

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 10/2018)

AGREEMENT NUMBER

CCC-18-20048

PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

Government Operations Agency, California Complete Count Census 2020

CONTRACTOR NAME

City of Stockton

2. The term of this Agreement is:

START DATE

April 22, 2019 (or upon execution, whichever occurs later)

THROUGH END DATE

December 31, 2020

3. The maximum amount of this Agreement is:

Three hundred twenty three thousand, eight hundred and fifty-seven dollars ( \$323,857.00)

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

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	10
Exhibit B	Budget Detail and Payment Provisions	3
Exhibit C *	General Terms and Conditions	1
Exhibit D*	Special Terms and Conditions	6

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

These documents can be viewed at [www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx](http://www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx)

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

**CONTRACTOR**

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

City of Stockton

CONTRACTOR BUSINESS ADDRESS

425 N. El Dorado Street

CITY

Stockton

STATE

Ca

95202

PRINTED NAME OF PERSON SIGNING

Kurt O. Wilson

TITLE

City Manager

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

5/21/19

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

Government Operations Agency, California Complete Count Census 2020

CONTRACTING AGENCY ADDRESS

400 "R" Street, Suite 359

CITY

Sacramento

STATE

CA

ZIP

95811

PRINTED NAME OF PERSON SIGNING

Sara Murillo

TITLE

Assistant Director of Administration

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Senate Bill Number 877 (3)

APPROVED AS TO FORM AND CONTENT

By

City Attorney

State of California, California Complete Count Census 2020  
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**EXHIBIT A**

**(Standard Agreement)**

**STATEMENT OF WORK (SOW)**

City of Stockton, herein called (Contractor) is entering into this agreement with the California Complete Count Census 2020 (CCC Office), hereinafter referred to as "State or CCC Office" to provide outreach services on behalf of the State as described herein.

**1. BACKGROUND**

The California Complete Count Census 2020 effort is a statewide outreach and awareness campaign designed to ensure an accurate and complete count of all Californians in the upcoming 2020 United States Census. The 2020 Census is the decennial census, mandated by Article 1, Section 2 of the United States Constitution. The results are used to allocate Congressional seats, electoral votes, and government program funding to state and local governments. Just based on the funding component, a census that undercounts Californians could cost the state billions of dollars. For every Californian missed during the Census 2020 count, the State is expected to lose approximately \$1,950 per person, per year, for 10 years, in federal program funding.

In preparation for the 2020 census, Executive Order (B-49-18) was issued describing California's Census 2020 initiative. The Executive Order established a California Complete Count Committee to develop, recommend, and assist in the administration of a census outreach strategy to encourage full participation in the 2020 Census. The California Complete Count outreach strategy is funded by a Budget Bill, which allocated \$90.3 million in the state budget for efforts related to the upcoming 2020 Census. The State has authorized \$26.5 million of those funds to be directed towards county-based outreach efforts.

**2. PURPOSE**

The State's 2020 Complete Count Census outreach campaign will focus on both the geographic areas and demographic populations who are "least likely to respond". These areas and populations are commonly referred to as "hard-to-count (HTC)." The terms "least likely to respond" and "HTC" are often used interchangeably.

This program aims to address the following goals:

Increase awareness and knowledge about the 2020 Census in HTC communities and populations;

Deliver focused messages via trusted messengers in trusted environments about the 2020 Census process to HTC areas and populations concentrated in Census tracts that are least likely to respond.

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Ensure that all outreach, messaging and publicity is culturally relevant and linguistically appropriate;

Support the California Complete Count statewide community outreach and media relations efforts through a strategy that is focused, timely, cost-effective and tailored to addressing barriers that prevent HTC communities and populations from completing and returning their forms;

Complement as well as add value to the outreach, messaging and advertising provided by the U.S. Census Bureau;

Work collaboratively with a network of community-based organizations, other local governments and others across sectors; and

The ultimate goal is to ensure that HTC/least likely to respond communities and populations in California are accurately counted in the 2020 Census, thereby achieving the highest self-response rate possible for California.

### **3. OBJECTIVES**

Contractor will collaborate and work with other contracted community-based organizations (CBOs) and State media contractor(s) to inform the general public of the importance of completing the census questionnaire. The goal is to avoid duplication, identify outreach gaps and fill them accordingly. Contractor will implement outreach to encourage full participation and avoid an undercount as stated in the Governor's Executive Order B-49-18.

#### **A. THE STATE'S OUTREACH OBJECTIVES ARE:**

1. To further promote awareness about the census, the process, its pre-notice advisory, the questionnaire and the key deadlines.
2. To publicize locations where the public may receive information regarding the census in their native language and assistance completing the census questionnaire. Locations may include neighborhood Questionnaire Assistance Centers (QACs), Questionnaire Action Kiosks (QAKs), and other venues. A QAC can be established at a public venue such as a library, school, or post office staffed with knowledgeable personnel that can assist the public with completing the census questionnaire, and answer questions related to the Census 2020.
3. To motivate all Californians to complete and return their questionnaires by explaining in ways that are relevant to them what the census means to California, and when possible, to their counties and cities.
4. To focus funding and efforts in geographic areas and demographic populations who are least likely to respond including, but not limited to:

