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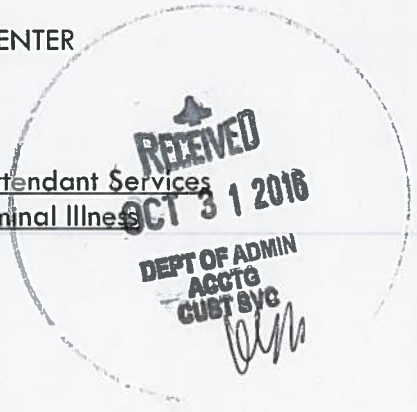
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CONTRACTUAL AGREEMENT
BETWEEN
GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
AND
CATHOLIC SOCIAL SERVICE

Professional Services Providing Respite or Personal Care Attendant Services
for Children and Adults with Chronic Disability or Terminal Illness

GBHWC RFP 07-2015

CERTIFICATION OF FUNDS



SERVICE PROVIDER:

GOVERNMENT OF GUAM:

Diana B. Calvo
DIANA B. CALVO, Executive Director
Catholic Social Service
Date: 9/10/2016

Reym. Vega
REY M. VEGA, Director
Guam Behavioral Health and Wellness Center
Date: 8/30/16

CERTIFIED FUNDS AVAILABLE:

Account No.: ~~LOCAL~~ 5602A172300GA215230
Amount No.: \$431,576.00
Vendor No.: C2408101
Period Covering: October 01, 2016 to September 30, 2017

9/10/2016 APPROVED:
gpc

Benny A. Pinault
Benny A. Pinault, Certifying Officer
Guam Behavioral Health and Wellness Center
Date: AUG 30 2016

Jose S. Calvo
Jose S. Calvo, Director
Bureau of Budget, Management Research
Date: OCT 26 2016
CLEARED PER BBMR'S REVIEW

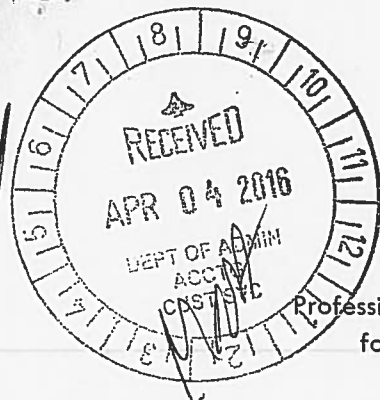
DEPARTMENT OF ADMINISTRATION
DIVISION OF ACCOUNTS
Registration Date 10/26/2016
Registered No. C160600701
Book No. C2408101 OF FUNDS INCREASE
Registered By if 11/12/2016

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Bureau of Budget and Management Research

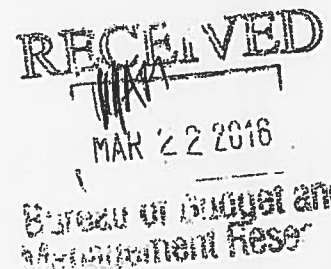
FY 2016 REFERENCE: Contract Registration No. C160600700

FY 2017
C11,61,00701

DEPTS



CONTRACTUAL AGREEMENT
BETWEEN
GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
AND
CATHOLIC SOCIAL SERVICE



Professional Services Providing Respite or Personal Care Attendant Services
for Children and Adults with Chronic Disability or Terminal Illness

GBHWC RFP 07-2015

This AGREEMENT is made between GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER, an agency of the government of Guam, (hereinafter called GBHWC), whose office address is 790 Governor Carlos G. Camacho Road, Tamuning, Guam 96913, and CATHOLIC SOCIAL SERVICE (hereinafter called Service Provider) whose office address is 234-A U.S. Army Sgt. Juan C. Fejeran Street, Barrigada, Guam 96913.

WHEREAS, GBHWC was renamed from Department of Mental Health and Substance Abuse, pursuant to P.L. 32-024 (May 6, 2013) codified at 10 GCA Section 86102 (a); and

WHEREAS, GBHWC adhering to the Amended Permanent Injunction in the United States District of Guam Case No. CV01-00041 CBM; J.C., et al. v. Camacho, et al; and its enabling statute in the Guam Code Annotated Title 10 Chapter 86 §86105 to provide respite or personal care attendant services for children and adults with chronic disability or terminal illness; and

WHEREAS, GBHWC intends to engage professional services of Service Provider for the purpose of providing its Residential and Support Services Program; and

WHEREAS, GBHWC has provided adequate public announcement of the need for such service through a Request for Proposal (GBHWC RFP 07-2015) describing the type of services required and specifying the type of information and data required of each offer, and the relative importance of particular qualifications; and

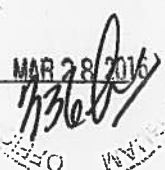
WHEREAS, Service Provider has submitted its proposal and interest in providing such services; and

WHEREAS, the award of this Agreement to Service Provider has been made pursuant to a written finding by GBHWC that Service Provider is qualified based on the evaluation factors set forth in the request for proposal, and that compensation have been determined to be fair and reasonable; and

NOW THEREFORE, GBHWC and Service Provider, in consideration of mutual covenants hereinafter set forth, agree as follows:

SECTION I.
PURPOSE

To provide GBHWC with management and operational professional services for GBHWC's Residential and Supports Services Program with respite or personal care attendant services for children and adults who need additional care to meet their basic needs due to a chronic disability or terminal illness through a qualified professional Service Provider. Service Provider shall perform services in accordance with The United States District Court, District of Guam Civil Case No. CV01-00041 and all applicable Federal, Government of Guam, GBHWC laws, rules, regulations, and orders.



SECTION II.
SCOPE OF WORK

A. Scope of Services

Respite Care or Personal Care Attendant Services serves family members, foster parents or other adults providing unpaid care for children and adults who need additional care to meet their basic needs due to a chronic disability or terminal illness. A qualified medical professional must determine that the disabled child or adult has a chronic disability or terminal illness.

Program Specifications

1. Eligibility: Family members, foster parents or other adults providing unpaid care for children and adults who need additional care to meet their basic needs due to a chronic disability or terminal illness.
 - a. A qualified medical professional has determined that an individual being cared for has a chronic disability or terminal illness; and
 - b. Service Provider screens and verifies that the family members or adult meet the eligibility criteria for respite care or personal care attendant services.
2. Services are to be provided at an in-home or out-of-home setting, unless service plan indicates otherwise.
3. A family is eligible for a maximum of one hundred ninety-two (192) hours per year of respite care or personal care Attendant services. Exemption is provided to a family member that has more than one (1) eligible individual with a chronic disability or terminal illness. In such cases, fifty percent (50%) additional ninety-six (96) hours of service may be provided per month, for a total of two hundred eighty-eight (288) hours of respite care or personal care attendant services for the family per year.
4. Services will normally be provided for a maximum of eight (8) hours each visit, but exceptions may be granted to those needs that are considered critical to the welfare of the family. Prior approval from GBHWC designated point of contact for respite care or personal care attendant services exceeding eight 8 hours a day. Such request must be reflected in the consumer's service delivery plan as developed between the family and respite care or personal care attendant services provider.
5. The following types of respite care services will be available through the Respite Care Program:
 - a. In-Home Respite Care (Scheduled)
 - b. General Out of-Home Care or Activity (Scheduled or Non-Scheduled)
 - c. Hours of service operation is from Monday through Friday, excluding weekends and designated holidays, between the hours of 7:30 a.m. to 3:30 pm.
6. The caregiver will be given the opportunity to identify the type of respite care services deemed most appropriate for the individual with a disabilities' needs through a needs assessment and individualized service plan before services are rendered. The service plan must be updated at least once every six (6) months. The Respite Care Service Provider will attempt to match the needs of the family and individual with a disability to the greatest extent practicable with the skill and personality of the respite caregiver.
7. Respite Care Services may include:

- a. Meal Preparation. Respite staff must utilize proper methods and techniques of food handling and sanitation. Respite staff will be required to possess some cooking skills. The caregiver will communicate with respite staff on the types of meals to be cooked.
- b. Chore maintenance/light housekeeping. Respite staff must confine their tasks to simple chores, and not maintenance and repair work such as plumbing, repair of broken windows or doors, gardening, etc. The Respite staff will be instructed not to provide any heavy maintenance or repair chores, but confine their work to simple housekeeping and chores only that relate to the individual with a disability.
- c. Laundry. Respite staff can do the laundry for an individual with a disability but not for other members of the household. If possible, laundry should be returned to the individual with a disability the same day. For an individual with a disability who requires constant care, the laundry service may be lesser priority.
- d. Personal Hygiene. The Respite staff will make sure that personal hygiene care services are provided as needed so the person with a disability will always be clean and dry.
- e. Identification of local training resources and organizing training opportunities for respite care providers.
- f. Identifying, coordinating, and developing community resources for respite care.
- g. Other services as defined in the Individualized Service Plan.

