmore@cdcr.ca.gov	209-274-4911 x5260
	Gina Escalante Gina.Escalante@cdcr.ca.gov	209-274-5225
North Kern State Prison (NKSP) 2737 Cecil Avenue Delano, CA 93215	Diane Russell Diane.Russell@cdcr.ca.gov	661-721-2345 x6613
	Maria Turrubiates Maria.Turrubiates@cdcr.ca.gov	661-721-2345 x6615
Pelican Bay State Prison (PBSP) 5905 Lake Earl Drive Crescent City, CA 95531	Rosie Kuzmicz Rosalinda.Kuzmicz@cdcr.ca.gov	707-465-1000 x5231
	Terry Rogde Terry.Rogde@cdcr.ca.gov	707-465-9030
Pleasant Valley State Prison (PVSP) 24863 West Jayne Ave Coalinga, CA 93210	Shayna Halsey Shayna.Halsey@cdcr.ca.gov	559-935-4974
	Maria Lopez Maria.Lopez2@cdcr.ca.gov	559-935-4976
California State Prison, Sacramento (SAC) 100 Prison Road Represa, CA 95671	Apryl Winston Apryl.Winston@cdcr.ca.gov	916-985-8610 x6988
	Erika Dooly Erika.Dooly@cdcr.ca.gov	916-294-3027

Institution / Facility	Contract Liaison and Email Address	Telephone Number
California Substance Abuse Treatment Facility and State Prison at Corcoran (SATF) 900 Quebec Avenue Corcoran, CA 93212	Joanna Alonzo Joanna.Alonzo@cdcr.ca.gov	559-992-7126
	Justin Nugent Justin.Nugent@cdcr.ca.gov	559-992-7127
Sierra Conservation Center (SCC) 5100 O'Byrnes Ferry Road Jamestown, CA 95327	Cris Crawford Cris.Crawford@cdcr.ca.gov	209-984-5291 x5571
	Kaitlyn Drader Kaitlyn.Drader@cdcr.ca.gov	
California State Prison, Solano (SOL) 2100 Peabody Road Vacaville, CA 95696	Robin De Vera Robin.DeVera@cdcr.ca.gov	707-454-3274
	Leah Martinez Leah.Martinez@cdcr.ca.gov	
San Quentin State Prison (SQ) 1 Main Street San Quentin, CA 94964	Mario Luera Mario.Luera@cdcr.ca.gov	415-454-1460 x5870
	Elizabeth Becerra Elizabeth.Becerra@cdcr.ca.gov	415-455-5061
Salinas Valley State Prison (SVSP) 31625 Highway 101 Soledad, CA 93960	Julie Cobos Julie.Cobos@cdcr.ca.gov	831-678-5526
	Victoria Strum Victoria.Strum@cdcr.ca.gov	831-678-5525
Valley State Prison (VSP) 21633 Avenue 24 Chowchilla, CA 93610	Jamie Minnehan Jamie.Minnehan@cdcr.ca.gov	559-665-6100 x5543
	David Rock David.Rock@cdcr.ca.gov	559-665-6176
Wasco State Prison (WSP) 701 Scofield Avenue Wasco, CA 93280	Brandon Mojica Brandon.Mojica@cdcr.ca.gov	661-758-8400 x5201
	Maribel Garcia Maribel.Garcia@cdcr.ca.gov	661-758-8400 x5215

Juvenile Facility	Contract Liaison and Email Address	Telephone Number
Northern California Youth Correctional Center (NCYCC) (N.A. Chaderjian & O.H. Close) 7650 South Newcastle Road Stockton, CA 95215	Clarissa Whorton Clarissa.Whorton@cdcr.ca.gov	209-944-6151
	Tammy Kirkwood Tammy.Kirkwood@cdcr.ca.gov	209-944-6394
Pine Grove Youth Conservation Camp (PGYCC) 13630 Aqueduct-Volcano Road Pine Grove, CA 95665	Donna Wurm Donna.Wurm@cdcr.ca.gov	209-296-7581



Map of California's Correctional and Rehabilitation Institutions



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
PRISON RAPE ELIMINATION POLICY
Volunteer/Contractor Informational Sheet

The Prison Rape Elimination Policy for the California Department of Corrections and Rehabilitation (CDCR) is explained on this informational sheet. As a volunteer or private contractor who has contact with CDCR offenders, it is your responsibility to do what you can, within the parameters of your current assignment, to reduce incidents of sexual violence, staff sexual misconduct, and sexual harassment and to report information appropriately when they are reported to you or when you observe such an incident.

