

**STANDARD AGREEMENT** rev Jan. 2022



AGREEMENT NUMBER <b>[Agreement number]</b>
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- In this agreement (“Agreement”), the term “Contractor” refers to **[Contractor name]**, and the term “JCC” refers to the **JUDICIAL COUNCIL OF CALIFORNIA**.
- This Agreement is effective as of **April 28, 2023** (“Effective Date”) and expires on **June 30, 2023** (“Expiration Date”). This Agreement includes one or more options to extend through **June 30, 2025**.
- The maximum amount the JCC may pay Contractor under this Agreement is **[\$Dollar amount]** (the “Contract Amount”). The maximum amount the JCC may pay Contractor is (i) **[\$Dollar amount]** during the Initial Term, and (ii) **[\$Dollar amount]** during the Option Term.
- The purpose or title of this Agreement is: **ICWA TRIBAL DEPENDENCY ATTORNEY CURRICULUM**

*The purpose or title listed above is for administrative reference only and does not define, limit, or construe the scope or extent of this Agreement.*

- The parties agree that this Agreement, made up of this coversheet, the appendixes listed below, and any attachments, contains the parties’ entire understanding related to the subject matter of this Agreement, and supersedes all previous proposals, both oral and written, negotiations, representations, commitments, writing and all other communications between the parties.

- Appendix A – Services
- Appendix B – Payment Provisions
- Appendix C – General Provisions
- Appendix D – Defined Terms
- Appendix E – Unruh Civil Rights Act and FEHA Certification *[Only when entering into or renewing a contract \$100,000 or more]*

JCC’S SIGNATURE	CONTRACTOR’S SIGNATURE
<b>JUDICIAL COUNCIL OF CALIFORNIA</b>	CONTRACTOR’S NAME <i>(if Contractor is not an individual person, state whether Contractor is a corporation, partnership, etc., and the state or territory where Contractor is organized)</i>  <b>[Contractor name]</b>
BY <i>(Authorized Signature)</i> 	BY <i>(Authorized Signature)</i> 
PRINTED NAME AND TITLE OF PERSON SIGNING  <b>[Name and title]</b>	PRINTED NAME AND TITLE OF PERSON SIGNING  <b>[Name and title]</b>
DATE EXECUTED  <b>[Date]</b>	DATE EXECUTED  <b>[Date]</b>
ADDRESS  <b>[Address]</b>	ADDRESS  <b>[Address]</b>

## APPENDIX A

### Services

#### 1. Background and Purpose.

- The Judicial Council of California (“JCC”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the JCC to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The JCC also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The JCC’s Court Operations and Services Division, Center for Families, Children & the Courts (“CFCC”) supports programs in court settings that improve practice and services for children, youth, parents, families, and other court users.
- The JCC’s Center for Families, Children & the Courts is responsible for administering trainings to juvenile court attorneys representing Indian tribes in cases governed by the Indian Child Welfare Act (ICWA).

#### 2. Description of Services, Deliverables and Timelines.

##### 2.1 Introduction:

The Contractor will have expertise representing tribes in juvenile dependency cases in California that are governed by ICWA and will develop a skills-based training curriculum for attorneys involved in dependency cases in California that are governed by ICWA.

The Contractor will meet with JCC staff, and will review and adapt the content of the existing curriculum. The Contractor must create an outline of changes, provide a draft of the changes, and provide a draft of the final changes.

##### 2.1.1 General Scope of Services Requirements

2.1.1.1 Review existing curriculum.

2.1.1.2 Form a focus group of tribal attorneys and use contract funding to compensate focus group members to help contractor adapt and develop the curriculum.

2.1.1.3 Adapt or develop a fact pattern intended to illustrate issues that arise in dependency cases governed by the Indian Child Welfare Act (ICWA) and Indian law specific issues that may arise during representation of tribes such as, tribal rights and participation, ethical and professional issues in representing and obtaining instructions from a tribal entity.

2.1.1.4 The fact pattern must address issues at each hearing throughout the life of a case including emergency removal/detention, disposition, status review hearings, hearing to terminate reunification services, and Welfare and Institutions Code section 366.26 hearing. Specific legal issues to be addressed will include active efforts, ICWA placement preferences, qualified expert witness testimony, and permanency planning.

- 2.1.1.5 Skills to be addressed in the curriculum include evaluating a case plan to determine whether it meets the standards of active efforts; direct and cross examination of a social worker regarding case planning, delivery of active efforts, tribal engagement and collaboration and efforts to meet the ICWA placement preferences, evaluation of a qualified expert witness report and direct and cross examination of a qualified expert witness.
- 2.1.1.6 Materials to be developed include case file materials to be developed include sample delivered services logs, case plans, court reports and qualified expert witness reports.
- 2.1.1.7 Final work product will include an instructor guide for the trial skills trainers including ICWA and California specific law and legal standards.
- 2.1.1.8 Serve as faculty for the developed curriculum and help JCC staff recruit and vet other tribal experts as faculty for the delivery of this curriculum.

2.2.1 Tasks and Deliverables.

The JCC anticipates the following major tasks and specific deliverables in connection with the scope of services. Without changing the Deliverables, the Contractor should correct, validate and expand on the tasks, as deemed necessary or desirable.

2.2.1.1 Tasks- Year 1

- 2.2.1.1.1 Meet with and obtain input from CFCC dependency attorneys and outcomes for this project.
- 2.2.1.1.2 Review existing dependency attorney curriculum. Adapt the existing curriculum to incorporate ICWA issues. Provide an outline of curriculum to CFCC dependency attorneys.
- 2.2.1.1.3 Make modifications to outline based on feedback from CFCC dependency attorneys.
- 2.2.1.1.4 Present full draft of the curriculum to CFCC dependency attorneys for review.
- 2.2.1.1.5 Incorporate CFCC dependency attorneys' input and present final versions of curriculum and associated materials.
- 2.2.1.1.6 Deliverable 1: Meet with JCC staff and provide summary note of the meeting about the project. Estimated Due Date: May 5, 2023
- 2.2.1.1.7 Deliverable 2: Provide JCC staff with a roster of the focus group. Estimated Due Date: May 5, 2023
- 2.2.1.1.8 Deliverable 3: Review existing dependency attorney curriculum. Adapt the existing curriculum to incorporate ICWA issues. Provide an outline of curriculum to CFCC dependency attorneys. Estimated Due Date: May 22, 2023.
- 2.2.1.1.9 Deliverable 4: Make modifications to outline based on feedback from CFCC dependency attorneys and return to CFCC for review. Estimated Due Date: June 2, 2023.

2.2.1.1.10 Deliverable 5: Present full draft of curriculum to CFCC dependency attorneys for review. Estimated Due Date: June 19, 2023.