8. Duties and Roles of the Respite Care Provider:

- a. The Respite staff will coordinate and implement a Respite Care Services Delivery Plan with the family, and the individual who has a chronic disability or terminal illness to ensure the he/she has all needs met.
- b. The Respite staff will maintain a service record in each consumer's file for each period during which respite care services are rendered. The Respite staff will obtain the caregiver's signature outlined in the Respite Service Record to verify that services documented were indeed provided.
- c. Respite staff must complete yearly Cardio Pulmonary Resuscitation (CPR) and Crisis Prevention Intervention (CPI) training. A copy of the certification and/or re-certification must be provided to GBHWC designated point of contact upon completion of such training.
- d. Respite staff must possess current health certificates issued through the Division of Public Health at the DPHSS.

9. Personal Care Attendant Services may include:

- a. Meal Preparation. Personal Care Attendant will assist the individual with a disability in meal preparation and dining. Personal Care Attendant must possess some cooking skills. Personal Care Attendant is required to utilize proper methods and techniques of food handling and sanitation. Personal Care Attendant will communicate the types of meals to be cooked.
- b. Chore maintenance/light housekeeping. The Personal Care Attendant will assist the individual with a disability with simple chores, and not maintenance and repair work such as plumbing, repair of broken windows or doors, gardening, etc. The Personal Care Attendant will be instructed not to provide any heavy maintenance or repair chores, but may assist in contacting professionals to repair/renovate fixtures needed.
- c. Laundry. Personal Care Attendant will assist the individual with a disability with their laundry but not for any other members of the household. If possible, laundry should be returned to the individual with a disability the same day.
- d. Personal Hygiene. The Personal Care Attendant will assist the individual with a disability with personal hygiene as needed so that the person with a disability will always be clean and dry.
- e. Transportation Escort. The Personal Care Attendant will assist the individual with a disability for scheduled appointment (i.e., medical or otherwise) and in the utilization of the public transit system.
- f. Identification of local training resources and organizing training opportunities for Personal Care Attendant.

- g. Identifying, coordinating, and developing community resources as an enhancement of skill for Personal Care Attendant.
- h. Other services as identified in the Personal Care Attendant Service Record.

10. Duties and Roles of the Personal Care Attendant:

- a. The Personal Care Attendant will coordinate and implement the Individualized Service Plan (ISP) with the individual who has a chronic disability or terminal illness, and ensure that he/she has all needs met.
- b. The Personal Care Attendant will maintain a service record in the case file for each period during which the Personal Care Attendant Services are rendered. The Personal Care Attendant will obtain the individual with a disability's signature for each service record entry, to verify that services documented were indeed provided.
- c. The Personal Care Attendant must complete yearly Cardio Pulmonary Resuscitation (CPR) and Crisis Prevention Intervention (CPI) training. A copy of the certification and/or re-certification must be provided to GBHWC designated point of contact upon completion of such training.
- d. The Personal Care Attendant must possess current health certificates issued through the Division of Public Health by DPHSS.

11. Duties and Roles of Service Provider:

- a. Service Provider must make a continuous effort to inform clients and their families of their rights and responsibilities, as well as additional services and opportunities available.
- b. Reports or records of Service Provider's staff meetings and employee development activities must be available to GBHWC designated point of contact when requested.
- c. Acceptance into and rejection from the program shall be determined in accordance with the policies and procedures as established by GBHWC and Service Provider. Development of an Individualized Service Plan (ISP) will be coordinated by Service Provider of Respite Care and Personal Care Attendant Services and the family of the individual who has a chronic disability or terminal illness. This ISP shall be updated and amended as needs change and new services are required.
- d. Service Provider must establish internal policies and procedures governing the operations and administration of the program (i.e., eligibility criteria, standard operating procedures, etc.), and provide a copy to GBHWC designated point of contact for approval.
- e. Upon the approval, Service Provider will print a Respite and Personal Care Attendant Services Consumer Handbook, explaining certain policies and procedures, such as complaint and grievances, confidentiality, scope of services, operational schedule, and other operational and informational concerns of the program, etc.
- f. Service Provider shall implement quarterly quality assurance measures including, but not limited to, service and consumer satisfaction survey and evaluation.

B. Deliverables

Service Provider will provide in detail a proposed plan outlining the completion of services by the Respite Care and the Personal Care Attendant staff. Service Provider must include plans to develop, expand or improve services and referral systems that adequately provide for the needs of the family and the individuals who have a disability or chronic or terminal illness. The plan should include facilities available, training of staff, and items that will ensure an effective delivery of service.

1. Outcome measures. (programmatic)

All services provided must be individualized, appropriate, and aimed at children and adults who need additional care to meet their basic needs due to a chronic disability or terminal illness. The following outcome

measures will be employed to determine the value of the program and their success in achieving established goals defined in the ISP:

- Evidence of compliance with requirements of the program.

In addition to the measure outlined above, a consumer satisfaction survey may be utilized to determine the satisfaction with services provided.

2. Consumer Rights Protection

Service Provider will identify barriers and disadvantages that threaten the exercise of equal rights and equal opportunities of children and adults who need additional care to meet their basic needs due to a chronic disability or terminal illness. Service Provider will use a systematic approach to ensure the protection of rights, and equal opportunity of this population. Service Provider shall provide education in personal advocacy to consumers served through the contract and their families to aid them in understanding their rights, and make them aware of the availability of external resources to assist in upholding these rights.

Service Provider shall assist consumer to eliminate unfair treatment and discrimination against the qualified workers with disabilities, to improve access to mainstream resources and to obtain consideration of disabled applicants' qualifications taking into account reasonable accommodations and support services.

Under no circumstances shall Service Provider provide legal counsel or representation of consumers through this contract.

Service Provider shall at all times be compliant with all laws and regulations that govern the protection of persons with disabilities and/or age.

C. Staffing Requirements

1. Recruit and hire qualified staff, resulting in efficient delivery of services.
2. Maintain job descriptions for each job description, containing minimal criteria of the position as well as specific job functions and responsibilities.
3. Support staff, including clerks and secretarial personnel, must have work experience and be sufficiently trained in data processing.
4. Each job position shall have a defined pay range.
5. Training:
 - i) Service Provider shall implement and maintain, on an ongoing basis, an in- service training program for the staff, with training sessions in keeping with licensing requirements.
 - ii) Provide for intensive initial training of staff relevant to their program component.
 - iii) Additionally, staff will be required to participate in all training and intervention programs as deemed appropriate by GBHWC to include Professional Crisis Management training or equivalent.
6. Written job evaluations are to be completed annually on each staff member.

D. Programmatic Record Keeping

1. Each consumer will have a case record which will have at a minimum, the following information:
 - i) Identifying information – Gender/race/ address of the consumer; birth date and birthplace of the consumer; name and address of the consumer's current place of employment or school; court and/or

legal status and name of person authorized to give consent, if applicable; the names, addresses and phone numbers of other persons or providers involved with the consumer case/plan; the consumer's physician's address and phone number.