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- Latinos
- African-Americans
- Native Americans and Tribal Communities
- Asian-Americans/Pacific Islanders
- Middle-Eastern North Africans
- Immigrants and Refugees
- Farm-workers
- People with Disabilities
- Seniors
- Homeless Individuals and Families
- Children Ages 0-5
- Veterans
- Areas with low broadband subscription rates and limited or no access
- Households with limited English proficiency

**B. THE CONTRACTOR SHALL ACHIEVE THE FOLLOWING OBJECTIVES:**

**EDUCATE**

1. Inform the public about the census process, purpose and timeline.
2. Inform the public of the importance of the census. The State will receive billions of dollars of federal funds for education, health care, job training, transportation and other vital services based on the census numbers. The federal government also uses census data to determine how to apportion the House of Representatives seats among states.
3. Inform the public that the census data is confidential. No one except sworn U.S. Census Bureau ("Census Bureau") employees can see the complete census questionnaire forms or link names to responses. The Census Bureau requires that any individuals with access to census materials adhere to strict confidentiality and security guidelines. The law, Section 214 of Title 13, "Wrongful Disclosure of Information," sets forth severe penalties applicable to federal government officials and local government census liaisons if they misuse information they receive from the census responses. These penalties include fines up to \$5,000, 5 years in prison, or both. The Census Bureau's dedication to confidentiality plays an important role in everything it does. All employees must pass a security and employment reference check, swear they are not employed as tax collectors or assessors or law enforcement officials and establish they have no felony convictions as adults. The Census Bureau employs a host of safeguards, such as electronic barriers and secure telephone lines, to block outside access to any confidential information in Census Bureau computers.
4. Identify areas and populations within Contractor's local jurisdiction that are least likely to respond, as identified in Task 1.2.

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5. To establish, manage, and announce locations where the public may receive information regarding the census in their native language and assistance completing the census questionnaire. Locations may include neighborhood QAC's and QAK's

### **MOTIVATE**

6. Eliminate the fear of completing the census questionnaire. Instill trust that the government will not use this data in a negative way. No one outside the Census Bureau can ever be given any information to link names to addresses on the census questionnaire. Not even the President of the United States is permitted to look at individual census records.
7. Utilize trusted messengers and sources to encourage members of the public to participate in the census by completing their census questionnaire.
8. Establish comfortable environment(s) and settings early on and leading to the Census 2020 to encourage the public to participate in the census, following the education phase. Continue to educate and inform on the importance of the census as a motivator.
9. Where possible, Contractor should assess messaging efforts, outreach and tools.

### **ACTIVATE**

10. Engage trusted messengers in trusted environments to help the public participate in the census.
11. Conduct and participate in community gatherings and other forums to rally the public to participate in the census.
12. Collaborate with other stakeholders and across sectors to activate the public to participate in the census process by filling out the census questionnaire.

## **4. STRATEGIC OUTREACH DEVELOPMENT AND IMPLEMENTATION**

Contractor shall design and implement a multi-faceted, multi-channel, multi-lingual cohesive strategic outreach plan to reach all census audiences in California. The overarching strategic plan should address broad census goals and objectives and specific outreach strategies, as well as integrate with other outreach efforts. The plan shall be submitted to the CCC Office as described in Task 1.

## **5. RESPONSIBILITIES & REQUIREMENTS**

The board resolution, order, motion, ordinance or similar document shall be approved by the State before the parties can enter into a valid contract. The Contractor shall not perform any tasks prior to contract execution. A list of all tasks and deliverables are set forth below.

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<b>Task 1 -- Strategic Plan</b> Within sixty (60) days of entering into contract, the Contractor must provide the State with the Contractor's Strategic Plan, which shall address subtasks 1.1 through 1.11. The CCC Office must approve (in writing) the Strategic Plan.	
1.1	Outreach Plan -- Contractor shall provide a plan that includes a local, grassroots approach to reaching the least likely to respond with specific strategies, tactics and timeline(s), as well as description of specific collaboration(s), partnership(s), and leveraging of resources to achieve the highest self-response rate on the census 2020 questionnaire. Further components are listed below:
1.2	Approach -- Contractor shall describe its approach to outreach, including: <ul style="list-style-type: none"> <li>• Identification of least likely to respond areas and populations vis-a-vis census tracts within the local jurisdiction.</li> <li>• Describe research methodology used to identify HTC/least likely to respond populations, barriers, challenges and opportunities for outreach</li> </ul>
1.3	Partnership Coordination -- Contractor shall provide a plan showing its integrated and coordinated approach working with the US Census Bureau, the CCC Office, schools, CBOs, and other civil society organizations to avoid duplication and to identify methodology to address gaps.
1.4	Resources and Infrastructure -- Contractor shall provide a primary designee who has geographic information systems (GIS) knowledge that will interface with the Statewide Outreach and Rapid Deployment (SwORD) mapping portal. Contractor shall also provide a plan for establishing, managing, and announcing QACs and/or QAKs which should include locations and resources. Contractor shall work with their assigned State RPM to activate a reasonable number of QACs/QAKs within their local jurisdiction.
1.5	Contractor shall provide geospatial data or mapping of the following: <ul style="list-style-type: none"> <li>• City of Stockton HTC/least likely to respond areas</li> <li>• City of Stockton resources/office that may be leveraged in outreach to the HTC/least likely to respond</li> <li>• Potential partners including CBOs and any other partners across various sectors</li> </ul>
1.6	Language Access Plan -- California has over 200 non-English languages spoken across the state. Contractor shall provide a plan that includes strategies, tactics and resources, including partnerships, to address language access in the local jurisdiction.