2.2.1.1.11 Deliverable 6: Incorporate CFCC dependency attorneys' input and present final draft of the curriculum. Estimated Due Date: June 30, 2023

#### 2.2.1.2 Tasks Option Year 1

2.2.1.2.1 Create a trainer's manual to accompany the developed curriculum.

2.2.1.2.2 Deliverable 7: Meet with the JCC to plan the delivery of the curriculum and draft a tentative trainer's manual Estimated Due Date: August 1, 2023.

2.2.1.2.3 Deliverable 8: Make modification of the trainer's manual based on JCC feedback and present the final version to the JCC. Estimated Due Date: September 30, 2023.

2.2.1.2.4 Conduct a "train the trainers" for faculty on this curriculum.

2.2.1.2.5 Deliverable 9: Provide JCC staff with a list of vetted attorneys as faculty for the training. Estimated Due Date: October 15, 2023.

2.2.1.2.6 Deliverable 10: Meet with faculty for train faculty on how to use the teacher's manual and the curriculum. Estimated Due Date: December 15, 2023.

2.2.1.2.7 Serve as faculty for two trainings to 50 attorneys in each training.

2.2.1.2.8 Deliverable 11: Prepare and serve as faculty for training one. Estimated Due Date: April 30, 2024.

2.2.1.2.9 Deliverable 12: Prepare and serve as faculty for training two. Estimated Due Date: June 15, 2024.

#### 2.2.1.3- Option Year 2

2.2.1.3.1 Conduct a "train the trainers" for faculty on this curriculum.

2.2.1.3.2 Deliverable 13: Meet with faculty for train faculty on how to use the teacher's manual and the curriculum. Estimated Due Date: November 15, 2024.

2.2.1.3.3 Serve as faculty for two trainings to 50 attorneys in each training.

2.2.1.3.4 Deliverable 14: Prepare and serve as faculty for training three. Estimated Due Date: April 30, 2025.

2.2.1.3.5 Deliverable 15: Prepare and serve as faculty for training four. Estimated Due Date: June 15, 2025

**2.2 Acceptance Criteria.** The Services and Deliverables must meet the following acceptance criteria or the JCC may reject the applicable Services or Deliverables. The JCC may use the attached Acceptance and

Signoff Form to notify Contractor of the acceptance or rejection of the Services and Deliverables. Contractor will not be paid for any rejected Services or Deliverables.

- 2.3 Project Managers.** The JCC's project manager is: **[Insert name]**. The JCC may change its project manager at any time upon notice to Contractor without need for an amendment to this Agreement. Contractor's project manager is: **[Insert name]**. Subject to written approval by the JCC, Contractor may change its project manager without need for an amendment to this Agreement.
- 2.4 Service Warranties.** Contractor warrants that: (i) the Services will be rendered with promptness and diligence and will be executed in a workmanlike manner, in accordance with the practices and professional standards used in well-managed operations performing services similar to the Services; and (ii) Contractor will perform the Services in the most cost-effective manner consistent with the required level of quality and performance. Contractor warrants that each Deliverable will conform to and perform in accordance with the requirements of this Agreement and all applicable specifications and documentation. For each such Deliverable, the foregoing warranty shall commence for such Deliverable upon the JCC's acceptance of such Deliverable and shall continue for a period of one (1) year following acceptance. In the event any Deliverable does not conform to the foregoing warranty, Contractor shall promptly correct all nonconformities to the satisfaction of the JCC.
- 2.5 Resources.** Contractor is responsible for providing any and all facilities, materials and resources (including personnel, equipment and software) necessary and appropriate for performance of the Services and to meet Contractor's obligations under this Agreement.
- 2.6 Commencement of Performance.** This Agreement is of no force and effect until signed by both parties and all JCC-required approvals are secured. Any commencement of performance prior to Agreement approval shall be at Contractor's own risk.
- 2.7 Stop Work Orders.**
- A.** The JCC may, at any time, by Notice to Contractor, require Contractor to stop all or any part of the Services for a period up to ninety (90) days after the Notice is delivered to Contractor, and for any further period to which the parties may agree ("Stop Work Order"). The Stop Work Order shall be specifically identified as such and shall indicate it is issued under this provision. Upon receipt of the Stop Work Order, Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the Services covered by the Stop Work Order during the period of stoppage. Within ninety (90) days after a Stop Work Order is delivered to Contractor, or within any extension of that period to which the parties shall have agreed, the JCC shall either (i) cancel the Stop Work Order; or (ii) terminate the Services covered by the Stop Work Order as provided for in this Agreement.
- B.** If a Stop Work Order issued under this provision is canceled or the period of the Stop Work Order or any extension thereof expires, Contractor shall resume the performance of Services. The JCC shall make an equitable adjustment in the delivery schedule, the Contract Amount, or both, and the Agreement shall be modified, in writing, accordingly, if:
- i. The Stop Work Order results in an increase in the time required for, or in Contractor's cost properly allocable to the performance of any part of this Agreement; and
- ii. Contractor requests an equitable adjustment within thirty (30) days after the end of the period of stoppage; however, if the JCC decides the facts justify the action, the JCC may receive and act upon a proposal submitted at any time before final payment under this Agreement.
- C.** The JCC shall not be liable to Contractor for loss of profits because of a Stop Work Order issued under this provision.
- 3. Acceptance or Rejection.** All Services, and Deliverables are subject to acceptance by the JCC. The JCC may reject any Services or Deliverables that (i) fail to meet applicable acceptance criteria, (ii) are not as warranted, or (iii) are performed or delivered late (without prior consent by the JCC). If the JCC rejects any Good, Service, or Deliverable (other than for late performance or delivery), Contractor shall modify such rejected Good, Service, or Deliverable at no expense to the JCC to correct the relevant deficiencies and shall redeliver such Good, Service, or Deliverable to the JCC within ten (10) business days after the JCC's rejection, unless

Agreement No. \_\_\_\_\_, with \_\_\_\_\_.

otherwise agreed in writing by the JCC. Thereafter, the parties shall repeat the process set forth in this section until the JCC accepts such corrected Good, Service, or Deliverable. The JCC may terminate that portion of this Agreement which relates to a rejected Good, Service, or Deliverable at no expense to the JCC if the JCC rejects that Good, Service, or Deliverable (i) for late performance or delivery, or (ii) on at least two (2) occasions for other deficiencies.

Agreement No. \_\_\_\_\_, with \_\_\_\_\_.