- ii) Health record – Must include any serious or life-threatening medical condition of the consumer, including a description of any current treatment or medication necessary for the treatment of serious or life-threatening condition(s) and/or any known allergies.
- iii) Complete history of the consumer including, where applicable: family data; employment record; prior medical history; medications; known allergies; as well as any other such pertinent information.
- iv) The consumer assessments, evaluations and individualized plan(s).
- v) Any incident reports involving the consumer.
- vi) Any other record keeping requested or mandated by local and federal laws.

2. Consumer records shall be stored (secured) in such a manner as to be accessible to all staff involved with the consumer and still protect the consumer's confidentiality. Closed consumer records will be retained for the period prescribed by law.

3. Quarterly summaries are to provide documentation of services provided, including outcomes achieved and/or barriers with plans to address them and personal financial information. Copies of quarterly summaries and financial information are to be provided to GBHWC designated point of contact/contract monitor.

4. Service Provider will participate in Electronic Behavioral Health Record used by GBHWC.

E. Required Documentation

1. Service Provider will employ recordkeeping procedures which will provide an audit trail for expenditures and income received. Appropriate financial documentation for reimbursement must be submitted monthly to GBHWC. Failure to establish and retain adequate documentation of all expenditures represents a contractual breach and will result in disallowance of such expenditures.

2. All work under the contract shall be monitored by GBHWC. Program review of contract conditions of the statement of work will be conducted by GBHWC on a semi-annual basis, and more frequently as necessary. Service Provider shall respond to issues of concern raised by GBHWC clinicians within 15 days of receipt. GBHWC will be responsible for conducting site visits as a means for conducting any program reviews of the contract.

3. Results of program evaluations will be made available for periodic surveys by GBHWC.

4. GBHWC is responsible for the technical direction of the contract, which includes reviewing and accepting all reports relative to consumer services, financial documentation and verification, and other reports as requested. Notwithstanding any other terms of the contract, failure of Service Provider to submit required reports when due, perform services, or deliver required work will result in the withholding of payments under the contract.

F. Admission and Discharge

1. Admission/ Referrals for Admission:

All referrals for admission will be processed by Service Provider in conjunction with GBHWC.

2. Discharges:

All discharges will be processed by Service Provider in conjunction with GBHWC.

G. Fraud and Abuse

1. Service Provider shall have internal controls and policies and procedures in place that are designed to prevent, detect, and report known or suspected fraud and abuse activities.

2. Such policies and procedures must be in accordance with local and federal regulations. Service Provider shall have adequate staffing and resources to investigate unusual incidents and develop and implement corrective action plans to assist Service Provider in preventing and detecting potential fraud and abuse activities.

H. Designated Point of Contact

Service Provider shall have an assigned staff member who will be responsible for primary oversight of the contract. This individual will schedule meetings to discuss progress of activities and problems identified.

SECTION III. **CONTRACT TERM**

III.1. Effective Date.

This Agreement shall be effective upon the date of the signature of the Governor of Guam. GBHWC is not responsible for any services prior to that date, and Service Provider warrants that no services will be performed under this Agreement prior to the effective date.

III.2. Initial Term.

The term of this Agreement shall be from the effective date and shall end September 30, 2018, subject to the appropriation, allocation and availability of funds per each fiscal year 2016, 2017, 2018. ✓

III.3. Special Monthly Extension Periods.

At the option of GBHWC and as agreed to by Service Provider, this Agreement may be extended after the Term on a month-to-month basis (each being a "Monthly Extension Period"), to begin immediately after the expiration of the Term, provided that in no event may the parties agree to more than six Monthly Extension Periods. The Monthly Extension Periods may be agreed to by the parties if GBHWC is unable to continue the services uninterrupted under a new contract after a new solicitation and procurement undertaken by GBHWC. Any Special Monthly Extension Period are subject to wage and benefit compliance and the appropriation, the allocation and availability of funds from fiscal year to fiscal year and GBHWC's determination of its best interest.

III.4. Multiple Certification of Funds.

There may be multiple certifications of funds by GBHWC during any Fiscal Year of this Agreement.

SECTION IV. **SERVICE PROVIDER'S COMPENSATION FOR SERVICES**

IV.1. Annual and Monthly Compensation.

The parties have agreed to Fiscal Year annual and monthly not to exceed amount for Fiscal Year 2016 and Fiscal Year 2017 with Fiscal Year 2018 to be negotiated in good faith during Fiscal Year 2017. Subject to the appropriation, allocation, and availability of funds GBHWC will compensate Service Provider for services performed pursuant to Section II Scope of Work, and the agreed staffing pattern and Annual Program Cost, labeled as "Attachment A" attached hereto and incorporated herein as if fully rewritten through September 30, 2017, in the annual not to exceed amount of Four Hundred Thirty-One Thousand Five Hundred Seventy-Six Dollars and No Cents (\$431,576.00) per each Fiscal Year 2016 and 2017 on a pro rata basis.

On or before March of 2017, the parties agree to begin good faith negotiations to compensation for services to be performed by Service Provider pursuant to Section II Scope of Work. A new staffing pattern and Annual Program Cost shall be submitted by Service Provider to Guam Behavioral Health and Wellness Center. In the event the parties cannot reach an agreement as the fair and reasonable compensation in keeping with the Section II Scope of Work of this Agreement then the Director of GBHWC may terminate for convenience in keeping with Section XIV.2.

IV.2. Invoicing and Payments.

All compensation is subject to the appropriation, allocation and availability of funds, upon completion of the services and receipt of any deliverables and a monthly invoice in the form agreed to by the parties. Payment shall be based upon actual costs, as defined in 2 GAR Division 4 § 7101(1), submitted less disallowed costs and penalties, as applicable. Compensation based upon the aggregate of actual cost submitted may be less than the agreed upon compensation, but in no event shall it exceed the agreed upon compensation. The invoice should reflect only those service fees incurred for the current billing period. Each invoice should also include the total amount billed from the inception of the current year contract. All invoices are subject to review and approval by GBHWC. The acceptance and payment of any invoice will not be deemed a waiver of any of GBHWC's rights under this Agreement.

IV.3. Final Payment.

GBHWC shall make final payment delivery and acceptance of all services mentioned herein specified and performed. Prior to final payment and as a condition precedent thereto, Service Provider shall execute and deliver to GBHWC a release, in a form provided by GBHWC, of claims against GBHWC and the government of Guam arising under and by virtue of this Agreement. Additionally, prior to final payment and as condition precedent thereto, Service Provider shall ensure a smooth program transition; and shall immediately provide GBHWC with all program related information, files, major equipment, service contributions/program income (contributions, donations, and gifts) remaining balances and all other operational and administrative and service documents and/or items.

IV.4. Allowable Costs – Cost Reimbursement

Service Provider agrees to comply with the following standards of financial management:

a. Financial Records.

Service Provider shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

b. Accounting Records.

Service Provider shall continuously maintain and update records identifying the source and use of funds. The records shall contain information pertaining to the contract, authorizations, obligations, unobligated balances, assets, outlays, and income.

c. Internal Control.

Service Provider shall maintain effective control over and accountability for all funds and assets. Service Provider shall keep effective internal controls to ensure that all GBHWC funds received are separately and properly allocated to the activities described in this Agreement. Service Provider shall adequately safeguard all such property and shall ensure that it is used solely for authorized purposes.

d. Source Documentation.

Service Provider shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract and sub-grant contract documents, and so forth. All costs invoiced by contract in this contract must be reasonable, lawful, allocable, and accounted

for in accordance with generally accepted accounting principles set forth in 2 GAR Division 4 § 7101 or in any federal assistance instrument applicable to this Agreement.

e. Reimbursable Cost Principles.

Service Provider shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract and sub-grant and/or contract documents and so forth.

f. Allowable Cost.

