



**STANDARD FORM  
CONTRACT  
Mt. Diablo Adult Education**

**Contract #21-008**

**STANDARD CONTRACT**  
(Purchase of Services)

1. **Contract Identification.** Subject: First 5 Early Care and Education contract to Mt. Diablo Adult Education to provide family literacy preschool services for children whose parents attend adult education classes at the same site in Contra Costa County.
2. **Parties.** First 5 Contra Costa Children and Families Commission (First 5), and the following named Contractor mutually agree and promise as follows:  
  
Contractor:       **Mt. Diablo Adult Education**  
  
Capacity:         Public Entity\Adult Education       Taxpayer ID #:   **68-0091157**  
  
Address:         1266 San Carlos Avenue  
                      Concord, CA 94518
3. **Term.** The effective date of this Contract is **7/1/2020**. It terminates on **6/30/2021**, unless sooner terminated as provided herein.
4. **Payment Limit.** First 5's total payments to Contractor under this Contract shall not exceed **\$109,262.00**.
5. **First 5's Obligations.** First 5 will make to the Contractor those payments described in the Payment Provisions attached hereto which are incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.
6. **Contractor's Obligations.** Contractor will provide those services and/or carry out that work described in the Additional Provisions attached hereto which is incorporated herein by this reference, subject to all the terms and conditions contained or incorporated herein.
7. **General, Additional and Special Conditions.** This Contract is subject to the General Conditions, Additional Provisions and Special Conditions (if any) attached hereto, which are incorporated herein by reference.
8. **Legal Authority.** This Contract is entered into under and subject to the following legal authorities: Health and Safety Code section 130140.1 and Contra Costa County Ordinance Code section 26-14.026. As required by Ordinance Code Section 26-14.026 and the California Children and Families First Act of 1998 (the "Act").
9. **Project.** This Contract implements in whole or in part the following described Project, the application and approval documents of which are incorporated herein by reference.
10. **Signatures.** These signatures attest the parties' Contract hereto:

**First 5 Contra Costa  
Children and Families Commission**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
First 5 Executive Director/Designee

**CONTRACTOR**

By: \_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_  
(Designate business capacity A) (Designate business capacity B)

**Note to Contractor:** If Contractor is a corporation or limited liability company, two officers must sign this Agreement. The first signature (Signature A) must be that of the chairperson of the board, president or vice-president; the second signature (Signature B) must be that of the secretary, assistant secretary, chief financial officer, or assistant treasurer. (Civil Code Section 1190 and Corporations Code Sections 313 and 17703.01.) The acknowledgment below must be signed by a Notary Public.

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
 )  
COUNTY OF CONTRA COSTA )

On \_\_\_\_\_, before me, \_\_\_\_\_

Notary Public, personally appeared, \_\_\_\_\_  
(insert name(s) and title(s) of the officer(s) signing on behalf of the Consultant), who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL:

\_\_\_\_\_  
Signature

(Notary Seal)

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)  
(Civil Code §1189)

## **GENERAL CONDITIONS (Purchase of Services)**

1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment and purchasing practices; and wages, hours and conditions of employment, including nondiscrimination.
  
2. **Inspection.** Contractor's performance, place of business and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of First 5, the County, the State of California and the United States Government.
  
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of First 5, the County, the State of California and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by First 5.
  - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of First 5, the County, the State of California and the United States Government.
  
  - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the First 5, the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract, with a value or cost of \$10,000 or more over a twelve month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to First 5, the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on heirs, successors, assigns and representatives of Contractor.