**ATTACHMENT 1  
ACCEPTANCE AND SIGNOFF FORM**

Description of Services or Deliverables provided by Contractor: \_\_\_\_\_

**Date submitted to the JCC:** \_\_\_\_\_

The Services or Deliverables are:

1) Submitted on time:  yes  no. If no, please note length of delay and reasons.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Complete:  yes  no. If no, please identify incomplete aspects of the Services or Deliverables.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Technically accurate:  yes  no. If no, please note corrections required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note level of satisfaction:

Poor  Fair  Good  Very Good  Excellent

Comments, if any:

\_\_\_\_\_  
\_\_\_\_\_

The Services or Deliverables listed above are accepted.

The Services or Deliverables listed above are rejected.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

END OF ATTACHMENT

**APPENDIX B**  
**Payment Provisions**

- 1. General.** Subject to the terms of this Agreement, Contractor shall invoice the JCC, and the JCC shall compensate Contractor, as set forth in this Appendix B. The amounts specified in this Appendix shall be the total and complete compensation to be paid to Contractor for its performance under this Agreement. Contractor shall bear, and the JCC shall have no obligation to pay or reimburse Contractor for, any and all other fees, costs, profits, taxes or expenses of any nature which Contractor incurs.
- 2. Compensation for Services.**
  - 2.1 Amount.** Contractor will invoice the following amounts for Services or Deliverables that the JCC has accepted:

Milestone(s) Description	Estimated Completion Date	Fixed Price
<b>First Milestone:</b> Meet with and obtain input from CFCC dependency attorneys and outcomes for this project.	May 5, 2023	TBD
<b>Second Milestone:</b> Provide JCC staff with a roster of the focus group.	May 5, 2023	TBD
<b>Third Milestone:</b> Review existing dependency attorney curriculum. Adapt the existing curriculum to incorporate ICWA issues. Provide an outline of curriculum to CFCC dependency attorneys.	May 22, 2023	TBD
<b>Fourth Milestone:</b> Make modifications to outline based on feedback from CFCC dependency attorneys and return to CFCC for review.	June 2, 2023	TBD
<b>Fifth Milestone:</b> Present full draft of curriculum to CFCC dependency attorneys for review.	June 19, 2023	TBD
<b>Sixth Milestone:</b> Incorporate CFCC dependency attorneys' input and present final draft of the curriculum.	June 30, 2023	TBD



<b>Option Year 1</b>		
<b>Seventh Milestone:</b> Meet with the JCC to plan the delivery of the curriculum and draft a tentative trainer’s manual.	August 1, 2023	TBD
<b>Eighth Milestone:</b> Make modification of the trainer’s manual based on JCC feedback and present the final version to the JCC.	September 30, 2023	TBD
<b>Ninth Milestone:</b> Provide JCC staff with a list of vetted attorneys as faculty for the training.	October 15, 2023	TBD
<b>Tenth Milestone:</b> Meet with faculty for train faculty on how to use the teacher’s manual and the curriculum.	December 15, 2023	TBD
<b>Eleventh Milestone:</b> Prepare and serve as faculty for training one.	April 30, 2024	TBD
<b>Twelfth Milestone:</b> Prepare and serve as faculty for training two.	June 15, 2024	TBD
<b>Option Year 2</b>		
<b>Thirteenth Milestone:</b> Meet with faculty for train faculty on how to use the teacher’s manual and the curriculum.	November 15, 2024	TBD
<b>Fourteenth Milestone:</b> Prepare and serve as faculty for training three.	April 30, 2025	TBD
<b>Fifteenth Milestone:</b> Prepare and serve as faculty for training four.	June 15, 2025	TBD

**2.2 Withholding.** When making a payment tied to the acceptance of Deliverables, the JCC shall have the right to withhold fifteen percent (15%) of each such payment until the JCC accepts the final Deliverable.

**2.3 No Advance Payment.** The JCC will not make any advance payment for Services.

**3 Expenses.** No expenses relating to the Services, and Deliverables shall be reimbursed by the JCC.

**3.1 Expense.** Contractor shall not invoice the JCC, and the JCC has no obligation to reimburse Contractor, for expenses of any type.

**3.2 Required Certification.** Contractor must include with any request for reimbursement from the JCC a certification that Contractor is not seeking reimbursement for costs incurred to assist, promote, or deter union organizing. If Contractor incurs costs or makes expenditures to assist, promote or deter union organizing, Contractor will maintain records sufficient to show that no reimbursement from the JCC was sought for these costs, and Contractor will provide those records to the Attorney General upon request.

**4. Invoicing and Payment**

**4.1 Invoicing.** Contractor shall submit invoices to the JCC in arrears no more frequently than monthly. Contractor's invoices must include information and supporting documentation acceptable to the JCC. Contractor shall adhere to reasonable billing guidelines issued by the JCC from time to time.

**4.2 Payment.** The JCC will pay each correct, itemized invoice received from Contractor after acceptance of the applicable Services, or Deliverables, in accordance with the terms of this Agreement.

Notwithstanding any provision in this Agreement to the contrary, payments to Contractor are contingent upon the timely and satisfactory performance of Contractor's obligations under this Agreement.

**4.3 No Implied Acceptance.** Payment does not imply acceptance of Contractor's invoice, Services, or Deliverables. Contractor shall immediately refund any payment made in error. The JCC shall have the right at any time to set off any amount owing from Contractor to the JCC against any amount payable by the JCC to Contractor under this Agreement.

**5. Taxes.** Unless otherwise required by law, the JCC is exempt from federal excise taxes and no payment will be made for any personal property taxes levied on Contractor or on any taxes levied on employee wages. The JCC shall only pay for any state or local sales, service, use, or similar taxes imposed on the Services rendered or equipment, parts or software supplied to the JCC pursuant to this Agreement.

## APPENDIX C

### General Provisions

#### 1. Provisions Applicable to Services

- 1.1 **Qualifications.** Contractor shall assign to this project only persons who have sufficient training, education, and experience to successfully perform Contractor's duties. If the JCC is dissatisfied with any of Contractor's personnel, for any or no reason, Contractor shall replace them with qualified personnel.
- 1.2 **Turnover.** Contractor shall endeavor to minimize turnover of personnel Contractor has assigned to perform Services.
- 1.3 **Background Checks.** Contractor shall cooperate with the JCC if the JCC wishes to perform any background checks on Contractor's personnel by obtaining, at no additional cost, all releases, waivers, and permissions the JCC may require. Contractor shall not assign personnel who refuse to undergo a background check. Contractor shall provide prompt notice to the JCC of (i) any person who refuses to undergo a background check, and (ii) the results of any background check requested by the JCC and performed by Contractor. Contractor shall ensure that the following persons are not assigned to perform services for the JCC: (a) any person refusing to undergo such background checks, and (b) any person whose background check results are unacceptable to Contractor or that, after disclosure to the JCC, the JCC advises are unacceptable to the JCC.