Total allowable cost of this Agreement is the sum of allowable direct costs actually incurred in the performance of this Agreement in accordance with the terms of the contract, plus the properly allowable indirect costs, less any applicable credits. Costs shall be allowed to the extent they are: reasonable as defined in 2 GAR Division 4 § 7101(d); and allocable, as defined in 2 GAR Division 4 § 7101(e) and lawful under any applicable law; and not unallowable under 2 GAR Division 4 § 7101(f). In the case of costs invoiced for reimbursement, they must be actually incurred or accrued and accounted for in accordance with generally accepted accounting principles.

g. Applicable Credits.

Applicable credits are receipts or price reductions which reduce expenditures allocable to contracts as direct or indirect costs, as defined in 2 GAR Division 4 § 7101(h). In the event Service Provider receives discounts, rebates and or other applicable credits accruing to or received by Service Provider or any subcontractor under the contract, to the extent those credits are allocable to the allowable portion of the cost billed to GBHWC, allowable costs will be paid to the Contactor, net of all discounts, rebates and other such applicable credits. Service Provider must separately identify for each cost submitted for payment to GBHWC the amount of cost that is allowable; must identify all unallowable costs; or Service Provider must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification.

Service Provider must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to GBHWC for payment and individually identify the amount as a discount, rebate or in case of other applicable credits, the nature of the credit. GBHWC may permit Service Provider to report this information on a less frequent basis than monthly, but no less frequently than annually. Service Provider must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract.

SECTION V.
THE GOVERNMENT IS NOT LIABLE

V.1. GBHWC assumes no liability for any accident or injury that may occur to Service Provider, his or her agents, dependents, or personal property while in route to or from worksite or during any travel mandated by the terms of this Agreement.

V.2. GBHWC shall not be liable to Service Provider for any work performed by Service Provider prior to the approval of this Agreement by the Governor of Guam and Service Provider hereby expressly waives any and all claims for services performed in expectation of this Agreement prior to its approval by the Governor of Guam.

SECTION VI.
SPECIAL REPORTING REQUIREMENT FOR NON-PROFIT ORGANIZATIONS

VI.1. In the event that Service Provider is a non-profit organization, Service Provider shall comply with the reporting requirements set forth in P.L. 33-66 Chapter XIII § 6 and this clause. In the event one of Service Provider's subcontractors is a non-profit organization the provisions of this clause shall also be deemed to apply to Service Provider's subcontractor, and Service Provider is obligated to submit its non-profit subcontractor's information in the same manner and time periods.

VI.2. Service Provider shall maintain accurate financial records of all monies paid to it under this Agreement. Service Provider shall provide to GBHWC a budgetary breakdown by object category as to all services under this Agreement. An initial proposed budgetary breakdown is part of the request for proposal, and the agreed cost proposal, budget, staffing request and are incorporated into the scope of services of this Agreement as part of Attachment A.

VI.3. Service Provider shall provide to GBHWC a quarterly report describing its activities during the reporting period and the results it achieved no later than twenty (20) days after the end of each quarter.

VI.4. Service Provider must provide prior written notification to GBHWC of all procurement of equipment and services of Five Thousand Dollars (\$5,000.00) or more as to its services related to this Agreement, or with regard to items to be invoices as part of the contract.

VI.5. Service Provider shall provide access to duly authorized representative of GBHWC, the Guam Public Auditor, or their authorized representatives, to any and all appropriate records for the purpose of audit and examination of books, documents, papers, and records of funds expended as part of the contract. Service Provider shall upon written request by GBHWC, the Guam Public Auditor or their authorized representatives provide source documentation, including but not limited to copies of checks or receipts, employee pay statement, inventory receipt, attendance records, utility bills.

VI.6. Service Provider is subject to the Single Audit Rules shall provide annually to GBHWC copies of its Audit Reports for all time periods covered as part of this Agreement.

VI.7. Service Provider shall provide certified detailed inventory listing of each Fiscal Year's purchases under the contract to GBHWC as well as a Fiscal Year-end report of all expenditures of funds under the contract no later than November 15, the initial year, and November 15, of each subsequent year.

VI.8. In the event Service Provider fails to timely provide any reports or items set forth in this section to GBHWC after prior written reasonable notice by GBHWC to Service Provider and Service Provider's failure to cure the contract default, GBHWC in addition to other contractual rights and remedies under this contract, may withhold payment of Ten Percent (10%) of any amounts that are invoiced under this contract by Service Provider.

SECTION VII.
GBHWC AGREES TO THE FOLLOWING

VII.1. Maintain oversight of Service Provider's performance in administering GBHWC Residential and Support Services Program.

VII.2. Use of selected equipment as negotiated during contract period with Service Provider when providing direct therapeutic intervention and/or activities to consumers.

SECTION VIII.
RESPONSIBILITY OF SERVICE PROVIDER

VIII.1. Service Provider shall be responsible for the professional and technical accuracy of all work and materials furnished under this Agreement. Service Provider shall, without additional cost to GBHWC, re-do services, correct or revise all errors or deficiencies in its services, work and material identified during the term of the contract, and any applicable warranty period.

VIII.2. Service Provider shall devote its best efforts to the duties and responsibilities under this Agreement in accordance with the laws, rules, regulations and policies of the Government of Guam.

VIII.3. GBHWC's review, approval, acceptance of, and payment of fees for services required under this Agreement, shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of Service Provider's failure of performance, except as provided herein, and Service Provider shall be, and remain liable, to GBHWC for all direct costs which may be incurred by GBHWC as result of Service Provider's negligent performance of any of the services or work which are performed under this Agreement.

SECTION IX.
ACCESS TO RECORDS AND OTHER REVIEW:

IX.1. Service Provider, including its subcontractors, if any, shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and to make such materials available at their respective offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under the contract, for inspection by GBHWC, the Public Auditor, and any applicable federal granting agency, Inspector General or its delegate. Each subcontract by Service Provider pursuant to this Agreement shall include a provision containing the conditions of this Section.

IX.2. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the three (3) year period, the records must be kept until all issues are resolved, or until the end of the regular three (3) year period, whichever is later.

IX.3. Records for non-expendable property acquired in whole or in part, with funds from this contract funds must be retained for three (3) years after its final disposition.

IX.4. Service Provider shall provide access to any project site(s) to GBHWC, Guam Public Auditor and in the event there are federal funds, the federal granting agency or its designated Inspector General or their authorized representative. The rights of access in this section shall not be limited to the required retention period but shall last as long as the records are kept.

SECTION X.
OWNERSHIP OF DOCUMENTS

All briefs, memoranda and incidental work or materials furnished hereunder shall be and remain the property of GBHWC including all publication rights and copyright interests, and may be used by GBHWC without any additional cost to GBHWC.

SECTION XI.
INDEMNITY

Service Provider agrees to save and hold harmless GBHWC, its officers, agents, representatives, successors and assigns, and other governmental agencies from any and all actions, proceedings, claims, demands, costs, damage, attorney fees and all other liabilities and expense of any kind or any source which may arise out of the

performance of this Agreement, caused by the negligent act or failure of Service Provider, its officers, employees, servants, or agents, or if caused by the actions of any client of Service Provider resulting in injury or damage to persons or property during the time when Service Provider or any of their officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by Service Provider or any officer, agent, employee, servant or subcontractor under this Agreement is brought against Service Provider, Service Provider shall as soon as practicable but no later than two (2) days after it receives notice thereof, notify the Director of GBHWC by certified mail.

SECTION XII.

CHANGES

GBHWC may at any time, by written order make any change in the services to be performed hereunder. If such changes cause an increase or decrease in the costs of doing the work under this Agreement, or in the time required for this performance, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly.

SECTION XIII.