## GENERAL CONDITIONS (Purchase of Services)

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to First 5 in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit under this Contract exceeds \$5,000.
5. **Termination and Cancellation.**
  - a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other party, and may be cancelled immediately by written mutual consent of both parties.
  - b. **Failure to Perform.** First 5, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, First 5 may proceed with the work in any reasonable manner it chooses. The cost to First 5 of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to First 5's rights to recover damages.
  - c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-First 5 funding for this Contract ceases, this Contract is terminated without notice.
  - d. **Other.** In addition, and notwithstanding the foregoing, this Contract may be terminated by First 5 immediately should any of the following occur:
    - i. Funding of First 5 pursuant to the California Children and Families Act of 1998 (California Health & Safety Code §§130100, et seq.) ("the Act") ceases.
6. **Entire Contract.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.
7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the Executive Director of First 5 or designee. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.
8. **Modifications and Amendments.** This Contract may be modified or amended only by a written document executed by Contractor and First 5, by its designee, subject to any required state or federal approval.

## GENERAL CONDITIONS (Purchase of Services)

- a. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and First 5 (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.
9. **Disputes.** Disagreements between First 5 and Contractor concerning the meaning, requirements, or performance of this Contract will be subject to final written determination by the Executive Director of First 5 for which this Contract is made, or his/her designee or in accordance with the applicable procedures (if any) required by the state or federal government.
10. **Choice of Law and Personal Jurisdiction.**
  - a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
  - b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.
11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.
12. **No Waiver by First 5.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of First 5 indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefore, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is First 5 thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.
13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of First 5 or his/her designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.
14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the

## GENERAL CONDITIONS (Purchase of Services)

relationship between the parties, or between First 5 and any Contractor employee, of agent, servant, employee, partnership, joint venture, or association. Neither Contractor, nor any of its employees, is a First 5 Contra Costa employee. This Contract does not give Contractor or any of its employees, any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits First 5 provides to its employees. In the event that First 5 exercises its rights to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by the First 5, Contractor will complete a "Statement of Economic Interest" form and file it with First 5 and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with First 5. Contractor covenants that Contractor, its employees and officials, are not now employed by First 5 and have not been so employed by First 5 within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold First 5 harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.
16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.

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18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless First 5 and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by First 5, Contractor will defend any such suits at its sole cost and expense. If First 5 elects to provide its own defense, Contractor will reimburse First 5 for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of First 5 or any other person; provided, however, that Contractor is not required to indemnify First 5 for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of First 5, its officers and employees. This provision will survive the expiration or termination of this Contract.
19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor will keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:
- a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include First 5 and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to First 5, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide First 5 with a copy of the endorsement making First 5 an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.
  - b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.



## GENERAL CONDITIONS (Purchase of Services)

- c. **Certificate of Insurance.** Contractor must provide First 5 with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
- d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide First 5 a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide First 5 the notice as required by the preceding sentence is a default under this Contract.
20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid and/or sent by email. Notices to First 5 must be addressed to the Executive Director of First 5. Notices to Contractor must be addressed to Contractor's address designated herein. The effective date of notice is the date of deposit in the mail or of other delivery, except that the effective date of notice to First 5 is the date of receipt by the Executive Director of First 5 for which this contract is made.
21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by First 5 under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.

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24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of First 5. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for First 5, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Contract, without First 5's prior express written consent. If any of the works made for hire is subject to copyright protection, First 5 reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, First 5 reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.
26. **Endorsements.** In its capacity as a Contractor with First 5, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior approval of First 5. In its First 5-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of First 5. In its First 5-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as endorsement of the product by or on behalf of First 5. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, First 5, Commission officers, or others who may be authorized by First 5 or by law to receive such views.
27. **Required Audit.**
- a. If Contractor expends \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Code of Federal Regulations, Title 2, Part 200, Subpart F.
  - b. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, but the grant imposes specific audit requirements, Contractor must provide County

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with an audit conforming to those requirements.