#### 2. Contractor Certification Clauses. Contractor certifies that the following representations and warranties are true. Contractor shall cause its representations and warranties to remain true during the Term. Contractor shall promptly notify the JCC if any representation and warranty becomes untrue. Contractor represents and warrants as follows:

- 2.1 **Authority.** Contractor has authority to enter into and perform its obligations under this Agreement, and Contractor's signatory has authority to bind Contractor to this Agreement.
- 2.2 **Not an Expatriate Corporation.** Contractor is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of PCC 10286.1 and is eligible to contract with the JCC.
- 2.3 **No Gratuities.** Contractor has not directly or indirectly offered or given any gratuities (in the form of entertainment, gifts, or otherwise), to any Judicial Branch Personnel with a view toward securing this Agreement or securing favorable treatment with respect to any determinations concerning the performance of this Agreement.
- 2.4 **No Conflict of Interest.** Contractor has no interest that would constitute a conflict of interest under PCC 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with Judicial Branch Entities.
- 2.5 **No Interference with Other Contracts.** To the best of Contractor's knowledge, this Agreement does not create a material conflict of interest or default under any of Contractor's other contracts.
- 2.6 **No Litigation.** No suit, action, arbitration, or legal, administrative, or other proceeding or governmental investigation is pending or threatened that may adversely affect Contractor's ability to perform the Services.
- 2.7 **Compliance with Laws Generally.** Contractor complies in all material respects with all laws, rules, and regulations applicable to Contractor's business and services.
- 2.8 **Drug Free Workplace.** Contractor provides a drug free workplace as required by California Government Code sections 8355 through 8357.
- 2.9 **No Harassment.** Contractor does not engage in unlawful harassment, including sexual harassment, with respect to any persons with whom Contractor may interact in the performance of this Agreement, and Contractor takes all reasonable steps to prevent harassment from occurring.

- 2.10 Noninfringement.** The Services, Deliverables, and Contractor’s performance under this Agreement do not infringe, or constitute an infringement, misappropriation or violation of, any third party’s intellectual property right.
- 2.11 Nondiscrimination.** Contractor complies with the federal Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and California’s Fair Employment and Housing Act (Government Code sections 12990 et seq.) and associated regulations (Code of Regulations, title 2, sections 7285 et seq.). Contractor does not unlawfully discriminate against any employee or applicant for employment because of age (40 and over), ancestry, color, creed, disability (mental or physical) including HIV and AIDS, marital or domestic partner status, medical condition (including cancer and genetic characteristics), national origin, race, religion, request for family and medical care leave, sex (including gender and gender identity), and sexual orientation. Contractor will notify in writing each labor organization with which Contractor has a collective bargaining or other agreement of Contractor’s obligations of nondiscrimination.
- 2.12 National Labor Relations Board Orders.** No more than one, final unappealable finding of contempt of court by a federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor’s failure to comply with an order of a federal court requiring Contractor to comply with an order of the National Labor Relations Board. Contractor swears under penalty of perjury that this representation is true.

### 3. Insurance

- 3.1 Basic Coverage.** Contractor shall provide and maintain at the JCC’s discretion and Contractor’s expense the following insurance during the Term:
- A. Commercial General Liability.** The policy must be at least as broad as the Insurance Services Office (ISO) Commercial General Liability “occurrence” form, with coverage for liabilities arising out of premises, operations, independent contractors, products and completed operations, personal and advertising injury, and liability assumed under an insured contract. The policy must provide limits of at least \$1,000,000 per occurrence and annual aggregate.
  - B. Workers Compensation and Employer’s Liability.** The policy is required only if Contractor has employees. The policy must include workers’ compensation to meet minimum requirements of the California Labor Code, and it must provide coverage for employer’s liability bodily injury at minimum limits of \$1,000,000 per accident or disease.
  - C. Automobile Liability.** This policy is required only if Contractor uses an automobile or other vehicle in the performance of this Agreement. The policy must cover bodily injury and property damage liability and be applicable to all vehicles used in Contractor’s performance of this Agreement whether owned, non-owned, leased, or hired. The policy must provide combined single limits of at least \$1,000,000 per occurrence.
  - D. Professional Liability.** This policy is required only if Contractor performs professional services under this Agreement. The policy must cover liability resulting from any act, error, or omission committed in Contractor’s performance of Services under this Agreement, at minimum limits of \$1,000,000 per occurrence and annual aggregate. If the policy is written on a “claims made” form, Contractor shall maintain such coverage continuously throughout the Term and, without lapse, for a period of three (3) years beyond the termination and acceptance of all Services provided under this Agreement. The retroactive date or “prior acts inclusion date” of any such “claims made” policy must be no later than the date that activities commence pursuant to this Agreement.
  - E. Commercial Crime Insurance.** This policy is required only if Contractor handles or has regular access to the JCC’s funds or property of significant value to the JCC. This policy must cover dishonest acts including loss due to theft of money, securities, and property; forgery, and alteration of documents; and fraudulent transfer of money, securities, and property. The minimum liability limit must be \$[Dollar amount].
- 3.2 Umbrella Policies.** Contractor may satisfy basic coverage limits through any combination of basic coverage and umbrella insurance.