INSURANCE

Service Provider shall procure and maintain in effect Workers Compensation, Commercial General Liability, and Comprehensive General Liability Insurance coverage for the operation of the services set forth in this Agreement. Service Provider shall provide certificates of such insurance to GBHWC when required and shall immediately report in writing to GBHWC any insurance claims filed.

XIII.1. Workers Compensation Insurance that covers all employees of Service Provider working in any capacity in Service Provider's services under this Agreement, in the amount as required by Guam law.

XIII.2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than one million dollars (\$1,000,000.00) per occurrence and/or combined single-limit bodily injury and property damage. Service Provider shall ensure the insurance is issued by a company authorized to do business on Guam with minimum limits of not less than one million dollars (\$1,000,000.00) for bodily injuries or death per occurrence, and not less than three hundred thousand (\$300,000.00) for damages to property. Such policy shall insure GBHWC and its respective agents and employees with respect to liability as a result of the operation of the services set forth in this Agreement.

XIII.3. Professional Liability Insurance in a form acceptable to GBHWC and with a limit of liability of not less than one million dollars (\$1,000,000.00).

SECTION XIV.

TERMINATION

XIV.1. Termination for Defaults

a. Default.

If Service Provider refuses or fails to perform any of the provisions of this Agreement with such diligence as will ensure its completion within the time specified in this Agreement, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this Agreement, GBHWC may notify Service Provider in writing of the delay or non-performance and if not cured in ten days or any longer time specified in writing by GBHWC, GBHWC may terminate Service Provider's right to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, GBHWC may procure similar professional services in a manner and upon terms deemed appropriate by GBHWC. Service Provider shall continue performance of the Agreement to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar professional services, goods or services.

b. Service Provider's Duties.

Notwithstanding termination of the Agreement and subject to any directions from GBHWC, Service Provider shall take timely, reasonable, and necessary action to protect and preserve property in possession of Service Provider in which GBHWC has an interest.

c. Compensation.

Payment for completed professional services delivered and accepted by GBHWC shall be per Section IV Compensation for Service Provider's services. GBHWC may withhold from amounts due Service Provider such sums as GBHWC deems to be necessary to protect GBHWC against loss because of outstanding liens or claims of former lien holders and to reimburse GBHWC for the excess costs incurred in procuring similar professional services. Service Provider may pursue its rights under Section XVI Mandatory Disputes clause of this Agreement, and the Guam Procurement Laws and Regulations if it disagrees with GBHWC's decision with regard to compensation.

d. Erroneous Termination for Default.

If, after notice of termination of Service Provider's right to proceed under the provisions of this clause, it is determined for any reason that Service Provider was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Section XXII Force Majeure of this Agreement, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to such clause.

e. Additional Rights and Remedies.

The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this Agreement.

f. Non-Profit Organization Special Reporting Requirements.

Service Provider, if a non-profit organization subject to Section VI Special Reporting Requirements of Non-Profit Organizations (P.L. 33-66 Chapter XIII § 6); and if the Service Provider fails to timely provide any reports or items set forth in Section VI Special Reporting Requirements for Non Profit Organizations of this Agreement; then GBHWC pursuant to that section may after prior written reasonable notice to Service Provider and Service Provider's failure to cure the contract default, GBHWC in addition to other contractual rights and remedies under this Agreement, may withhold payment of Ten Percent (10%) of any amounts that are invoiced under this contract by Service Provider.

XIV.2. Termination for Convenience

a. Termination.

The Director of GBHWC may, when the interest of GBHWC so requires, terminate this Agreement in whole or in part, for the convenience of GBHWC. The Director of GBHWC shall give thirty (30) days prior written notice of the termination to Service Provider specifying the part of the contract terminated and when termination becomes effective.

b. Service Provider's Obligations.

Service Provider shall incur no further obligations in connection with the terminated professional services and on the date set in the notice of termination, Service Provider will stop work to the extent specified. Service Provider shall also terminate outstanding orders and subcontracts as they relate to the terminated professional services. Service Provider shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated professional services. Service Provider must still complete the professional services not terminated by the notice of termination and may incur obligations as are necessary to do so.

In the event there are any deliverables and/or reports due per this Agreement, Service Provider and GBHWC shall meet and set up the delivery dates for those items not set forth in the written notice of termination.

c. Compensation.

Service Provider shall invoice GBHWC in keeping with Section IV Compensation for Service Provider's Services for professional services performed up to the date of termination.

XIV.3. Program Transition

In the event of the termination under this Section XIV. Termination, Service Provider shall take all steps necessary to ensure a smooth and professional transition of the program to prevent any interruption of the services to the clients and to preserve the integrity of the program. Service Provider shall immediately prepare to relinquish all program related information, files, major equipment items, service contributions, and program income (contributions, donations, and gifts) remaining balances and all other operational and administrative and service documents and/or items to GBHWC.

SECTION XV.

PRODUCT OF SERVICE-COPYRIGHT

All materials developed or acquired by Service Provider under this Agreement shall become the property of the GHWC and shall be delivered to GBHWC no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by Service Provider under this Agreement shall be subject of an application for copyright or other claim of ownership by or on behalf of Service Provider.

SECTION XVI.

MANDATORY DISPUTE RESOLUTION CLAUSE

In the event of a conflict between this "Mandatory Disputes Resolution Clause" and any other terms in this Agreement, it is the intent of GBHWC and Service Provider that the terms of this clause are to be given precedence.

XVI.1. Disputes - Contractual Controversies

GBHWC and Service Provider agree to attempt resolution of all controversies which arise under, or are by virtue of, this Agreement through mutual agreement. If the controversy is not resolved by mutual agreement, then Service Provider shall request the Director of GBHWC or designee, in writing to issue a final decision within sixty days after receipt of the written request in keeping with 5 GCA § 5427(c). The Director of GBHWC or designee shall immediately furnish a copy of the decision to Service Provider, by certified mail with a return receipt requested, or by any other method that provides evidence of receipt.

XVI.2. Absence of a Written Decision within Sixty Days

If the Director of GBHWC or designee does not issue a written decision within sixty (60) days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then Service Provider may proceed as though the Director of GBHWC or designee had issued a decision adverse to Service Provider.

XVI.3. Appeals to the Office of Public Accountability

The Director of GBHWC or designee's decision shall be final and conclusive, unless fraudulent or unless Service Provider appeals the decision administratively to the Public Auditor in accordance with 5 GCA § 5706.

XVI.4. Disputes – Money Owed to or by the Government of Guam

This subsection applies to appeals of GBHWC's decision on a dispute. For money owed by or to the government under this Agreement, Service Provider shall appeal the decision in accordance with the "Government Claims Act", 5 GCA § 6101 et. seq., by initially filing a claim with the Office of the Attorney General no later than eighteen months after the decision is rendered by the government of Guam or from the date when a decision should have been rendered. For all other claims by or against GBHWC under this Agreement, the Office of the Public Auditor has jurisdiction over the appeal from the decision of GBHWC. Appeals to the Office of the Public Auditor must be made within sixty (60) days of GBHWC's decision or from the date the decision should have been made.

XVI.5. Exhaustion of Administrative Remedies

Service Provider shall exhaust all administrative remedies before filing an action in the Superior Court of Guam in accordance with applicable laws.

XVI.6. Performance of Contract Pending Final Resolution by the Court

Service Provider shall comply with GBHWC's decision and proceed diligently with performance of this Agreement pending final resolution by the Superior Court of Guam of any controversy arising under, or by virtue of, this Agreement, except where Service Provider claims a material breach of this contract by GBHWC. However, if the Director of GBHWC determines in writing that continuation of services under this Agreement is essential to the public's health or safety, then Service Provider shall proceed diligently with performance of this Agreement notwithstanding any claim of material breach by GBHWC.

SECTION XVII.

MANDATORY REPRESENTATIONS BY SERVICE PROVIDER

XVII.1. Ethical Standards

With respect to this procurement and any other contract that Service Provider may have, or wish to enter into, with GBHWC, Service Provider represents that it has not knowingly influenced, and promises that it will not knowingly influence, any government employee to breach any of the ethical standards set forth in the Guam Procurement Law and in any of the Guam Procurement Regulations.