- c. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year except as required by Code of Federal Regulations, Title 2, Part 200, Subpart F. Contractor shall make its records available for, and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office, the pass-through entity and/or the County. If an audit is required, Contractor must provide County with the audit.
  - d. With respect to the audits specified in sections (a), (b) and (c) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.
28. **First 5 Audit Requirement.** (A) If Contractor is funded by \$50,000 or more in First 5 grant funds in any fiscal year, Contractor will provide to First 5 at Contractor's expense an audit conforming to generally accepted accounting principles. This audit must be provided to First 5 no later than six months after close of the fiscal or calendar year. Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. (B) If Contractor is funded by less than \$50,000 in First 5 funds in any fiscal year, Contractor must provide First 5 a copy of Contractor's IRS form 990 and Contractor's records must be available for First 5. The IRS 990 must be provided to First 5 no later than six months after the close of the fiscal or calendar year. The Contractor may not be eligible for future funding until First 5 receives the audit or IRS 990 from Contractor.
29. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
30. **No Implied Waiver.** The waiver by First 5 of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.
31. **Separate Public Entity.** First 5 is a separate public entity from the County of Contra Costa. This Contract does not bind the County of Contra Costa, unless this contract is between First 5 and the County.

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## ADDITIONAL PROVISIONS

1. **Background.**

Proposition 10 was passed in 1998 by California voters. On June 15, 1999 the Contra Costa County Board of Supervisors established the Contra Costa Children and Families Commission to implement the provisions of Proposition 10 (Ordinance 99-15). The purpose of the ordinance is to support local programs and services designed to help children 0-5 reach their greatest potential.

In December 2019, First 5 approved a three year Strategic Plan, which outlines First 5's funding priorities and objectives from fiscal year 2020-21 through 2022-23. Our strategic roadmap focuses on Integration of Early Childhood Systems and First5's Impact and Sustainability. The purpose of this Contract is to retain the services of Mt. Diablo Adult Education to provide services to support the efforts of our strategic plan in Contra Costa County.

2. **Program Description.** Mt. Diablo Adult Education staff provides preschool services for children without preschool experience and whose parents attend adult education classes at the same site.

3. **Contractor Obligations.** Contractors Obligations are as follows:

### **A. Program Quality and Standards**

- a. Contractor will ensure that all provisions of this contract are carried out, and provide oversight to all staff, volunteers, interns, consultants, subcontractors and collaborative partners (as applicable).
- b. If Contractor is unable to perform the obligations set forth in this Agreement due to a local or state public health order that relates to COVID-19, First 5 may give Contractor written permission to arrange alternate means to fulfill its requirements. If the amendment, rescission, or expiration of a public health order allows Contractor to perform its obligations, Contractor must resume performance as set forth in this Agreement.
- c. Contractor will ensure that program activities are provided by qualified staff and are of high quality, culturally and linguistically appropriate for participants, and focus on children from birth through age 5, and/or their parents/guardians, expectant parents, and/or early childhood educators of children from birth through age 5.
- d. Contractor will ensure that all operations are conducted according to professional standards, including maintaining client confidentiality, record keeping, training, and staff supervision.
- e. Contractor will maintain a process for on-going program quality assessment and improvement.
- f. Contractor will comply with the requirements of the current First 5 Healthy Food and Beverage Policy. A copy is on file with First 5 for your review.
- g. First 5 has set forth guidelines and procedures for the purchase and distribution of gift cards/certificates purchased with F5 Contra Costa funds. First 5 considers gift cards/certificates "cash" and Contractors using F5 funding to purchase and distribute them must comply with our guidelines. A complete copy of the guidelines and procedures is on file with First 5 for your review

## ADDITIONAL PROVISIONS

### **B. Recruitment, Enrollment, and Retention**

- a. Contractor will recruit families from Mt Diablo Adult Education ESL classes whose children are not in preschool.
- b. Contractor will enroll a minimum of 80 children (including the number re-enrolling from the prior year) in Literacy Preschool.
- c. Contractor will encourage regular attendance by children, and will track and report class attendance.
- d. *Performance Measures:*
  - i. Contractor will report the number of children who attend a family literacy preschool during each reporting period. (A child served in multiple reporting periods is counted only once during this fiscal year. The count may include children who re-enrolled from the prior fiscal year.)
  - ii. Contractor will provide a brief narrative each reporting period about the achievements and challenges in recruiting and retaining families, and increasing attendance.
  - iii. At the end of the contract year, Contractor will report child attendance as follows: the number of children that attended a family literacy preschool 1-49% of the time, 50-79% of the time and 80% or more of the time that fiscal year.