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1.7	Local Complete Count Committee (LCCC) -- Structure of the county's LCCC and organization chart, if available.
1.8	Workforce Development -- Plan describing how the Contractor may assist the U.S. Census Bureau with local hiring of census enumerators and other personnel. Based on previous census efforts, it is known that hiring locally for these critical jobs is an important factor in establishing trusted messengers that may impact the enumeration positively.
1.9	Budget – Contractor shall provide a budget proposal of the allocated funding provided by the State including, but not limited to: <ul style="list-style-type: none"> <li>• Administrative costs (not to exceed 10% of total allocation)</li> <li>• Outreach (e.g. events, meetings, materials, etc.)</li> <li>• Media</li> </ul>
1.10	Timeline of activities during the term of this contract.
1.11	Contractor to describe its plan to measure results throughout the contract such as: <ul style="list-style-type: none"> <li>• Accountability Measures</li> <li>• Data to be collected – Type and Quantity</li> <li>• Evaluation Methodology/Approach</li> </ul>
<b>Task 2 - Monthly Meetings</b>	
2.0	Immediately upon contract execution, the Contractor shall participate in monthly in-person meetings or phone calls with the area's assigned State Regional Program Manager (RPM) to discuss operations and provide updates of the strategic plan and progress. The monthly meetings shall continue through September 30, 2020. The Contractor shall be available for monthly meetings with the RPM.
<b>Task 3 - Quarterly Written Reports</b>	
3.0	Immediately upon contract execution or starting April 1, 2019, whichever comes later, the Contractor shall provide written quarterly reports to the assigned RPM. The quarterly written reports must include: <ul style="list-style-type: none"> <li>• Information for SwORD data uploads, upon request by the RPM</li> <li>• Language access plan updates</li> <li>• Calendar and event updates</li> <li>• Budget Update</li> <li>• Other criteria to be determined by the RPM (e.g. Activity Summary, Deliverable Status, Concerns/Issues)</li> </ul>

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<b>Task 4 - Implementation Plan</b>	
4.0	<p>An Implementation Plan is due by September 30, 2019. The Implementation Plan shall include:</p> <ul style="list-style-type: none"><li>• Overview of outreach and marketing/communications</li><li>• List of subcontractors, including address, audience reached</li><li>• Non-Response Follow-Up (NRFU) Period Plans and Activities, specifically during the May- August 2020 timeframe</li><li>• Update on Task 1.11</li></ul>
<b>Task 5 - Final Report</b>	
5.0	<p>A final report is due on September 30, 2020. At a minimum, the final report shall include:</p> <ul style="list-style-type: none"><li>• Local response outcome including specific self-response rate</li><li>• Overview of NRFU activities</li><li>• Detailed report on strategies, tactics and timeline(s) used throughout the outreach campaign</li><li>• Lessons learned and best practices that may inform subsequent census outreach efforts in the local jurisdiction and, if appropriate, across California</li><li>• Evaluations, criteria used and further recommendations for 2030</li></ul>



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## 6. PROJECT REPRESENTATIVES DURING THE TERM OF THIS AGREEMENT

State: (Regional Program Manager):	
Name:	Emilio Vaca
Telephone Number:	(916) 200-5842
Address	400 "R" Street, Suite 359 Sacramento, CA 95811
E-mail address	<a href="mailto:Emilio.Vaca@census.ca.gov">Emilio.Vaca@census.ca.gov</a>

Contractor: City of Stockton	
Name:	Christian Clegg
Telephone Number:	(209) 937-8205
Address	425 N. El Dorado Street Stockton, CA 95202
E-mail address	<a href="mailto:Christian.Clegg@stocktonca.gov">Christian.Clegg@stocktonca.gov</a>

Direct all financial and administrative inquiries to:

State:	
Name:	Sara Murillo, Assistant Director of Administration
Telephone Number:	(916) 852-2020
Address	400 "R" Street, Suite 359 Sacramento, CA 95811
E-mail address	<a href="mailto:Sara.Murillo@census.ca.gov">Sara.Murillo@census.ca.gov</a>

Contractor: Administrative Contract	
Name:	Christian Clegg
Telephone Number:	(209) 937-8205
Address	425 N. El Dorado Street Stockton, CA 95202
E-mail address	<a href="mailto:Christian.Clegg@stocktonca.gov">Christian.Clegg@stocktonca.gov</a>

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**7. DELIVERABLE SCHEDULE**

	<b>Milestone</b>	<b>Payment Amount</b>	<b>Timeline</b>
1	Contract Execution	10% of Total Contract Amount, less 10% withhold	Upon Approval by the State
2	Strategic Plan	35% of Total Contract Amount, less 10% withhold	Upon State Approval
3	First Quarterly Report	10% of Total Contract Amount, less 10% withhold	Upon State Approval
4	Second Quarterly Report	10% of Total Contract Amount, less 10% withhold	July 1, 2019
5	Third Quarterly Report / Implementation Plan (January 2020- July 2020)	25% of Total Contract Amount, less 10% withhold	September 30, 2019
6	Completion / Results of Outreach (Final plans for Census week of outreach events)	Release of Withhold	February 15, 2020
7	NRFU Plan	5% NRFU Plan	April 15, 2020
8	Final Report	5% of Total Contract Amount	September 30, 2020

**8. DOCUMENTS AND DELIVERY****1. Document Format**

- a. All documents shall be provided in a format compatible with the State Census Office standard applications (currently, Microsoft Office and Adobe). In all cases, the Contractor shall verify application compatibility with the State Contract Manager prior to creation or delivery of any document. Any deviations to these standards shall be approved by the State's Contract Manager.
- b. The delivery media shall be compatible with the State storage devices. (currently, USB Flash Drives or CD/DVD ROM)
- c. Contractor shall have the capability to collect and store data in formats such as Excel, .csv or others used in geographic information systems.
- d. Internet access is required.