XVII.2. Prohibition Against Gratuities and Kickbacks

With respect to this procurement and any other contract that Service Provider may have or wish to enter into with GBHWC, Service Provider represents that he/she/it has not violated, is not violating, and promises that he/she/it will not violate the prohibition against gratuities and kickbacks set forth in the Guam Procurement Regulations.

XVII.3. Prohibition Against Contingent Fees

Service Provider represents that he has not retained any person or agency upon an agreement or understanding for a percentage, commission, brokerage, or other contingent arrangement, except for retention of bona fide employees or bona fide established commercial selling agencies, to solicit or secure this contract or any other contract with the government of Guam.

XVII.4. Prohibition of Employment of Sex Offenders

Pursuant to 5 G.C.A. § 5253, no person convicted of a sex offense under the provisions of 9 GCA Chapter

25, or an offense as defined in GCA Chapter 28 Article 28, on Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry, and who is employed by a business contracted to perform services for an agency or instrumentality of the government of Guam, shall work for his employer on the property of the government of Guam other than a public highway.

Service Provider warrants (1) that no person providing services on behalf of Service Provider has been convicted of a sex offense as set forth in the preceding subsection; and (2) that if any person providing services on behalf of Service Provider is convicted of a sex offense under the provisions of 9 GCA Chapter 25 or 9 GCA Chapter 28 Article 2, or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry, that such person will be immediately removed from working at said agency and that the administrator of said agency be informed of such within twenty-four (24) hours of such conviction.

For the purposes of this "Prohibition of Employment of Sex Offenders Clause" in the event Service Provider is providing services that involve direct contact with GBHWC consumers, customers or potential eligible receivers of GBHWC community behavioral health wellness services, all locations where there is contact with those individuals are considered for purposes of this clause in this contract "property of the government of Guam".

XVII.5. Wage and Benefit Compliance – Service Providers Providing Services

Service Provider shall comply with 5 GCA § 5801 et. seq., and with regard to all persons it employs whose purpose in whole or in part is the direct delivery of services contracted for with GBHWC in this procurement, shall pay such employees in accordance with the Wage Determination for Guam and the Northern Marianas Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct deliverance of deliverables to the government of Guam. Service Provider shall be responsible for flowing down this obligation to its subcontractors.

The Wage Determination most recently issued by the U.S. Department of Labor at the time this Agreement is awarded to Service Provider shall be used to determine wages and benefits which shall be paid to employees pursuant to this clause.

The Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply to any renewal terms of this Agreement.

Service Provider agrees that in addition to the Wage Determination detailed above, health and similar benefits for employees having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor shall apply. Service Provider shall pay a minimum of ten (10) paid holidays per annum per employee.

Service Provider shall flow the Wage and Benefit Compliance clauses above through to any of its subcontractor under this Agreement.

Service Provider agrees that any violation of Service Provider's obligations or its subcontractors obligations as set forth in this Section "Wage and Benefit Compliance Service Providers Providing Service's Clause" shall be investigated by the Guam Department of Labor and may include a monetary penalty assessment by the Guam Department of Labor of no less than One Hundred Dollars (\$100.00) per day, and no more than One Thousand Dollars (\$1,000.00) per day, until such time as a violation has been corrected, as well as the payment of all back wages and benefits due.

In addition to any and all other breach of contract actions, GBHWC may have under this procurement, in the event there is a violation in the process set forth in the preceding subsection, Service Provider may be placed on probationary status by the Director of GBHWC, for a period of one (1) year. During the probationary status, Service

Provider shall not be awarded any contract by any instrumentality of the government of Guam. Service Provider if it is placed on probationary status, or has been assessed a monetary penalty pursuant to this "Wage and Benefit Compliance Service Providers Providing Services Clause" may appeal such penalty or probationary status to the Superior Court of Guam as set forth in 5 GCA § 5804.

Service Provider's Declaration of Compliance with Wage Determination with the attached most recent Wage Determination for Guam and the Northern Marianas Islands issued and promulgated by the U.S. Department of Labor is applicable to this contract.

Service Provider agrees to provide upon written request by GBHWC written certification of its compliance with its obligations under this "Wage and Benefit Compliance Service Providers Providing Services Clause" as part of each invoice, along with the names of any employees, their positions, and detailed wage and benefits paid in keeping with this section. Additionally, upon request by GBHWC, Service Provider shall submit source documents as to those individuals that provide direct services in part or whole under this Agreement and its payments to them of such wages and benefits.

XVII.6. Health Insurance Portability and Accountability Act (HIPAA)

Service Provider shall comply with the Health Insurance Portability and Accountability Act (HIPAA of 1996, P.L. 104-191 and the Federal "Standards for Privacy of Individually identifiable "Health Information" promulgated under 45 CFR Part 160 and Part 164, Subparts A and E.

XVII.7. Client Confidentiality

Service Provider shall ensure information obtained directly or directly from a recipient client under this Agreement shall be kept confidential and not released in a form that identifies the person without informed consent of the person, or of his or her legal representative, unless the disclosure is required by court order or for program monitoring by authorized Federal, or Guam monitoring agencies. (Ref. 45 CFR 1321.51 and 42 CFR Part II). Privacy Rule Standards for Privacy of Individually Identifiable Health Information, Ref. 45 CFR Part 160 and Part 164, Subparts A and E.

XVII.8. Confidentiality

Any information provided to or developed by Service Provider in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by Service Provider without the prior written approval of GBHWC.

XVII.9. Technology Access for Blind or Visually Impaired

Service Provider acknowledges that no government funds may be expended for the purchase of information technology equipment and software for use by employees, program participants, or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of equipment and services, that is equivalent to that provided to individuals who are not blind or visually impaired.

XVII.10. Equal Opportunity Compliance

Service Provider agrees to abide by all federal and Guam laws and rules and regulations, and Executive Orders of the Governor of Guam, pertaining to equal employment opportunity. In accordance with such laws of Guam, Service Provider assures that no person shall on the grounds of race, religion, color, national origin, ancestry, sexual orientation or gender identity be excluded from employment with or participation in, be denied benefit of, or otherwise be subjected to discrimination under any program or activity under this Agreement. If Service Provider

is found not to be in compliance with these requirements during the life of this Agreement, Service Provider agrees to take appropriate steps to correct these deficiencies.

XVII.11. Records Discrimination Against Status Offenders Prohibited

Service Provider acknowledges that no private entity that receives government of Guam funding, either local or federal funds, for any of its programs may, solely on the basis of conviction of a status offense, discriminate against any person who would otherwise be eligible. P.L. 30-168 (effective 7/16/10) codified at § 20120 of Article 1, Chapter 20 of Title 19, Guam Code Annotated.

XVII.12. Restricting the Use of Mobile Phones While Driving a Vehicle, and Providing for the Public Education Requirements Regarding Such Restrictions

Service Provider shall ensure compliance with relative to the restrictions on the use of mobile phones while driving. P.L. 31-194.

XVII.13. Drug and Smoke-Free Workplace

Service Provider shall ensure compliance with Federal and local drug and smoke-free workplace laws and requirements. [Federal Drug-Free Workplace Act of 1988, the Governor's Circular No. 89-26 (Governor's Policy Statement Establishing a Drug-Free Workplace) and Clean Indoor Air Act of 1992, P.L. 21-139, Title 10 GCA, Chapter 90].

XVII.14. Social Security Number Confidentiality Act

Service Provider shall ensure compliance relative to preventing the inappropriate disclosure and misappropriation of social security numbers. P.L. 28-95, Article 7, Chapter 32, Title 5, Guam Code Annotated.