### **C. Preschool Implementation**

- a. Contractor will ensure that 5 family literacy preschools at 3 sites operate a minimum of 9 months/year. Preschool programs will provide direct instruction, demonstration, hands-on experience with manipulatives, art, and reading activities designed to provide developmentally appropriate pre-Kindergarten curriculum.
- b. Preschools will implement Tandem using the recommended guidelines of Tandem, including those regarding the Tandem evaluation.
- c. Preschool and ESL teachers will co-develop curriculum to link parents' English language and child development learning with child's early literacy.
- d. *Performance Measure:*
  - i. Contractor will provide a brief narrative each reporting period about the achievements and challenges in implementing the Family Literacy Preschools, and examples of how the adult learning is connected with the child's preschool experiences.

### **D. Child Developmental Screening and Observation**

- a. Contractor will screen all children in accordance with the screening tool guidelines at entry in the program and as indicated by results thereafter, using the Ages and Stages Questionnaire 3 (ASQ-3) and ASQ- SE2 to assist in identifying children with special needs and to aid in determining service supports. A recommendation for best screening practice is that both parents and teachers screen children using ASQ-3 and ASQ-SE2. Contractor will review the ASQ-3 and ASQ-SE screening results with the parent, jointly develop a plan to support the child in key areas, and coordinate appropriate referrals for services, if needed.
- b. Contractor will prioritize repeat screenings for client children if scores are below or near the cut off that identifies potential for a developmental concern on the ASQ-3 and/or ASQ-SE2

## ADDITIONAL PROVISIONS

and are referred for additional assessment and services as necessary following Contra Costa Referral Protocol.

- c. Contractor will complete DRDP on all children during Fall and Spring and conduct parent-teacher conferences accordingly.
- d. *Performance Measures:*
  - i. Contractor will report the number of children screened utilizing the ASQ-3 and ASQ-SE-2 child development assessment tool during each reporting period. (A child screened in multiple reporting periods is counted only once.) Contractor will report the number of ASQ-3 and ASQ-SE2s completed during each reporting period. Each completed screening is counted once as a child may receive more than one ASQ3 and ASQ-SE2.) In the Period Narrative, contractor will report the number of ASQ screenings completed during each reporting period, if applicable.
  - ii. Contractor will report the number of children referred for additional assessment as a result of using the ASQ-3 and ASQ-SE2 during each reporting period.
  - iii. Contractor will report the number of children who had a DRDP completed during each reporting period. In the Period Narrative, contractor will report the number of parent-teacher conferences that were conducted following the completion of the DRDPs, if applicable.

### **E. Quality Improvement**

- a. Contractor will continue to participate in Contra Costa's Quality Rating and Improvement System (QRIS) meetings and activities hosted by First 5 Contra Costa.
- b. *Performance Measure:*
  - i. Contractor will provide a brief narrative describing successes and challenges in integrating site improvement activities with staff as required by QRIS.

### **F. Program Monitoring and Evaluation**

- a. Contractor will enable the Commission to monitor the terms of the contract. Monitoring may include, but is not limited to, site visits, fiscal compliance reviews, periodic program reviews (e.g. quarterly Contractor Performance Assessment Report), review of written documentation, regular and/or special meetings with contractor, Commission's online system, hereafter called "First 5 Reports", Income and Expenditure reports, review of program data and collection procedures, job descriptions and Contractor's agency organizational structure.
- b. Contractor will monitor agreed upon Performance Measures to be used to gauge the effectiveness of the Contractor's program.
- c. Contractor will be subject to at least one annual site visit by Commission staff, and will complete the necessary documentation and Expenditure Reports set forth in Section 4 Reporting of these Additional Provisions.
- d. Contractor will be subject to fiscal compliance site visits as deemed appropriate by the Commission. The Commission will contact the Contractor no less than five (5) working days in advance to schedule the fiscal compliance site visit.