- 3.3 Aggregate Limits of Liability.** The basic coverage limits of liability may be subject to annual aggregate limits. If this is the case the annual aggregate limits of liability must be at least two (2) times the limits required for each policy, or the aggregate may equal the limits required but must apply separately to this Agreement.
- 3.4 Deductibles and Self-Insured Retentions.** Contractor shall declare to the JCC all deductibles and self-insured retentions that exceed \$100,000 per occurrence. Any increases in deductibles or self-insured retentions that exceed \$100,000 per occurrence are subject to the JCC's approval. Deductibles and self-insured retentions do not limit Contractor's liability.
- 3.5 Additional Insured Endorsements.** Contractor's commercial general liability policy, automobile liability policy, and, if applicable, umbrella policy must be endorsed to name the following as additional insureds with respect to liabilities arising out of the performance of this Agreement: the JCC, the State of California, the JCC, and their respective judges, subordinate judicial officers, executive officers, administrators, officers, officials, agents, representatives, contractors, volunteers or employees.
- 3.6 Certificates of Insurance.** Before Contractor begins performing Services, Contractor shall give the JCC certificates of insurance attesting to the existence of coverage. Contractor shall provide prompt written notice to the JCC in the event that insurance coverage is cancelled or materially changed from the coverage set forth in the current certificate of insurance provided to the JCC.
- 3.7 Qualifying Insurers.** For insurance to satisfy the requirements of this section, all required insurance must be issued by an insurer with an A.M. Best rating of A - or better that is approved to do business in the State of California.
- 3.8 Required Policy Provisions.** Each policy must provide, as follows: (i) the policy is primary and noncontributory with any insurance or self-insurance maintained by Judicial Branch Entities and Judicial Branch Personnel, and the basic coverage insurer waives any and all rights of subrogation against Judicial Branch Entities and Judicial Branch Personnel; (ii) the insurance applies separately to each insured against whom a claim is made or a lawsuit is brought, to the limits of the insurer's liability; and (iii) each insurer waives any right of recovery or subrogation it may have against the JCC, the State of California, the JCC, and their respective judges, subordinate judicial officers, executive officers, administrators, officers, officials, agents, representatives, contractors, volunteers or employees for loss or damage.
- 3.9 Partnerships.** If Contractor is an association, partnership, or other joint business venture, the basic coverage may be provided by either (i) separate insurance policies issued for each individual entity, with each entity included as a named insured or as an additional insured; or (ii) joint insurance program with the association, partnership, or other joint business venture included as a named insured.
- 3.10 Consequence of Lapse.** If required insurance lapses during the Term, the JCC is not required to process invoices after such lapse until Contractor provides evidence of reinstatement that is effective as of the lapse date.
- 4. Indemnity.** Contractor will defend (with counsel satisfactory to the JCC or its designee), indemnify and hold harmless the Judicial Branch Entities and the Judicial Branch Personnel against all claims, losses, and expenses, including attorneys' fees and costs, that arise out of or in connection with (i) a latent or patent defect in any Goods, (ii) an act or omission of Contractor, its agents, employees, independent contractors, or subcontractors in the performance of this Agreement, (iii) a breach of a representation, warranty, or other provision of this Agreement, and (iv) infringement of any trade secret, patent, copyright or other third party intellectual property. This indemnity applies regardless of the theory of liability on which a claim is made or a loss occurs. This indemnity will survive the expiration or termination of this Agreement, and acceptance of any Services, or Deliverables. Contractor shall not make any admission of liability or other statement on behalf of an indemnified party or enter into any settlement or other agreement which would bind an indemnified party, without the JCC's prior written consent, which consent shall not be unreasonably withheld; and the JCC shall have the right, at its option and expense, to participate in the defense and/or settlement of a claim through counsel of its own choosing. Contractor's duties of indemnification exclude indemnifying a party for that portion of losses and expenses that are finally determined by a reviewing court to have arisen out of the sole negligence or willful misconduct of the indemnified party.

**5. Option Term.** The JCC may, at its sole option, extend the Term for two (2) one-year option terms, at the end of which this Agreement shall expire. In order to exercise the Option Terms, the JCC must send Notice to Contractor at least thirty (30) days prior to the end of the Initial Term and option terms. The exercise of an Option Term will be effective without Contractor's signature.

- i. Initial Term: April 28, 2023 – June 30, 2023
- ii. First Option Term: July 1, 2023 – June 30, 2024
- iii. Second Option Term: July 1, 2024 – June 30, 2025

**6. Tax Delinquency.** Contractor must provide notice to the JCC immediately if Contractor has reason to believe it may be placed on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts. The JCC may terminate this Agreement immediately "for cause" pursuant to Section 7.2 below if (i) Contractor fails to provide the notice required above, or (ii) Contractor is included on either list mentioned above.

## **7. Termination**

**7.1 Termination for Convenience.** The JCC may terminate, in whole or in part, this Agreement for convenience upon thirty (30) days prior Notice. After receipt of such Notice, and except as otherwise directed by the JCC, Contractor shall immediately: (a) stop Services as specified in the Notice; and (b) stop the delivery as specified in the Notice.

**7.2 Termination for Cause.** The JCC may terminate this Agreement, in whole or in part, immediately "for cause" if (i) Contractor fails or is unable to meet or perform any of its duties under this Agreement, and this failure is not cured within ten (10) days following Notice of default (or in the opinion of the JCC, is not capable of being cured within this cure period); (ii) Contractor or Contractor's creditors file a petition as to Contractor's bankruptcy or insolvency, or Contractor is declared bankrupt, becomes insolvent, makes an assignment for the benefit of creditors, goes into liquidation or receivership, or otherwise loses legal control of its business; or (iii) Contractor makes or has made under this Agreement any representation, warranty, or certification that is or was incorrect, inaccurate, or misleading.

**7.3 Termination upon Death.** This entire Agreement will terminate immediately without further action of the parties upon the death of a natural person who is a party to this Agreement, or a general partner of a partnership that is a party to this Agreement.

**7.4 Termination for Changes in Budget or Law.** The JCC's payment obligations under this Agreement are subject to annual appropriation and the availability of funds. Expected or actual funding may be withdrawn, reduced, or limited prior to the expiration or other termination of this Agreement. Funding beyond the current appropriation year is conditioned upon appropriation of sufficient funds to support the activities described in this Agreement. The JCC may terminate this Agreement or limit Contractor's Services (and reduce proportionately Contractor's fees) upon Notice to Contractor without prejudice to any right or remedy of the JCC if: (i) expected or actual funding to compensate Contractor is withdrawn, reduced or limited; or (ii) the JCC determines that Contractor's performance under this Agreement has become infeasible due to changes in applicable laws.

### **7.5 Rights and Remedies of the JCC.**

**A. Nonexclusive Remedies.** All remedies provided in this Agreement may be exercised individually or in combination with any other available remedy. Contractor shall notify the JCC immediately if Contractor is in default, or if a third-party claim or dispute is brought or threatened that alleges facts that would constitute a default under this Agreement. If Contractor is in default, the JCC may do any of the following: (i) withhold all or any portion of a payment otherwise due to Contractor, and exercise any other rights of setoff as may be provided in this Agreement or any other agreement between a Judicial Branch Entity and Contractor; (ii) require Contractor to enter into nonbinding mediation; (iii) exercise, following Notice, the JCC's right of early termination of this Agreement as provided herein; and (iv) seek any other remedy available at law or in equity.

**B. Replacement.** If the JCC terminates this Agreement in whole or in part for cause, the JCC may acquire from third parties, under the terms and in the manner the JCC considers appropriate

services equivalent to those terminated, and Contractor shall be liable to the JCC for any excess costs for those services. Notwithstanding any other provision of this Agreement, in no event shall the excess cost to the JCC for such services be excluded under this Agreement as indirect, incidental, special, exemplary, punitive or consequential damages of the JCC. Contractor shall continue any Services not terminated hereunder.