**2. Electronic and hard copy submissions:**

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- a. One (1) electronic copy and two (2) hard copies of all documents are to be submitted to:

California Complete Count – Census 2020  
Attn: Contracts Unit  
Agreement #CCC-18-20048  
400 R Street Suite 359  
Sacramento, CA. 95811  
[Contracts@census.ca.gov](mailto:Contracts@census.ca.gov)

## **9. SUBSTITUTE PERSONNEL**

1. If the Contractor's assigned representative is unable to perform their duties due to illness, resignation, other factors beyond the Contractor's control, or upon mutual agreement of the Parties, the Contractor shall make every reasonable effort to provide suitable substitute personnel. If the Contractor is unable to provide a substitute, or if the State does not approve of the substitute, either the Contractor or the State may terminate this Agreement with a 30-day advance written notice.
2. If the addition or substitution of Contractor personnel does not increase the total cost of the Agreement, no amendment shall be required to make this change(s) to the Agreement.

## **10. TERM OF AGREEMENT**

This Agreement will commence on the start date as noted on the Standard Agreement, STD 213, or the date approved by the State Census Office, whichever is later, and no work shall begin before that time. The Contractor shall not receive payment for work performed prior to approval of the Agreement and before receipt of notice to proceed by the State Contract Manager. This Agreement shall expire on the date noted on the STD 213.

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**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING AND PAYMENT**

For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate Contractor for actual expenditures in accordance with the rates/costs specified herein.

**BREAKDOWN OF PAYMENT**

**Total Allocation: \$323,857.00**

	<b>Milestone</b>	<b>Payment Percentage</b>	<b>Invoice Amount</b>	<b>Actual Payment (Less Withhold)</b>	<b>Payment Date</b>
1	Contract Execution**	10%	\$32,385.70	\$29,147.13	Upon Execution
2	Strategic Plan**	35%	\$113,349.95	\$102,014.96	Upon State Approval
3	Quarterly Report**	10%	\$32,385.70	\$29,147.13	Upon State Approval
4	Quarterly Report**	10%	\$32,385.70	\$29,147.13	July 1, 2019
5	Implementation Plan (January 2020- July 2020) **	25%	\$80,964.25	\$72,867.83	September 30, 2019
6	Implementation Outreach	Release of Withhold		\$29,147.13	
7	NRFU Plan	5%	\$16,192.85	\$16,192.85	
8	Final Report	5%	\$16,192.85	\$16,192.85	September 30, 2020
			<b>Total Contract:</b>	<b>\$323,857.00</b>	

**\*\* Payments shall include a 10% withhold pursuant to Public Contract Code section 10346.**

Contractor will be paid for satisfactorily completing each task through a series of progress payments. Pursuant to California Public Contract Code section 10346 and State Contract Manual Vol. I, Section 7.33, each progress payment will contain a 10% withhold to be paid according to the dates set forth in the table below.

- A. In no event shall the Contractor request or be entitled to reimbursement from the State for obligations entered into or for cost(s) incurred prior to the effective date or after this Agreement terminates.
- B. The Contractor shall submit invoices, in accordance with the payment schedule above. Invoices must include the following:
  - 1) State Agreement number;
  - 2) Invoice number;
  - 3) Invoice date;
  - 4) Invoice total;

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- 5) Contractor's remittal address;
- 6) Billing and/or performance period covered by invoice;

C. Invoices shall be submitted physically to the address listed below:

**California Complete Count – Census 2020  
Administration Office  
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400 R Street Suite 359  
Sacramento, CA. 95811**

## **2. BUDGET CONTINGENCY**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State to the Contractor only those funds that have already been expended in good faith toward the objectives of this contract, and the Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement to the Contractor to reflect a reduction in the amount and scope.

## **3. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

## **4. TIMELY SUBMISSION OF FINAL INVOICE**

- A. A final undisputed invoice that is clearly marked "Final Invoice" shall be submitted for payment no more than thirty (30) calendar days following the expiration or termination date of this Agreement.
- B. If the State disputes the Final Invoice or any item in the Final Invoice, the State shall provide written notice to the Contractor describing the reason or reasons the State disputes the Final Invoice, and the Contractor shall be required to submit a corrected Final Invoice to the State no later than ten (10) calendar days after the date the Contractor received the State's written notice.
- C. If the Contractor fails to submit a corrected Final Invoice within the time required, or if the Contractor's corrected Final Invoice fails to correct the disputed item, the State shall have the right to elect to deny payment of the disputed item and pay only the undisputed amounts under the Final Invoice.
- D. The State may, at its discretion, choose not to honor any final invoice submitted after the deadline specified in Exhibit B, Budget Detail and Payment Provisions Section 5.A

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above if the Contractor fails to obtain prior written State approval of an alternate Final Invoice submission deadline.