## ADDITIONAL PROVISIONS

- e. Contractor will participate in and carryout Commission identified evaluation activities necessary to ensure the accurate and timely collection of data. Contractor-specific data collection requirements are attached hereto as Attachment B and incorporated herein by this reference.
- f. Contractor’s services hereunder will be in accordance with the Program Budget, which is attached hereto as Attachment A and incorporated herein by this reference. Contractor is required to submit a Budget Revision Request form to the Commission when requesting the following changes to the approved budget:
  - i. Expenditures that exceed the 10% variance allowed within budget categories 1-3;
  - ii. Request to move monies between budget categories.

### 4. Reporting.

- A. Contractor will participate in training for use of the First 5 Reports system and will use the system to report quarterly progress on Performance Measures identified in this Contract, incorporated herein by this reference and the Contract Compliance Narratives, no later than the 15th of the month following the close of quarters 1-3 and no later than the 31st of the month following the close of the 4th and final quarter. Contract Compliance Narratives may include but are not limited to a description of successes and challenges in program implementation, lessons learned, service or income and expenditure discrepancies, significant staffing changes, and compelling vignettes of service consumers.
- B. Contractor will submit a general ledger as back-up to support all expenses charged to this Contract. The general ledger should be comprehensive and include current and previous quarter expenses.
- C. Contractor will submit the following Performance Measures, Compliance Narratives and Budget Reports on the dates set forth below:

REPORTS	TIME PERIOD	DUE
QUARTER 1	July 1, 2020 through September 30, 2020	October 15, 2019
QUARTER 2	October 1, 2020 through December 31, 2020	January 15, 2021
QUARTER 3	January 1, 20221through March 31, 2021	April 15, 2021
QUARTER 4	April 1, 2021 through June 30, 2021	July 31, 2021

**Performance Measures** - Quarterly progress on meeting milestones and targets identified in this agreement. This report is to be completed using the First 5 Reports system.

**Contract Compliance Narrative** – Quarterly narrative on progress. This report is to be completed using the First 5 Reports system.

**Expenditure Report** - Written Report detailing budget expenditures. This report must be **electronically** delivered to the Commission no later than the report due date. This report is cumulative and must include current and previous quarter expenses.

**ADDITIONAL PROVISIONS**

**5. Commission Obligations.**

**A. Contract Monitoring**

a. The Commission will monitor the terms of the contract. Monitoring may include, but is not limited to, site visits, fiscal compliance reviews, periodic reviews and discussions with contractor, review of First 5 Reports, Income and Expenditure reports, review of data collected and data collection procedures, job descriptions and organization structure of the Contractor.

**6. Payment Provisions.**

**A. Payment Amounts.**

Subject to the Payment Limit of this Contract First 5 will pay Contractor for all approved services, work, expenses, and costs provided or incurred by Contractor under this Contract for agreed upon services as outlined in the Program Budget which is attached hereto as Attachment A and incorporated herein by this reference. First 5 reserves the right to adjust the advance payment schedule and advance payment amounts based on the Contractor's billed expenditures submitted in the Quarterly Budget Reports. Payment amounts and schedule is as follows:

Payment 1:	Advance payment of \$24,584.00 will be paid on or about July 1, 2020
Payment 2:	Advance payment of \$24,584.00 will be paid on or about October 15, 2020
Payment 3:	Advance payment of \$24,584.00 will be paid on or about January 15, 2021
Payment 4:	Advance payment of \$24,584.00 will be paid on or about April 15, 2021
Payment 5:	One final payment of \$10,926.00 upon receipt of the final comprehensive performance report and expenditure report

**B.** First 5 payments of advance payments are contingent on Contractor's submission of timely reports and demand forms as provided below.