C. *Delivery of Materials.* In the event of any expiration or termination of this Agreement, Contractor shall promptly provide the JCC with all originals and copies of the Deliverables, including any partially completed Deliverables-related work product or materials, and any JCC-provided materials in its possession, custody, or control. In the event of any termination of this Agreement, the JCC shall not be liable to Contractor for compensation or damages incurred as a result of such termination; provided that if the JCC’s termination is not for cause, the JCC shall pay any fees due under this Agreement for Services performed or Deliverables completed and accepted as of the date of the JCC’s termination Notice.

7.6 **Survival.** Termination or expiration of this Agreement shall not affect the rights and obligations of the parties which arose prior to any such termination or expiration (unless otherwise provided herein) and such rights and obligations shall survive any such termination or expiration. Rights and obligations which by their nature should survive shall remain in effect after termination or expiration of this Agreement, including any section of this Agreement that states it shall survive such termination or expiration.

8. **Assignment and Subcontracting.** Contractor may not assign or subcontract its rights or duties under this Agreement, in whole or in part, whether by operation of law or otherwise, without the prior written consent of the JCC. Consent may be withheld for any reason or no reason. Any assignment or subcontract made in contravention of the foregoing shall be void and of no effect. Subject to the foregoing, this Agreement will be binding on the parties and their permitted successors and assigns.

9. **Notices.** Notices must be sent to the following address and recipient:

If to Contractor:	If to the JCC:
<u>[name, title, address]</u>	<u>[name, title, address]</u>
<u>With a copy to:</u>	<u>With a copy to:</u>

Either party may change its address for Notices by giving the other party Notice of the new address in accordance with this section. Notices will be considered to have been given at the time of actual delivery in person, three (3) days after deposit in the mail as set forth above, or one (1) day after delivery to an overnight air courier service.

10. **Provisions Applicable to Certain Agreements.** The provisions in this section are *applicable only to the types of orders specified in the first sentence of each subsection*. If this Agreement is not of the type described in the first sentence of a subsection, then that subsection does not apply to the Agreement.

10.1 **Union Activities Restrictions.** *If the Contract Amount is over \$50,000, this section is applicable.* Contractor agrees that no JCC funds received under this Agreement will be used to assist, promote or deter union organizing during the Term. If Contractor incurs costs, or makes expenditures to assist, promote or deter union organizing, Contractor will maintain records sufficient to show that no JCC funds were used for those expenditures. Contractor will provide those records to the Attorney General upon request.

10.2 **Domestic Partners, Spouses, Gender, and Gender Identity Discrimination.** *If the Contract Amount is \$100,000 or more, this section is applicable.* Contractor is in compliance with, and throughout the Term will remain in compliance with: (i) PCC 10295.3 which places limitations on contracts with contractors who discriminate in the provision of benefits on the basis of marital or domestic partner status; and (ii) PCC 10295.35, which places limitations on contracts with contractors that discriminate in the provision of benefits on the basis of an employee’s or dependent’s actual or perceived gender identity.

- 10.3 Child Support Compliance Act.** *If the Contract Amount is \$100,000 or more, this section is applicable.* Contractor recognizes the importance of child and family support obligations and fully complies with (and will continue to comply with during the Term) all applicable state and federal laws relating to child and family support enforcement, including disclosure of information and compliance with earnings assignment orders, as provided in Family Code section 5200 et seq. Contractor provides the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
- 10.4 Priority Hiring.** *If the Contract Amount is over \$200,000 and this Agreement is for services (other than Consulting Services), this section is applicable.* Contractor shall give priority consideration in filling vacancies in positions funded by this Agreement to qualified recipients of aid under Welfare and Institutions Code section 11200 in accordance with PCC 10353.
- 10.5 Iran Contracting Act.** *If the Contract Amount is \$1,000,000 or more and Contractor did not provide to JCC an Iran Contracting Act certification as part of the solicitation process, this section is applicable.* Contractor certifies either (i) it is not on the current list of persons engaged in investment activities in Iran (“Iran List”) created by the California Department of General Services pursuant to PCC 2203(b), and is not a financial institution extending \$20,000,000 or more in credit to another person, for forty-five (45) days or more, if that other person will use the credit to provide services in the energy sector in Iran and is identified on the Iran List, or (ii) it has received written permission from the JCC to enter into this Agreement pursuant to PCC 2203(c).
- 10.6 Federal Funding Requirements.** *If this Agreement is funded in whole or in part by the federal government, this section is applicable.* It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if this Agreement were executed after that determination was made. This Agreement is valid and enforceable only if sufficient funds are made available to the JCC by the United State Government for the fiscal year in which they are due and consistent with any stated programmatic purpose, and this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this Agreement in any manner. The parties mutually agree that if the Congress does not appropriate sufficient funds for any program under which this Agreement is intended to be paid, this Agreement shall be deemed amended without any further action of the parties to reflect any reduction in funds. The JCC may invalidate this Agreement under the termination for convenience or cancellation clause (providing for no more than thirty (30) days’ Notice of termination or cancellation) or amend this Agreement to reflect any reduction in funds.
- 10.7 DVBE Commitment.** *This section is applicable if Contractor received a disabled veteran business enterprise (“DVBE”) incentive in connection with this Agreement.* Contractor’s failure to meet the DVBE commitment set forth in its bid or proposal constitutes a breach of the Agreement. If Contractor used DVBE subcontractor(s) in connection with this Agreement: (i) Contractor must use the DVBE subcontractors identified in its bid or proposal, unless the JCC approves in writing replacement by another DVBE subcontractor in accordance with the terms of this Agreement; and (ii) Contractor must complete and return to the JCC a post-contract certification form promptly upon completion of the awarded contract, and by no later than the date of submission of Contractor’s final invoice to the JCC. (The post-contract certification form is located at: <https://www.courts.ca.gov/documents/JBCM-Post-Contract-Certification-Form.docx>) If the Contractor fails to do so, the JCC will withhold \$10,000 from the final payment, or withhold the full payment if it is less than \$10,000, until the Contractor submits a complete and accurate post-contract certification form. The JCC shall allow the Contractor to cure the deficiency after written notice of the Contractor’s failure to complete and submit an accurate post-contract certification form. Notwithstanding the foregoing and any other law, if after at least 15 calendar days, but no more than 30 calendar days, from the date of the written notice the Contractor refuses to comply with these certification requirements, the JCC shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000. The post-contract certification form shall include: (1) the total amount of money Contractor received under the Agreement, (2) the total amount of money and the percentage of work that Contractor committed to provide to each DVBE subcontractor; (3) the name



and address of each DVBE subcontractor to which Contractor subcontracted work in connection with the Agreement; (4) the amount of money each DVBE subcontractor actually received from Contractor in connection with the Agreement, and the corresponding percentage this payment comprises of the total amount of money Contractor received under the Agreement; and (5) that all payments under the Agreement have been made to the applicable DVBE subcontractors. Upon request by the JCC, Contractor shall provide proof of payment for the work. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. Contractor will comply with all rules, regulations, ordinances and statutes that govern the DVBE program, including, without limitation, Military and Veterans Code section 999.5.