XVII.15. Employment of Individuals with Severe Disabilities; P.L. 26-109 Section 2, §41210(b), Article 2, Chapter 41, Division 5, Title 17 of the Guam Code Annotated

Service Provider shall comply with the provision of this mandate with emphasis on the employment of two percent (2%) of its workforce with severe disabilities in coordination with the Division of Vocational Rehabilitation Administrator, Department of Integrated Services for Individuals with a Disability (DISID) for placement. In the event Service Provider is unable to employ due to the lack of individuals with disabilities who are able to work, Service Provider shall utilize funds for the purchase of supplies produced by non-profit organizations employing individuals with disabilities. Efforts to comply with this specification shall be documented by Service Provider and is subject to review and inspection by GBHWC.

**SECTION XVIII.
ASSIGNMENT, SUCCESSORS AND ASSIGNS**

Neither party may assign or otherwise transfer this Agreement or any of the rights that it grants without the prior written consent of the party. Any purported assignment in violation of the preceding sentence will be void and of no effect. This Agreement will be binding upon the parties' respective successors and permitted assigns.

**SECTION XIX.
SUBCONTRACTING**

Service Provider shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of GBHWC.

SECTION XX.
STATUS OF SERVICE PROVIDER

Service Provider and its agents and employees are Independent Service Providers performing professional services for GBHWC and are not employees of GBHWC. Service Provider and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of GBHWC vehicles, or any other benefit afforded to employees of GBHWC as a result of this Agreement. Service Provider acknowledges that all sums received hereunder are reportable by Service Provider for tax purposes, including without limitation, self-employment and business income tax. Service Provider agrees not to purport to bind GBHWC unless Service Provider has express written authority to do so, and then only within the strict limits of that authority.

SECTION XXI.
GENERAL COMPLIANCE WITH LAWS

The professional services, deliverables and materials under this Agreement shall comply with all applicable federal and Guam laws and regulations. Service Provider shall maintain all licenses and permits during all times pertinent to this contract. Service Provider is responsible for payment of all taxes under this Agreement. In the event this Agreement sets forth key personnel positions of stated experiences and training, Service Provider agrees to maintain those individuals and or positions at all times pertinent to the contract.

SECTION XXII.
FORCE MAJEURE

Service Provider and/or GBHWC (other than its payment obligation) shall be excused from performance under this Agreement for any period that Service Provider or GBHWC is prevented from performing any services in whole or in part as a result of acts of God, typhoons, earthquakes, floods, epidemics, fire, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or any other event, matter or thing, wherever occurring, which shall not be within the reasonable control of the party invoking the section (each of the foregoing deemed a "Force Majeure"), provided that Service Provider or GBHWC have prudently and promptly acted to take any and all reasonably necessary preventive and/or corrective steps that are within Service Provider's or GBHWC's control to ensure that Service Provider or GBHWC can promptly perform. Such non-performance (collectively, a Force Majeure Event) shall not be deemed a breach of the Agreement. This clause shall not relieve Service Provider of responsibility for developing and implementing all prudent contingency and disaster recovery measures. Subcontractor interruptions shall not be considered a Force Majeure Event unless agreed upon by both parties. The party delayed by a Force Majeure Event shall immediately notify the other party by telephone (to be confirmed in writing, via hand delivery return receipt, within FIVE (5) days of the inception of such delay) of the occurrence of a Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event, all preventive and corrective steps taken, how it affects performance, and the anticipated duration of the inability to perform, and shall resume performance of its obligations as soon as possible after the Force Majeure condition no longer exists. The parties shall meet to discuss and determine a revised timetable for completion of any services delayed by a Force Majeure Event under this Agreement.

SECTION XXIII.
SEVERABILITY

The provisions of this Agreement will be deemed severable, and the unenforceability of any one or more provisions will not affect the enforceability of any other provisions. In addition, if any provision of this Agreement is declared unenforceable, the parties will substitute an enforceable provision that to the maximum extent possible in accordance with applicable law, preserves the original intentions and economic positions of the parties.

SECTION XXIV.
ENFORCEMENT OF AGREEMENT

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of that party's rights under this Agreement shall be effective to waive any other rights.

SECTION XXV.
NO WAIVER

No failure or delay by either party in exercising any right, power or remedy will operate at a waiver of such right, power or remedy, and no waiver will be effective unless it is in writing and signed by the waiving party. If either party waives any right, power or remedy, such waiver will not waive any successive or other right, power or remedy the party may have under this contract.

SECTION XXVI.
APPLICABLE LAW

The laws of Guam shall govern this Agreement, without giving effect to its choice of laws provisions. Venue shall be proper only in a Guam court of competent jurisdiction. By execution of this Agreement, Service Provider acknowledges and agrees to the jurisdiction of the courts of Guam over any and all lawsuits arising under or out of any term of this Agreement.

SECTION XXVII.
AMENDMENT

This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties.

SECTION XXVIII.
MERGER

This Agreement incorporates all the agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written agreement. No prior agreement or understanding, oral or otherwise, of the parties, or their agents shall be valid or enforceable unless embodied in this this Agreement.

SECTION XXIX.
INCORPORATION AND ORDER OF PRECEDENCE

The Request for Proposal GBHWC No. 07-2015 and Service Provider's proposal are incorporated by reference into this Agreement and are made part of this Agreement. In the event of any conflict among these documents, the following order or precedence shall apply:

1. Any contract amendment(s), in reverse chronological order; then
2. This Agreement itself; then
3. The Request for Proposal; then
4. Service Provider's Best and Final Offer(s), in reverse chronological order; then
5. Service Provider's proposal.

SECTION XXX.
PATENT, COPYRIGHT, TRADEMARK AND TRADE SECRET INDEMNIFICATION

XXX.1. Service Provider shall defend at its own expense, the government of Guam and its agencies against any claim that any product or service provided under this Agreement infringes any patent, copyright or trademark in the United States or Guam, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against a procuring agency based upon Service Provider's trade secret infringement relating to any product or service provide under this Agreement, Service Provider agrees to reimburse the government of Guam for all costs, attorneys' fees and the amount of the judgment.

To qualify for such a defense and/or payment, the government of Guam shall:

- a. Give Service Provider prompt written notice of any claim;
- b. Allow Service Provider to control the defense or the settlement of the claim; and
- c. Cooperate with Service Provider in a reasonable way to facilitate the defense or settlement of the claim.

XXX.2. If any product or service becomes, or in Service Provider's opinion is likely to become the subject of a claim of infringement, Service Provider shall at its option and expense:

- a. Provide a procuring agency the right to continue to using the product or service;
- b. Replace or modify the product or service so that it becomes non-infringing; or
- c. Accept the return of the product or service, less the unpaid portion of the purchase price any other amounts due Service Provider. Service Provider's obligations will be void as to any product or service modified by the procuring agency to the extent such modification is the cause of the claim.

SECTION XXXI.
APPROVAL OF SERVICE PROVIDER PERSONNEL

Personnel proposed in Service Provider's written proposal to GBHWC are considered material to any services or work performed under this Agreement. No changes in personnel will be made by Service Provider without the prior written consent of GBHWC. Replacement of any of Service Provider's personnel, if approved will be with equal ability, experience and qualifications. Service Provider will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project or program immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. GBHWC shall retain the right to request the removal of any of Service Provider's personnel at any time. A penalty of ten percent (10%) of the monthly invoice amount will be imposed for every month Service Provider does not have the staff.

SECTION XXXII.
SURVIVAL

The sections titled Indemnification and Patent, Copyright, Trademark and Trade Secret Indemnification shall survive the expiration of this Agreement. Software licenses, leases, maintenance and other unexpired agreements that were entered into under the terms and conditions of this Agreement shall survive this Agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates indicated by their respective names.