**C.** Payment Demands. **Contractor will submit Performance Measures, Compliance Narratives and Budget Reports** within fifteen (15) days from the end of quarters 1-3 and thirty-one (31) days from the end of quarter 4 as set forth in Section 4C above. Once the reports are received and approved by First 5, First 5 will forward a Demand Form to the Contractor for Contractor to complete and submit for payment.

**D.** For quarters 1-3, Contractor is required to return the completed Demand Forms to First 5, within thirty (30) days of Contractor's receipt of said demand. Contractor must submit the final 4th quarter Demand Form to First 5 no later than August 15, 2021.



## ADDITIONAL PROVISIONS

- E. First 5 will make payment as specified in Section 6A, to Contractor within thirty (30) days of approval of said payment demands by the Executive Director of First 5, or designee.
- F. All unexpended funds and any funds advanced to the Contractor but not utilized for agreed-upon services must be returned to First 5.
- G. Funds will be made payable to:  
Mt. Diablo Adult Education  
1266 San Carlos Avenue  
Concord, CA 94518
- H. Penalty for Late Submission. Contractor is required to return to First 5 a timely demand for payment each quarter as specified in Section 6C Payment Demands. If the Contractor fails to submit the final quarter demand to First 5 by August 15, 2021, as provided in Section 6C, First 5 will not pay Contractor for any expenses or demands submitted after that date.
  - i. If First 5 is unable to obtain reimbursement from the State of California as a result of Contractor's failure to submit to First 5 a timely demand for payment as specified in Section 6C (Payment Demands) above, First 5 will not pay Contractor for such services to the extent First 5's recovery of funding is prejudiced by the delay, even though such services were fully provided.
- I. Right to Withhold. First 5 has the right to withhold payment to Contractor when, in the opinion of First 5 expressed in writing to Contractor, (a) Contractor's performance, in whole or in part, either has not been carried out or is insufficiently documented, (b) Contractor has neglected, failed or refused to furnish information or to cooperate with any inspection, review or audit of its program, work or records, or (c) Contractor has failed to sufficiently itemize or document its demand(s) for payment.
- J. Audit Exceptions. Contractor agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate county, state or federal audit agencies resulting from its performance of this Contract. Within thirty (30) days of demand, Contractor will pay First 5 the full amount of First 5's obligation, if any, to the state and/or federal government resulting from any audit exceptions, to the extent such are attributable to Contractor's failure to perform properly any of its obligations under this Contract.

### 7. Miscellaneous Provisions.

- A. Tobacco Policy. During the term of the contract, Contractor will not receive money or financial support from any company that sells, manufactures or distributes tobacco or alcohol products, and will not invest any money in those companies.

## ADDITIONAL PROVISIONS

- B. Alcohol and Drug Abuse Policy.** Contractor will be subject to, support implementation of, and comply with the First 5's Alcohol and Drug Abuse Policy, adopted by First 5, which is on file with First 5 and incorporated herein by this reference.
- C. Child Abuse Index Check.** If the services required by this contract involve the provision of direct services to children, Contractor agrees to perform the following reference checks on each employee who provides direct services to children: (a) the Child Abuse Index check; (b) the Criminal Record Clearance check by the State Department of Justice; and (c) the State Department of Motor Vehicles (DMV) record check. If any of these reference checks shows an employee has a criminal record involving crimes against children, Contractor will immediately remove that employee from providing any services pursuant to this contract.
- D. Supplantation of Funds.** Contractor warrants that the funds received pursuant to this contract supplement, and do not supplant, existing levels of service. With regard to services covered by this contract and for the term of this contract, Contractor agrees to maintain the same level of such services as it provided at the time of this contract, utilizing funds other than those provided under this contract.
- E. Acknowledgement of Funds.** All printed materials created by Contractor pursuant to this Contract will contain the following information in a type size and style appropriate to the materials. First 5 will provide camera-ready logo upon request. Contractor will follow the Style and Usage Guide, which is attached hereto as Attachment C and incorporated herein by this reference.