- 10.8 Antitrust Claims.** *If this Agreement resulted from a competitive solicitation, this section is applicable.* Contractor shall assign to the JCC all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by Contractor for sale to the JCC. Such assignment shall be made and become effective at the time the JCC tenders final payment to Contractor. If the JCC receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this section, Contractor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the JCC any portion of the recovery, including treble damages, attributable to overcharges that were paid by Contractor but were not paid by the JCC as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Upon demand in writing by Contractor, the JCC shall, within one (1) year from such demand, reassign the cause of action assigned under this part if Contractor has been or may have been injured by the violation of law for which the cause of action arose and (a) the JCC has not been injured thereby, or (b) the JCC declines to file a court action for the cause of action.
- 10.9 Legal Services.** *If this Agreement is for legal services, this section is applicable.* Contractor shall: (i) adhere to legal cost and billing guidelines designated by the JCC; (ii) adhere to litigation plans designated by the JCC, if applicable; (iii) adhere to case phasing of activities designated by the JCC, if applicable; (iv) submit and adhere to legal budgets as designated by the JCC; (v) maintain legal malpractice insurance in an amount not less than the amount designated by the JCC; and (vi) submit to legal bill audits and law firm audits if so requested by the JCC, whether conducted by employees or designees of the JCC or by any legal cost-control provider retained by the JCC for that purpose. Contractor may be required to submit to a legal cost and utilization review as determined by the JCC. If (a) the Contract Amount is greater than \$50,000, (b) the legal services are not the legal representation of low- or middle-income persons, in either civil, criminal, or administrative matters, and (c) the legal services are to be performed within California, then Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services, or an equivalent amount of financial contributions to qualified legal services projects and support centers, as defined in section 6213 of the Business and Professions Code, during each year of the Agreement equal to the lesser of either (A) thirty (30) multiplied by the number of full time attorneys in the firm's offices in California, with the number of hours prorated on an actual day basis for any period of less than a full year or (B) the number of hours equal to ten percent (10%) of the Contract Amount divided by the average billing rate of the firm. Failure to make a good faith effort may be cause for nonrenewal of this Agreement or another judicial branch or other state contract for legal services, and may be taken into account when determining the award of future contracts with a Judicial Branch Entity for legal services.
- 10.10 Good Standing.** *If Contractor is a corporation, limited liability company, or limited partnership, and this Agreement is performed in whole or in part in California, this section is applicable.* Contractor is, and will remain for the Term, qualified to do business and in good standing in California.
- 10.11 Janitorial Services or Building Maintenance Services.** *If this Agreement is for janitorial or building maintenance services, this section is applicable.* If this Agreement requires Contractor to perform Services at a new site, Contractor shall retain for sixty (60) days all employees currently employed at that site by any previous contractor that performed the same services at the site. Contractor shall provide upon request information sufficient to identify employees providing janitorial or building maintenance services at each site and to make the necessary notifications required under Labor Code section 1060 et seq.

**10.12 Small Business Preference Commitment.** *This section is applicable if Contractor received a small business preference in connection with this Agreement.* Contractor's failure to meet the small business commitment set forth in its bid or proposal constitutes a breach of this Agreement. Contractor must within sixty (60) days of receiving final payment under this Agreement report to the JCC the actual percentage of small/micro business participation that was achieved. If Contractor is a nonprofit veteran service agency ("NVSA"), Contractor must employ veterans receiving services from the NVSA for not less than 75 percent of the person-hours of direct labor required for the provision of services performed pursuant to this Agreement.

## 11. Miscellaneous Provisions.

- 11.1 Independent Contractor.** Contractor is an independent contractor to the JCC. No employer-employee, partnership, joint venture, or agency relationship exists between Contractor and the JCC. Contractor has no authority to bind or incur any obligation on behalf of the JCC. If any governmental entity concludes that Contractor is not an independent contractor, the JCC may terminate this Agreement immediately upon Notice.
- 11.2 GAAP Compliance.** Contractor maintains an adequate system of accounting and internal controls that meets Generally Accepted Accounting Principles.
- 11.3 Audit.** Contractor must allow the JCC or its designees to review and audit Contractor's (and any subcontractors') documents and records relating to this Agreement, and Contractor (and its subcontractors) shall retain such documents and records for a period of four (4) years following final payment under this Agreement. If an audit determines that Contractor (or any subcontractor) is not in compliance with this Agreement, Contractor shall correct errors and deficiencies by the twentieth (20th) day of the month following the review or audit. If an audit determines that Contractor has overcharged the JCC five percent (5%) or more during the time period subject to audit, Contractor must reimburse the JCC in an amount equal to the cost of such audit. This Agreement is subject to examinations and audit by the State Auditor for a period three (3) years after final payment.
- 11.4 Licenses and Permits.** Contractor shall obtain and keep current all necessary licenses, approvals, permits and authorizations required by applicable law for the performance of the Services. Contractor will be responsible for all fees and taxes associated with obtaining such licenses, approvals, permits and authorizations, and for any fines and penalties arising from its noncompliance with any applicable law.
- 11.5 Confidential Information.** During the Term and at all times thereafter, Contractor will: (a) hold all Confidential Information in strict trust and confidence, (b) refrain from using or permitting others to use Confidential Information in any manner or for any purpose not expressly permitted by this Agreement, and (c) refrain from disclosing or permitting others to disclose any Confidential Information to any third party without obtaining the JCC's express prior written consent on a case-by-case basis. Contractor will disclose Confidential Information only to its employees or contractors who need to know that information in order to perform Services hereunder and who have executed a confidentiality agreement with Contractor at least as protective as the provisions of this section. The provisions of this section shall survive the expiration or termination of this Agreement. Contractor will protect the Confidential Information from unauthorized use, access, or disclosure in the same manner as Contractor protects its own confidential or proprietary information of a similar nature, and with no less than the greater of reasonable care and industry-standard care. The JCC owns all right, title and interest in the Confidential Information. Contractor will notify the JCC promptly upon learning of any unauthorized disclosure or use of Confidential Information and will cooperate fully with the JCC to protect such Confidential Information. Upon the JCC's request and upon any termination or expiration of this Agreement, Contractor will promptly (a) return to the JCC or, if so, directed by the JCC, destroy all Confidential Information (in every form and medium), and (b) certify to the JCC in writing that Contractor has fully complied with the foregoing obligations. Contractor acknowledges that there can be no adequate remedy at law for any breach of Contractor's obligations under this section, that any such breach will likely result in irreparable harm, and that upon any breach or threatened breach of the confidentiality obligations, the JCC shall be entitled to appropriate equitable relief, without the requirement of posting a bond, in addition to its other remedies at law.