SERVICE PROVIDER

Diana B. Calvo
Diana B. Calvo, Executive Director
Catholic Social Service
Date: 3/17/2016

GOVERNMENT OF GUAM

Rey M. Vega
Rey M. Vega, Director
Guam Behavioral Health and Wellness Center
Date: 3/16/16

CERTIFIED FUNDS AVAILABLE:

Benny A. Piraula
Benny A. Piraula, Certifying Officer
Date: 3-29-16
Account No.: 5602A162300GA215230
Amount No.: \$215,788.00
Vendor No.: C2408101
Period Covering: 04/01/2016 – 9/30/2016

APPROVED:

Jose S. Calvo
Jose S. Calvo, Director
Bureau of Budget, Management Research
Date: MAR 28 2016
CLEARED PER
DEMRS REV. 1.1

RECEIVED
MAR 22 2016
Bureau of Budget and
Management Research

APPROVED AS TO LEGALITY AND FORM:

E. Barrett-Anderson
Elizabeth Barrett-Anderson,
Attorney General of Guam
Date: 3/30/16
GBHWC 15-0657

APPROVED:

Edele Baza Calvo
Edele Baza Calvo
Governor of Guam
Date: APR 01 2016

DEPARTMENT OF ADMINISTRATION
DIVISION OF ACCOUNTS

Registration Date 04/01/2016
Registered No. C160600700
Book No. C2408101
Registered By APR 04/05/2016

MAR 28 2016
1736

ATTACHMENT A
GBHWC and Catholic Social Service
GBHWC RFP 07-2015

Subject to the appropriation, allocation, and availability of funds GBHWC will compensate Service Provider for services performed pursuant to Section II Scope of Work, and the staffing and cost and pricing attached hereto, through September 30, 2017, in the annual not to exceed amount of Four Hundred Thirty-One Thousand Five Hundred Seventy-Six Dollars and No Cents (\$431,576.00) of which the monthly not to exceed amount is Thirty-Five Thousand Nine Hundred Sixty-Four Dollars and Sixty-Six Cents (\$35,964.66) for eight (8) months and Thirty-Five Thousand Nine Hundred Sixty-Four Dollars and Sixty-Eight Cents (\$35,964.68) for four (4) months per Fiscal Year.

On or before March of 2017, the parties agree to begin good faith negotiations as to compensation for services to be performed by Service Provider pursuant to Section II Scope of Work. A new staffing pattern and Annual Program Cost shall be submitted by Service Provider to Guam Behavioral Health and Wellness Center. In the event the parties cannot reach agreement, as to fair and reasonable compensation in keeping with the Section II Scope of Work of this Agreement then the Director of GBHWC may terminate for convenience in keeping with Section XIV.2.

The amount certified for the remaining initial Fiscal Year may be a pro-rata basis and is estimated to be in the amount of Two Hundred Fifteen Thousand Seven Hundred Eighty-Eight Dollars and No Cents (\$215,788.00) for six (6) monthly payments of which two (2) are Thirty-Five Thousand Nine Hundred Sixty-Four Dollars and Sixty-Four Cents (\$35,964.64) and four (4) are Thirty-Five Thousand Nine Hundred Sixty-Four Dollars and Sixty-Eight Cents (\$35,964.68).

The Annual Program Cost and Staffing will remain the same as set forth for fiscal years 2016 and 2017 and any one month extension under this agreement.

AGREED TO BY:

Diana B. Calvo
Diana B. Calvo, Executive Director
Catholic Social Service
Date: 3/17/2016

Rey M. Vega
Rey M. Vega, Director
Guam Behavioral Health and Wellness Center
Date: 3/16/16

ANNUAL PROGRAM COST: Initial Term for 2 Years
GBHWC RFP 07-2015

Classification and Account Codes	Year 1-2 FY 16 and FY 17 Budget			Justification, Rationale or Comment
Personnel & Benefits Costs (110/111)	\$13,981.00	\$27,961.75		Administration - Personnel
Salaries	\$116,365.99	\$231,475.40		
Fica Taxes	\$8,902.00	\$17,707.87		
Health & Welfare	\$39,715.27	\$82,516.20		
Health & Welfare - Fica	\$3,038.22	\$6,312.49		
Subtotal (110/111)	\$182,002.48	\$365,973.71	\$0.00	
Operations	\$7,683.00	\$15,372.00		Administration - Operations
TRAVEL (220)				
Local Mileage	\$7,590.00	\$15,180.00		
Off-Island Travel	-	-	-	
Subtotal (220)	\$7,590.00	\$15,180.00	\$0.00	
CONTRACTUAL (230/233/270/271)				
Equipment Maintenance	-	\$800.00	-	
Lease Equipment	-	-	-	
Office Space Rental	\$6,654.00	\$13,308.00	-	
Training	\$2,145.00	\$2,145.00		
Payroll Service Fees	\$616.00	\$616.00		
Insurance	\$1,448.13	\$2,896.25		
Printing	-	-		
Audit	\$1,058.25	\$2,116.50		
Trash Removal	\$330.00	\$660.00	-	
Building Maintenance	-	-	-	
Workman's Comp	\$1,000.00	\$2,000.00		
Drug Testing	\$385.00	\$385.00		
Subtotal (230/233/270/271)	\$13,636.38	\$24,926.75	\$0.00	
SUPPLIES AND MATERIAL (240)				
Office/Computer Supplies	\$748.14	\$1,867.54	-	
Household Supplies	\$1,500.00	\$3,000.00	-	
Food	-	-	-	
Fuel	-	-	-	
Subtotal (240)	\$2,248.14	\$4,867.54	\$0.00	
EQUIPMENT (250) (under \$5000.00)				
List Equipment (under \$5000.00)	-	-	-	
Subtotal (250)	\$0.00	\$0.00	\$0.00	
MISCELLANEOUS (290)				
List Miscellaneous	-	-	-	
Subtotal (290)	\$0.00	\$0.00	\$0.00	
Utilities (360-363)				
Power	\$1,602.00	\$3,204.00		
Water/Sewer	\$450.00	\$900.00		
Telephone/Cable/Internet/Fax	\$576.00	\$1,152.00		
Subtotal (360-363)	\$2,628.00	\$5,256.00	\$0.00	
Capital Outlay (450) (over \$5000)				
List Capital Outlay (over \$5000)	-	-	-	
Subtotal (450)	\$0.00	\$0.00	\$0.00	
TOTALS	\$215,788.00	\$431,576.00	\$0.00	
#Employees	11	11		

Type of Contract: _____

Offer Amount: \$ _____

All parties agreed and acknowledge that the above offer is fair and reasonable.

Submitted by: Diana B. Calvo

(Offeror) _____ Date _____

Accepted by: Dr. P. Smith _____ Date _____

(GBHWC Negotiation Panel Chairperson) _____ Date _____

Approved by: R. M. [Signature] _____ Date _____

(GBHWC Director) _____ Date _____

Rev: 10/22/2015

**CATHOLIC SOCIAL SERVICE
RESPITE CARE
PROPOSED PROGRAM BUDGET - FISCAL YEAR 2016
APRIL 2016 - SEPTEMBER 2016 (6 MONTHS)**

STAFFING PATTERN

Position Title	% of Allocation	Per. Hr.	Per Annum	Fica	Health & Welfare	H & W Fica	TOTAL COSTS
110 Personnel							
Program Manager	100%	20.75	21,746.00	1,663.57	0.00	0.00	23,409.57
Social Worker	50%	14.00	0.00	0.00	0.00	0.00	0.00
Nursing Assistant-Supervisor	100%	11.30	11,842.40	905.94	4,474.96	342.33	17,565.64
Nursing Assistant	87.50%	10.03	9,197.51	703.61	3,915.59	299.54	14,116.25
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Nursing Assistant	87.50%	10.03	9,197.51	703.61	3,915.59	299.54	14,116.25
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Nursing Assistant	87.50%	10.03	9,197.51	703.61	3,915.59	299.54	14,116.25
Total Personnel		11	116,365.99	8,902.00	39,715.27	3,038.22	168,021.48

Note: H&W increased to 4.27/hr