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**EXHIBIT C**

**GENERAL TERMS AND CONDITIONS (GTC-04/2017)**

The General Terms and Conditions are herein incorporated by reference and are available at the Internet site:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

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**EXHIBIT D****SPECIAL TERMS AND CONDITIONS****1. PERFORMANCE COMMENCEMENT**

This Agreement is of no force and effect until signed by both Parties.

**2. RIGHT TO TERMINATE**

The State reserves the right to terminate this Agreement without cause upon thirty (30) days advance written notice to the Contractor. Contractor may submit a written request to terminate this agreement only if the State should substantially fail to perform its responsibilities as provided herein.

However, the State may terminate the Agreement for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the termination of the Agreement shall be effective as of the date indicated on the State's notification to the Contractor. In the event of such termination, the State may proceed with the work in any manner deemed proper by State and all costs to the State shall be deducted from any sum due to the Contractor under this agreement.

The parties may agree to suspend or cancel the agreement if the Contractor or State's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

**3. AMENDMENTS**

Upon mutual consent, CCC Office and the Contractor may execute amendments to this Agreement. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, and agreed upon by both parties and approved, as required. No verbal understanding or agreement not incorporated into the Agreement is binding on any of the parties.

**4. POTENTIAL SUBCONTRACTORS**

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



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**5. CONTRACTOR STAFF EXPENSES**

The Contractor represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have any contractual relationship with the California Complete Count – Census 2020 or the State of California.

**6. COPYRIGHT**

All rights in copyright works created by the Contractor in the performance of work under this contract are the property of the State.

**7. INSURANCE REQUIREMENTS****A. General Provisions Applying to All Policies**

- 1) Coverage Term – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- 2) Policy Cancellation or Termination & Notice of Non-Renewal – Contractor and/or Permittee is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event Contractor and/or Permittee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- 3) Deductible – Contractor and/or Permittee is responsible for any deductible or self-insured retention contained within their insurance program.
- 4) Primary Clause – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
- 5) Insurance Carrier Required Rating – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Contractor and/or Permittee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- 6) Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- 7) Inadequate Insurance – Inadequate or lack of insurance does not negate the Contractor and/or Permittee's obligations under the contract.

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- 8) Satisfying a SIR – All insurance policies required by this contract/permit must allow the State to pay and/or act as the Contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.
- 9) Available Coverages/Limits – All coverage and limits available to the Contractor shall also be available and applicable to the State.
- 10) Subcontractors – In the case of Contractor and/or Permittee's utilization of subcontractors to complete the contracted scope of work, Contractor and/or Permittee shall include all subcontractors as insureds under Contractor and/or Permittee's insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor and/or Permittee.

**B. Insurance Requirements:** The Contractor shall furnish to the State evidence of the following required insurance:

- 1) Commercial General Liability – Contractor shall maintain general liability on an occurrence form with limits not less than one-million dollars (\$ 1,000,000.00) per occurrence and two-million dollars (\$ 2,000,000.00) aggregate for bodily injury and property damage liability. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured Contract. This insurance shall apply separately to each insured against which claim is made, or suit is brought subject to the Contractor's limit of liability. The policy must name The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.

The policy must include the following additional ensured designation and endorsement:

**“California Complete Count – Census 2020, State of California, its officers, agents, and employees are included as additional insureds, but only with respect to work performed under this contract.”**

The endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.

- 2) Automobile Liability – By signing this Agreement, the Contractor certifies that the Contractor and any employees, subcontractors or servants possess valid automobile coverage in accordance with California Vehicle Code Sections 16450 to 16457, inclusive. The State reserves the right to request proof at any time)
- 3) Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who shall be engaged in the performance of the Contract. Employer's liability limits of \$1,000,000 are required. When work is performed on State owned or controlled property the workers'

State of California, California Complete Count Census 2020  
and Humboldt State University Sponsored Programs Foundation  
Agreement # CCC-18-20048

compensation policy shall contain a waiver of subrogation in favor of the State (Census). A waiver of subrogation in favor of the State of California shall be provided.

- 4) Professional Liability Contractors shall maintain errors and omissions/professional liability insurance with limits no less than \$1,000,000 each occurrence and \$3,000,000 annual aggregate covering any damages caused by negligent error, act, or omission. The policy's retroactive date shall be shown on the certificate of insurance and shall be no later than the date of this contract or the date work under this contract begins. Contractor is responsible for maintaining continuous coverage for up to three (3) years after the notice of completion of the contract.

Subsequent renewals of the insurance certificate shall be sent to CCC Office, c/o Census, Attn: Sara Murillo, 400 R Street, Suite 359, Sacramento, California 95811. This name and address shall appear on the certificate as the certificate holder.

## **8. PERMITS AND LICENSES**

The Contractor shall procure all permits and licenses, pay all charges and fees and give all notices necessary and incidental to the due and lawful prosecution of the work.

## **9. POLITICAL REFORM ACT**

The Contractor shall comply with the language stated in the Standard Contract Provisions Concerning the Political Reform Act, Exhibit D, Attachment 2. Contractor shall file a Statement of Economic Interests (Fair Political Practices Commission Form 700) upon assuming office, annually, and within 30 days after leaving office.

## **10. SETTLEMENT OF DISPUTES**

In the event of a dispute, the Contractor shall file a written dispute notice with the State Contract Manager within ten (10) State business days after discovery of the problem. Pending resolution of any dispute, the Parties shall continue to perform under this Agreement, and Contractor shall diligently continue all work and comply with all of the State Contract Manager's orders and directions.