Made possible by funding from the



See Attachment C for directions

- F. Eligibility For Funding.** Contractor will remain in compliance and good standing with all local, county, state, and federal government entities including but not limited to the IRS, California Secretary of State-Business Programs and the Franchise Tax Board.

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**ATTACHMENT A  
PROGRAM BUDGET  
Mt. Diablo Adult Education**

**CONTRACT #21-008**

**FIRST 5 BUDGET FORM**

**FILL OUT GREEN & YELLOW CELLS ONLY**

Contractor:	Mt. Diablo Unified School District, Mt. Diablo Adult Education
Contract Number:	21-008
Contract Period:	July 1, 2020 - June 30, 2021
Commission Initiative:	Early Care and Education

Program Activity:

1 DIRECT PROGRAM PERSONNEL		TOTAL Program Activity BUDGET (for reference only)		FIRST 5 BUDGET	
	FTEs			FTEs	
a	Family Literacy Preschool Teachers	2.22	\$ 56,360.88		\$ 56,360.88
b	ESL Program Assistant	0.40	\$ 16,060.80		\$ 16,060.80
c	Community School Counselor	0.22	\$ 11,552.00		\$ 11,552.00
d	Family Literacy Preschool Teachers	4.18	\$ 125,258.00		
e					
f					
g					
h					
i					
j					
k					
l					
<b>Total Wage Expenses</b>			<b>\$ 209,231.68</b>		<b>\$ 83,973.68</b>
<b>Fringe Benefits</b>			<b>\$ 38,592.07</b>	18%	<b>\$ 15,488.66</b>
<b>TOTAL PERSONNEL</b>			<b>\$ 247,823.75</b>		<b>\$ 99,462.34</b>

2 DIRECT PROGRAM COSTS					
Subcontractors, Consultants and Collaborative Partners					
a					
b					
c					
d					
e					
<b>Total Subcontractors</b>			<b>\$ -</b>		<b>\$ -</b>
f	ESL Preschool-Instructional Materials & Supplies		\$ 9,799.66		\$ 9,799.66
g					
h					
i					
j					
k					
l					
m					
n					
o					
p					
q					
r					
s					
<b>TOTAL DIRECT PROGRAM COSTS</b>			<b>\$ 9,799.66</b>		<b>\$ 9,799.66</b>

3 SHARED COSTS					
a					
b					
c					
d					
e					
f					
<b>TOTAL SHARED COSTS</b>			<b>\$ -</b>		<b>\$ -</b>
<b>TOTAL PROGRAM COSTS</b>			<b>\$ 257,623.41</b>		<b>\$ 109,262.00</b>

4 INDIRECT (Agency Administration)					
Total Agency Administrative Allocation				\$ -	Total First 5 Agency Administrative Allocation*
<b>TOTAL PROGRAM ACTIVITY BUDGET</b>			<b>\$ 257,623.41</b>	<b>\$ 109,262.00</b>	<b>TOTAL FIRST 5 BUDGET</b>

5 FUNDING SOURCES other than FIRST 5 for this program			
a	Administrative Costs above First 5 Indirect Allowance	\$	-
b	Your Agency Contributions		
c	MDUSD Early Childhood Attendants	\$	148,361.41
d			
e			
f			
<b>TOTAL OTHER FUNDING STREAMS</b>		<b>\$</b>	<b>148,361.41</b>

Submitted By:	Jennifer Dougherty	Date:	
Title:	Adult Education Fiscal Analyst		

\*Note: May request up to 15% of First 5 Budget Amount for Agency Administration Costs