- 11.6 Ownership of Deliverables.** Unless otherwise agreed in this Agreement, Contractor hereby assigns to the JCC ownership of all Deliverables, any partially completed Deliverables, and related work product or materials. Contractor agrees not to assert any rights at common law, or in equity, or establish a copyright claim in any of these materials. Contractor shall not publish or reproduce any Deliverable in whole or part, in any manner or form, or authorize others to do so, without the written consent of the JCC.
- 11.7 Publicity.** Contractor shall not make any public announcement or press release about this Agreement without the prior written approval of the JCC.
- 11.8 Choice of Law and Jurisdiction.** California law, without regard to its choice-of-law provisions, governs this Agreement. The parties shall attempt in good faith to resolve informally and promptly any dispute that arises under this Agreement. Jurisdiction for any legal action arising from this Agreement shall exclusively reside in state or federal courts located in California, and the parties hereby consent to the jurisdiction of such courts.
- 11.9 Negotiated Agreement.** This Agreement has been arrived at through negotiation between the parties. Neither party is the party that prepared this Agreement for purposes of construing this Agreement under California Civil Code section 1654.
- 11.10 Amendment and Waiver.** Except as otherwise specified in this Agreement, no amendment or change to this Agreement will be effective unless expressly agreed in writing by a duly authorized officer of the JCC. A waiver of enforcement of any of this Agreement's terms or conditions by the JCC is effective only if expressly agreed in writing by a duly authorized officer of the JCC. Any waiver or failure to enforce any provision of this Agreement on one occasion will not be deemed a waiver of any other provision or of such provision on any other occasion.
- 11.11 Force Majeure.** Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by a force majeure. Force majeure, for purposes of this paragraph, is defined as follows: acts of war and acts of god, such as earthquakes, floods, and other natural disasters, such that performance is impossible.
- 11.12 Follow-On Contracting.** No person, firm, or subsidiary who has been awarded a Consulting Services agreement may submit a bid for, nor be awarded an agreement for, the providing of services, procuring goods or supplies, or any other related action that is required, suggested, or otherwise deemed appropriate in the end product of this Agreement.
- 11.13 Severability.** If any part of this Agreement is held unenforceable, all other parts remain enforceable.
- 11.14 Headings; Interpretation.** All headings are for reference purposes only and do not affect the interpretation of this Agreement. The word "including" means "including, without limitation." Unless specifically stated to the contrary, all references to days herein shall be deemed to refer to calendar days.
- 11.15 Time of the Essence.** Time is of the essence in Contractor's performance under this Agreement.
- 11.16 Counterparts.** This Agreement may be executed in counterparts, each of which is considered an original.

Agreement No. \_\_\_\_\_, with \_\_\_\_\_.

## APPENDIX D

### Defined Terms

As used in this Agreement, the following terms have the indicated meanings:

**“Agreement”** is defined on the Coversheet.

**“Contractor”** is defined on the Coversheet.

**“Confidential Information”** means: (i) any information related to the business or operations of the JCC, including information relating to the JCC’s personnel and users; and (ii) all financial, statistical, personal, technical and other data and information of the JCC (and proprietary information of third parties provided to Contractor) which is designated confidential or proprietary, or that Contractor otherwise knows, or would reasonably be expected to know, is confidential. Confidential Information does not include information that Contractor demonstrates to the JCC’s satisfaction that: (a) Contractor lawfully knew prior to the JCC’s first disclosure to Contractor, (b) a third party rightfully disclosed to Contractor free of any confidentiality duties or obligations, or (c) is, or through no fault of Contractor has become, generally available to the public.

**“Consulting Services”** refers to the services performed under “Consulting Services Agreements,” which are defined in PCC 10335.5, substantially, as contracts that: (i) are of an advisory nature; (ii) provide a recommended course of action or personal expertise; (iii) have an end product that is basically a transmittal of information, either written or oral, that is related to the governmental functions of state agency administration and management and program management or innovation; and (iv) are obtained by awarding a contract, a grant, or any other payment of funds for services of the above type.

**“Contract Amount”** is defined on the Coversheet.

**“Coversheet”** refers to the first page of this Agreement.

**“Deliverables”** is defined in Appendix A.

**“Effective Date”** is defined on the Coversheet.

**“Expiration Date”** is the later of (i) the day so designated on the Coversheet, and (ii) the last day of any Option Term.

**“Goods”** is defined in Appendix A.

**“Initial Term”** is the period commencing on the Effective Date and ending on the Expiration Date designated on the Coversheet.

**“JCC” is defined on the Coversheet.**

**“Judicial Branch Entity”** or **“Judicial Branch Entities”** means any California superior or appellate court, the JCC, and the Habeas Corpus Resource Center.

**“Judicial Branch Personnel”** means members, justices, judges, judicial officers, subordinate judicial officers, employees, and agents of a Judicial Branch Entity.

**“Notice”** means a written communication from one party to another that is (a) delivered in person, (b) sent by registered or certified mail, or (c) sent by overnight air courier, in each case properly posted and fully prepaid to the appropriate address and recipient set forth in Appendix C.

**“Option Term”** means a period, if any, through which this Agreement may be or has been extended by the JCC.

**“PCC”** refers to the California Public Contract Code.

**“Services”** is defined in Appendix A.

**“Stop Work Order”** is defined in Appendix B.

**“Term”** comprises the Initial Term and any Option Terms.

**APPENDIX E**

**UNRUH CIVIL RIGHTS ACT AND  
CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2010, the following certifications must be provided when (i) submitting a bid or proposal to the JCC for a solicitation of goods or services of \$100,000 or more, or (ii) entering into or renewing a contract with the JCC for the purchase of goods or services of \$100,000 or more.

**CERTIFICATIONS:**

1. Contractor is in compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code);
2. Contractor is in compliance with the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of the Title 2 of the Government Code);
3. Contractor does not have any policy against any sovereign nation or peoples recognized by the government of the United States, including, but not limited to, the nation and people of Israel, that is used to discriminate in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code); **and**
4. Any policy adopted by a person or actions taken thereunder that are reasonably necessary to comply with federal or state sanctions or laws affecting sovereign nations or their nationals shall not be construed as unlawful discrimination in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).

The certifications made in this document are made under penalty of perjury under the laws of the State of California. I, the official named below, certify that I am duly authorized to legally bind the Contractor to the certifications made in this document.

<i>Contractor Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of _____ in the State of _____</i>	