A. The written dispute notice shall contain the following information:

- 1) The decision under dispute;
- 2) The reason(s) the Contractor believes the decision in dispute to have been in error (if applicable, reference pertinent Agreement provisions);
- 3) Identification of all documents and substance of all oral communications that support the Contractor's position; and
- 4) The dollar amount in dispute, if applicable.

B. Upon receipt of the written dispute notice, the State Contract Manager will examine the matter and issue a written decision to the Contractor within ten (10) State business days. The decision shall contain the following information:

- 1) A description of the dispute;

State of California, California Complete Count Census 2020  
and Humboldt State University Sponsored Programs Foundation  
Agreement # CCC-18-20048

- 2) A reference to pertinent Agreement provisions, if applicable;
  - 3) A statement of the factual areas of the agreement or disagreement; and
  - 4) A statement of the representative's decision with supporting rationale.
- C. The decision of the State Contract Manager shall be final unless, within thirty (30) calendar days from the date of the receipt of the State Project Director's decision, the Contractor files with the State a notice of appeal addressed to:

California Complete Count Census 2020

Attn: Director

400 "R" Street, Suite 350,

Sacramento, CA 95811

The decision of the Director or the Director's designee shall be final.

## **11. ENTIRE AGREEMENT**

This Agreement (including the Exhibits and documents incorporated into this Agreement by reference) is the complete and exclusive statement of the Agreement between the Parties relating to the subject matter of this Agreement and supersedes all prior contracts or prior representations, oral or written, between the Parties relating to the subject matter of this Agreement.

## **12. INCOMPATIBLE ACTIVITIES & STATEMENT OF ECONOMIC INTEREST FORM 700**

- A. The Employee is subject to the following incompatible activities provision of Government Code section 1126 during the term of this Agreement:
- "(a) Except as provided in Section 1128 and 1129, a local agency officer or employee shall not engage in any employment activity or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as a local agency officer or employee or with the duties, functions, or responsibilities of his or her appointing power or the agency to which he or she is employed. The officer or employee shall not perform any work, service or counsel for compensation outside his or her local agency employment where any part of his or her efforts will be subject to approval by any other officer, employee, board or commission of his or her employing body, unless otherwise approved in the manner prescribed by subdivision (b)."
- B. Any employment or other arrangement for compensated services by an employee performing services pursuant to this agreement with a community-based organization or media service during the performance of this contract, shall be deemed an incompatible activity within the meaning of Government Code section 1126, subdivision (a), and is prohibited during the term of this Agreement.
- C. The Contractor staff is subject to the State's conflict of interest laws, and as such will be required to complete the Statement of Economic Interests, Form 700, prior to performing any work under this Agreement, on an annual basis thereafter, and within 30 days of leaving office: <http://www.fppc.ca.gov/Form700.html>. In addition, upon

State of California, California Complete Count Census 2020  
and Humboldt State University Sponsored Programs Foundation  
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Agreement award and every two (2) years thereafter, Contractor staff shall complete the State's online Ethics Training Course, as maintained by the California Office of the Attorney General, and submit the certificate of completion to the State Project Director or designee.

**13. DATA SECURITY**

Contractor will be required to sign a data security policy prior to uploading any data and/or documents into SwORD. Contractor shall provide the signed policy to the CCC Office within ten days (10) of receiving the document and request for signature.

**14. PROTECTION OF STATE FINANCIAL, STATISTICAL, PERSONAL, TECHNICAL AND OTHER DATA**

All financial, statistical, personal, technical, and other data and information relating to the State's operation that are designated confidential by the State and made available to employee(s) in order to perform under this Agreement, or which become available to employee(s) in performing under this Agreement, shall be protected by the Contractor and the employee(s) from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the Contractor and the employee(s). If the methods and procedures employed by the Contractor and the employee(s) for the protection of the Contractor's and employee(s)' data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used with the written consent of the State to carry out the intent of this paragraph. The Contractor and the employee(s) shall not be required under the provisions of this paragraph to keep confidential any data or information that is or becomes publicly available, is already rightfully in the Contractor or employee(s)' possession, is independently developed by the Contractor or the employees outside the scope of this Agreement, or is rightfully obtained from third parties

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RECEIVED  
City Manager's Office  
Date Received

ATTACHMENT A

# CONTRACT ROUTING FORM

RECEIVED  
City Clerk's Office  
Date Received

MAY 17 2019

Contract Number

2019-03-19-1406 NP

(For Clerk's Use)

MAY 23 2019

CITY MANAGER'S OFFICE

CITY CONTRACT TYPE (Select one)

CITY CLERK  
CITY OF STOCKTON

- ☒ Original ☐ Amendment/Change Order ☐ Grant  
☐ Subdivision Agreement ☐ Other

## CONTRACT INFORMATION

Contract Amount: \$ 323,857

Contract Title: Census 2020 Outreach

Vendor/Other Party: State of California, California Complete Count Census 2020

Contract Start Date: June 2019

Contract End Date: Dec 21, 2020

Contract Term:

COUNCIL APPROVAL REQUIRED? ☒ Yes ☐ No (provide account # if no)

Council approval required for contracts over \$

for FISCAL YEAR:

Motion/Resolution/Ordinance No: 2019-03-19-1406

Must be Attached ☒

REQUIRED DOCUMENTS (The following documents shall be submitted with the signed contract when required):

Business License Required? ☐ Yes ☒ No Business License No.