Historical Information

Both the Congress and State Legislature passed laws, the Federal Prison Rape Elimination Act (PREA) of 2003, the Sexual Abuse in Detention Elimination Act, Chapter 303, Statutes of 2005, and most recently the United States, Department of Justice Final Rule; National Standards of 2012 to help prevent, detect and respond to sexual violence, staff sexual misconduct and sexual harassment behind bars. It is important that we, as professionals, understand all aspects of these laws and our responsibilities to help prevent, detect, and respond to instances by offenders and staff.

The CDCR policy is found in Department Operations Manual (DOM), Chapter 5, Article 44. PREA addresses five types of sexual offenses. Sexual violence committed by offenders will encompass: Abusive Sexual Contact, Nonconsensual Sex Acts, or Sexual Harassment by an Offender (towards an offender). The two remaining types of sexual offenses covered by PREA are Staff Sexual Misconduct and Staff Sexual Harassment (towards an offender).

CDCR's policy provides for the following:

- CDCR is committed to continuing to provide a safe, humane, secure environment, free from offender on offender sexual violence, staff sexual misconduct, and sexual harassment.
- CDCR maintains zero tolerance for sexual violence, staff sexual misconduct, and sexual harassment in its institutions, community correctional facilities, conservation camps, and for all offenders under its jurisdiction.
- All sexual violence, staff sexual misconduct, and sexual harassment is strictly prohibited.
- This policy applies to all offenders and persons employed by the CDCR, including volunteers and independent contractors assigned to an institution, community correctional facility, conservation camp, or parole.

Retaliatory measures against employees or offenders who report incidents of sexual violence, staff sexual misconduct, or sexual harassment as well as retaliatory measures taken against those who cooperate with investigations shall not be tolerated and shall result in disciplinary action and/or criminal prosecution.

Retaliatory measures include, but are not limited to:

- Coercion.
- Threats of punishment.
- Any other activities intended to discourage or prevent staff or offenders from reporting incident(s).

Professional Behavior

Staff, including volunteers and private contractors are expected to act in a professional manner while on the grounds of a CDCR institution and while interacting with other staff and offenders. Key elements of professional behavior include:

- Treating everyone, staff and offenders alike, with respect
- Speaking without judging, blaming, or being demeaning
- Listening to others with an objective ear and trying to understand their point of view
- Avoiding gossip, name calling, and what may be perceived as offensive or “off-color” humor
- Taking responsibility for your own behavior

Preventative Measures

You can help reduce sexual violence, staff sexual misconduct, and sexual harassment by taking various actions during the performance of your duties as a volunteer or private contractor.

The following are ways in which you can help:

- Know and enforce the rules regarding the sexual conduct of offenders.
- Be professional at all times.
- Make it clear that sexual activity is not acceptable.
- Treat any suggestion or allegation of sexual violence, staff sexual misconduct, and sexual harassment as serious.
- Follow appropriate reporting procedures and assure that the alleged victim is separated from the alleged predator.
- Never advise an offender to use force to repel sexual advances.

Detection

All staff, including volunteers and private contractors, is responsible for reporting immediately and confidentially to the appropriate supervisor any information that indicates an offender is being, or has been, the victim of sexual violence, staff sexual misconduct, or sexual harassment.

After immediately reporting to the appropriate supervisor, you are required to document the information you reported. You will be instructed by the supervisor regarding the appropriate form to be used for documentation.

You will take necessary action (i.e., give direction or press your alarm) to prevent further harm to the victim.

I have read the information above and understand my responsibility to immediately report any information that indicates an offender is being, or has been, the victim of sexual violence, staff sexual misconduct, or sexual harassment.

Volunteer/Contractor Name (Printed)

Date Signed

Signature of Volunteer/Contractor

Current Assignment within Institution

Contact Telephone Number

Supervisor in Current Assignment