**ATTACHMENT B  
DATA COLLECTION REQUIREMENTS  
Mt. Diablo Adult Education**

**CONTRACT #21-008**

Data Collection	Administration	Submission
First 5 Family Survey with Story Cycles Pre test	Preschool staff asks parents to complete at beginning of academic year. Unique ID is assigned initially and used throughout enrollment.	Copies mailed to First 5 External Evaluator within one month of data collection. Any remaining surveys are sent no later than July 15 <sup>th</sup> .
StoryCycles (Post will be provided by External Evaluator)	Adult education staff and/or preschool staff, collect at end of year. Assign same Family ID number that matches Family Survey.	Copies mailed to External Evaluator within one month of data collection, and no later than July 15 <sup>th</sup> .
DRDP or DRDP Tech child assessment tool	Adult education staff and preschool staff will continue the use of DRDP or DRDP Tech.	Submission of the DRDP will be completed twice a year by preschool staff, including parent-teacher conferences.
ASQ-3	Staff and parents complete the ASQ-3 and ASQ-SE2, at intake and record scores. Children receiving at least one cut-off score of concern are tracked for a follow-up screening at the appropriate interval. For children with a low cut-off score, staff administers a second ASQ-at the next appropriate age level interval. Contractor will report the number of children receiving a re-screening.	Paper copies of score sheets will be mailed to First 5 External Evaluator within one month of data collection. Any remaining forms for FY19-20 are sent to F5CC External Evaluator no later than July 15 <sup>th</sup> .
Routine Reports	Completed by Contractor.	Quarterly progress updates are entered in First 5 Reports for Performance Measures and Compliance Narratives and are due 10/15, 1/15, 4/15 and 7/31.
iPinwheel database	Contractor will update site information, and enter site quality improvement plan (QIP) through iPinwheel Database. Trainings and TA will be available for site administrator.	

This evaluation design may change as the Commission’s needs for information change.  
Contractor will make reasonable efforts to enable F5CC evaluation staff to assess outcomes of this program.



**ATTACHMENT C  
FIRST 5 LOGO STYLE AND USAGE GUIDE  
Mt. Diablo Adult Education**

**CONTRACT #21-008**

## Style & Usage Guide

### Public Acknowledgement

It is very important to let the public know how Proposition 10 funds are benefiting children and families in Contra Costa County. If you receive funding from First 5 Contra Costa for your program or project, then you are required to recognize our contribution on all printed materials including but not limited to press releases, event programs, flyers, and other documents or materials printed for public benefit (see the "Miscellaneous Provisions" section of your contract). Please include the following attribution in a type size appropriate for your materials:

Made possible by funding from:



### Program Name

We prefer that you use the First 5 Contra Costa logo whenever possible. If it is not appropriate (e.g., for a press release), then please use our correct name: First 5 Contra Costa Children and Families Commission. If you are limited for space, then you may use First 5 Contra Costa.

Our name should NOT be written:

- First Five Contra Costa
- First5 Contra Costa
- First 5Contra Costa
- First 5 Commission
- First 5 CC
- Contra Costa Children and Families Commission

### Logo

Our logo is to be used in a three-color version whenever possible, Bright Green, Bright Blue, and Bright Red exactly as specified and provided in the approved artwork (PMS, CMYK, and RGB specifications are provided). Do **not** change the logo. All versions of the logo are available in Spanish.

#### COLOR SPECIFICATIONS CHART

	PMS	CMYK	RGB
GREEN	361	75-0-100-0	0-204-51
BLUE	300	100-60-0-0	0-102-204
RED	032	0-100-85-0	204-0-51

If you are not able to print the three-color version, our logo should be reproduced in the following colors only:

Blue



Black



Don't stretch our logo out of shape!



Please note that all materials with our name and logo **must** be approved by Communications Department for First 5 Contra Costa: (925) 771-7300.

Initials: \_\_\_\_\_  
Contractor First 5