Bonds Required?

☐ Yes ☒ No

city as contractor/vendor

Insurance Required?

☐ Yes ☒ No

Notary Required?

☐ Yes ☒ No

Recordation Required?

☐ Yes ☒ No

## Mandatory Routing Order

1 DEPARTMENT: City Manager's Office

DEPARTMENT HEAD APPROVAL

Christie Clegg

date: 5-6-19

Project Mgr: C. Clegg

ext: 8205

Staff:

ext:

Forwarded to: PROCUREMENT

on: 5-9-19

by:

Christian

2 PROCUREMENT

Approved (X) Name/Signature:

T. D.

Forwarded to: BOK

on: 6-14-19

by:

3 VENDOR/OTHER PARTY

Signed ( ) originals on:

Forwarded to:

on:

by:

4 RISK SERVICES

Insurance on: 5-15-19

by: mo

Bonds approved on:

by:

Forwarded to: CH

on: 5-15-19

by: m-j

RM #:

19-404

5 CITY ATTORNEY

Approved as to Form and Content on: 5/15/19

by:

Forwarded to: CM

on: 5/16/19

by:

Aguilera

6 CITY MANAGER

Signed by City Manager on: 5/23/19

Forwarded to: Clark

on: 5/23/19

by:

P. Jorgensen

7 CITY CLERK

City Clerk attested on: 5-23-19

Returned (1) original(s) to dept. on: 5-23-19

by:

Geoff

Retained (X) original(s) for City's file. Hard Copy on file? Yes ☐ No ☒ OB #

8 ORIGINATING DEPARTMENT:

Requisition No.

Original sent to vendor on:

by:

Copy of contract to be retained by department. Original on file in the Clerk's office.

Copy of contract sent to Purchasing on:

by:

9 PROCUREMENT: Purchase Order No.

PUR No.





# City of Stockton

## Legislation Text

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File #: 19-5307, Version: 1

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### **ADOPT A RESOLUTION COMMITTING TO PARTICIPATE IN THE CALIFORNIA COMPLETE COUNT CENSUS 2020 AND AUTHORIZING AN AGREEMENT WITH THE STATE OF CALIFORNIA**

#### RECOMMENDATION

It is recommended that City Council adopt a Resolution:

1. Committing the City to participate in California Complete Count Census 2020 efforts;
2. Authorizing the City Manager to enter into an agreement with the State of California in an amount up to \$370,0000 to implement Census 2020 outreach and awareness campaign strategies;
3. Appropriating revenue and expenditures in the amount of the agreement to the Special Purpose Grant Fund Non-Departmental budget; and
4. Authorizing the City Manager to take actions necessary to carry out the intent of this Resolution.

#### SUMMARY

The California Complete Count Census 2020 (CCC Office) has allocated funding for municipalities to conduct education and outreach campaigns to encourage full participation and avoid an undercount. Census data is used to allocate Congressional seats, electoral votes and federal funding. San Joaquin County declined state funding to conduct Census 2020 outreach. The CCC Office approached the City of Stockton to request our commitment to participate in Census 2020 efforts. The City is eligible to receive approximately \$370,000 to conduct a campaign based on a Statement of Work outlined by the CCC Office to reach Hard to Count (HTC) populations. A fair and accurate count of Stockton residents in the upcoming 2020 Census will help ensure that the City's neighborhoods, families, and residents are represented and receive critical services and supports.

#### DISCUSSION

##### Background

Every 10 years, the U.S. Census counts every resident in the nation. A complete and accurate count of California's and Stockton's population is essential because the data collected by the Census determines the number of seats in the U.S. House of Representatives and how billions of dollars in federal funds is distributed to local communities. More than 70 federal programs that benefit California, including education, health and human services, use Census numbers as part of their funding formulas. Just based on the funding component, a census that undercounts Californians could cost the state billions of dollars. For every Californian missed during the Census 2020 count, the state is expected to lose approximately \$1,950 per person, per year, for 10 years, in federal

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**File #: 19-5307, Version: 1**

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program funding.

In support of this effort, the California Legislature has appropriated funding for activities related to the 2020 Census. The CCC Office, which is spearheading the state 2020 Census outreach strategy, is making funding available to California municipalities to conduct outreach and assistance. The CCC Office first made funding available to counties statewide through optional agreements to conduct outreach and education. Eight counties in the state did not opt to conduct this outreach, including San Joaquin County. The total amount available for San Joaquin County was \$474,168. A portion of this is available to the City of Stockton and other cities within San Joaquin County.

### Present Situation

The CCC Office has approached the City of Stockton to request that the City conduct the Census 2020 outreach and education campaign that San Joaquin County declined. State funding available for the City of Stockton to support this campaign is estimated to be \$370,000. The state's 2020 Complete Count Census outreach campaign focuses on both the geographic areas and demographic populations who HTC or are "least likely to respond".

Based on demographic data, there is a high percentage of HTC residents in our community. Stockton has an opportunity to play a significant role in ensuring that our population is aware of the Census and is ready to be counted. The purpose of state Census 2020 funding is to assist municipalities in implementing outreach to encourage full participation and avoid an undercount. The state funding is available to municipalities that contract to develop and implement a strategic plan designed to reach the HTC populations in their communities. Exhibit 1 to the Proposed Resolution is the standard agreement of the state and is substantially complete as to form. Council approval of the Proposed Resolution would authorize the City Manager to finalize the standard agreement with the state.

As defined in the Statement of Work (SOW) in Exhibit 1 to the Proposed Resolution, the state Census Office would require Stockton to agree to do all of the following:

1. Prepare a board resolution, order, motion, ordinance or similar document from the local governing body authorizing execution of the agreement;
2. Prepare a Strategic Plan;
3. Participate in a monthly in-person meeting/or call with assigned Regional Program Manager;
4. Prepare Quarterly Written Reports;
5. Prepare an Implementation Plan; and
6. Prepare a Final Report

In addition, the City would be expected to collaborate and work with other contracted community-based-organizations (CBOs) and State media contractor(s) to inform the general public of the importance of completing the census questionnaire.

Given the importance of an accurate Census 2020 count, the City Manager is recommending that the City enter into this agreement. However, because it is an emerging priority in an already aggressive annual workplan, the City will act as a project sponsor, while contracting out the majority of project work. City staff will be responsible for executing the agreement with the state and completing the Strategic Plan. Staff will leverage community partnerships and the local Complete Count Committee



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**File #: 19-5307, Version: 1**

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in developing the Strategic Plan. Following acceptance of the Strategic Plan by the state, the City will allocate the \$370,000 to hire a temporary project manager, and sub-contract the elements of the outreach and education strategies to relevant organizations in the community.

#### FINANCIAL SUMMARY

The standard agreement with the state for conducting the Census 2020 outreach and education campaign includes revenues to the City in the approximate amount of \$370,000. The Proposed Resolution appropriates these funds to the Special Purpose Grants Fund Non-Departmental budget and authorizes expenditure of the same amount in accordance with the standard agreement. The proposed Project Manager to support this effort will not be a full-time equivalent employee and will not be retained after Census funds have been fully expended.

Resolution No. **2019-03-19-1406**

## **STOCKTON CITY COUNCIL**

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### **RESOLUTION COMMITTING TO PARTICIPATE IN THE CALIFORNIA COMPLETE COUNT CENSUS 2020 AND AUTHORIZING AN AGREEMENT WITH THE STATE OF CALIFORNIA**

The U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population every ten years; and

Census data is used to allocate Congressional seats, electoral votes, and government program funding to state and local governments; and

The City of Stockton is committed to ensuring every resident is counted; and

The U.S. Census Bureau is facing challenges with Census 2020, especially for minority populations, and populations with limited broadband access, making the support of local government and community partners a critical component in ensuring a complete count; and

A united voice from business, government, community-based and faith-based organizations, media and others will enable the Census 2020 message to reach more of our residents;

Stockton is home to populations that are most frequently undercounted, including children under six, youth, immigrants, renters, homeless populations, those with limited-English proficiency, as well as those who live in places where enumerators are unable to gain entry, including apartment buildings; and

A fair and accurate count on the 2020 Census will help ensure that the City's neighborhoods, families, and residents are represented and receive critical services and supports across education, crime prevention, health care, and transportation; and

The information collected by the census is confidential and protected by law; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKTON, AS FOLLOWS:**

1. The City Council commits to participate in California Complete Count Census 2020 efforts.

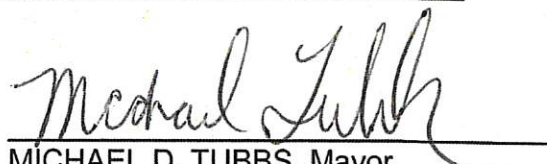
2. The City Manager is authorized to enter into an agreement with the State of California attached hereto and Exhibit 1, in an amount up to \$370,0000 to implement Census 2020 outreach and awareness campaign strategies.

3. The City Council authorizes the appropriation of funding received for the California Complete Count Census 2020 based on the final amount of the agreement, estimated to be \$370,000, to the Special Purpose Grant Fund Non-Departmental budget.

4. The City Manager is hereby authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Resolution.

PASSED, APPROVED, and ADOPTED March 19, 2019.

ATTEST:

  
MICHAEL D. TUBBS, Mayor  
of the City of Stockton



  
FOR CHRISTIAN CLEGG, Deputy City Manager /  
Interim City Clerk of the City of Stockton



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## CITY OF STOCKTON

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HUMAN RESOURCES DEPARTMENT / RISK SERVICES DIVISION  
400 E. Main Street, 3<sup>rd</sup> Floor • Stockton, CA 95202  
209 / 937-8233 • Fax 209 / 937-8558 • [www.stocktonca.gov](http://www.stocktonca.gov)

May 9, 2019

CCC Office, c/o Census  
Attn: Sara Murillo  
400 R Street, Suite 359  
Sacramento, CA 95811

**Re: Standard Agreement Between City of Stockton and California Complete Count  
Census 2020 (CCC Office)**

The City of Stockton is self-insured for General Liability/Automobile Liability which includes Bodily Injury, Physical Auto Property Damage, Third Party Property Damage and Workers' Compensation for **\$1,000,000 CSL**. The party named herein (CCC Office, its officials, officers, agents, employees and volunteers) is only an additional covered party for covered claims arising out of the activity described herein and is subject to the limits stated herein.

The self-insured program and the Workers' Compensation program are managed and administered by the City of Stockton's Risk Services Division of the Human Resources Department; the City of Stockton will provide a 30-day written notice prior to cancellation.

Sincerely,

Matthew Braley  
Risk Analyst