

Juvenile Probation Commission

Meeting Date: September 14, 2022

Re: SFJPD Contracts for Commission Review & Approval

The Juvenile Probation Department (SFJPD) requests delegated authority from the Juvenile Probation (JP) Commission to approve the following contractual agreements:

Contract	Todd Wright	BI Incorporated	Law Enforcement Psychological Services, Inc.
Action	Modification 1: Increase not-to-exceed amount & extend term	New Contract	New Contract
Service Description	Ombudsman Services	Electronic Monitoring Equipment Lease	Pre-Employment Psychological Evaluation Services
Original Term	7/1/22-11/30/23	24 Months	36 Months
New Term	7/1/22-6/30/24	--	--
Not-to-Exceed-Amount (NTE)	\$100,000	\$250,000	\$9,999
New Not-to-Exceed-Amount (NTE)	\$140,000	--	--
Contracting Authority	SF Admin Code 21.16(c), Solicitation from another City Department	SF Admin Code 21.16(c), Solicitation from another City Department	SF Admin Code 21.5(a), Under \$10k
Court-Ordered Service	X	X	

For your reference, please refer to the next page(s) for detailed service descriptions and/or fee schedules by contractual agreement.

Contract	Todd Wright
Action	Modification 1: Increase not-to-exceed amount & extend term
Service Description	Ombudsman Services

**Appendix B
Calculation of Charges**

Contractor shall submit a monthly invoice that indicates the amount billed and the corresponding number of hours worked. Invoices shall be emailed to: jpd.ap@sfgov.org and c/o: Accounting Clerk at 375 Woodside Avenue, Room 206, San Francisco, CA 94127.

Invoices must be submitted by the last day of each month for services performed through the last day of the preceding month. Upon receipt of the monthly invoice, if (and only if) services have been provided as required in Appendix A, the Contractor will be paid at the rate listed in the table below.

No invoices for Services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.

Annual Term	# of Hours per Year	Hourly Rate	Annual Amount
July 1, 2022 – June 30, 2023	400	\$175.00	\$70,000
July 1, 2023 – November 30, 2023	171.42	\$175.00	\$30,000
Total Not-to-Exceed Amount			\$100,000

Such section shall be amended in its entirety to read as follows:

**Appendix B-1
Calculation of Charges**

Contractor shall submit a monthly invoice that indicates the amount billed and the corresponding number of hours worked. Invoices shall be emailed to: jpd.ap@sfgov.org and c/o: Accounting Clerk at 375 Woodside Avenue, Room 206, San Francisco, CA 94127.

Invoices must be submitted by the last day of each month for services performed through the last day of the preceding month. Upon receipt of the monthly invoice, if (and only if) services have been provided as required in Appendix A, the Contractor will be paid at the rate listed in the table below.

No invoices for Services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.

Annual Term	# of Hours per Year	Hourly Rate	Annual Amount
July 1, 2022 – June 30, 2023	400	\$175.00	\$70,000
July 1, 2023 – November 30, 2023 June 30, 2024	171.42 400	\$175.00	\$30,000 \$70,000
Total Not-to-Exceed Amount			\$100,000 \$140,000

Contract	BI Incorporated
Action	New Contract
Service Description	Electronic Monitoring Equipment Lease

**Appendix A
Description of Electronic Monitoring Solution**

1) Background

Lessor shall provide supervised 24-hour electronic monitoring and/or alcohol monitoring services to youth (“Participants”) referred into the program by the Juvenile Probation Department (“SFJPD”).

2) Definitions

Term	Definition
Case Management	The total provision of services including assessment, planning and coordination, monitoring and evaluation of services provided for each Participant.
City	City and County of San Francisco; for this Program, the City will consist of the Juvenile Probation Department (SFJPD).
Counselor	A person who supervises juveniles at a youth detention facility.
Department Liaison	Mila Baranov.
Electronic Monitoring (EM)	Electronic Monitoring is a general term referring to forms of surveillance with which to monitor the location, movement, and specific behavior of Participants through the use of an electronic monitoring device.
Electronic Monitoring (EM) Equipment	Continuously signaling, or ‘active’ Electronic Monitoring systems have three essential parts: a transmitter, a receiver/dialer and a central computer. The transmitter is strapped to the participant and broadcasts a coded signal over a telephone line at regular intervals. The receiver/dialer picks up signals from the participant’s transmitter and reports to a central computer when the signals stop and start. The computer compares any signal interruptions with the participant’s curfew schedule (inconsistent, pre-determined movement or geographical locations) and alerts correctional officials to unauthorized absences.
Equipment Lease Agreement	The binding legal document resulting from this solicitation process. Also referred to as “Contract.”
FCC	Federal Communications Commission is an independent U.S. government agency responsible for regulating interstate and international communications by radio, television, wire, satellite, and cable in all 50 states, the District of Columbia and U.S. territories.
GPS	A Global Positioning System (GPS) is a system that uses signals from satellites to find out the position of an object.
Lessor	BI Incorporated (also referred to as “Lessor”).
Lessor Liaison	Matthew Johnson, Partnership Development Director

Officer	Deputy Probation Officer of SFJPD. Also known as DPO.
Participant	Juvenile offenders between the ages of 10 and 18 who have committed a delinquent act that violates the law.
Transdermal Alcohol Testing	Technological means of testing and reporting alcohol consumption via absorption and excretion (i.e., through the skin).

3) Roles and Responsibilities

The Department Liaison will:

- a) Coordinate with the Lessor to monitor their progress on all obligations described in this Agreement;
- b) Approve contract payments in accordance with Appendix B (“Calculation of Charges”);
- c) Monitor all deliverables, milestones, processes, and documents associated with this Agreement to ensure they are approved by both the City and Lessor and kept under document version control, as applicable.

Department Liaison’s tasks of overseeing, coordinating, and ensuring compliance are for the City’s benefit alone in the role of reviewing compliance, and do not relieve Lessor of its obligation to ensure full compliance with its obligations. It remains Lessor’s sole responsibility to ensure it is in compliance with all terms of the Agreement.

Lessor shall:

- a) Have the knowledge, skills, and authority necessary to ensure that this Agreement remains within scope;
- b) Be responsible for meeting their obligations under this Agreement;
- c) Be available, as needed, to adhere to the obligations under this Agreement;

Management and communications for this Agreement shall include:

- a) Routine phone and email communication with Department Liaison to receive, acknowledge receipt, and provide update on SFJPD needs.

4) Target Population

Juvenile offenders between the ages of 10 and 18 who have committed a delinquent act that violates the law. As of July 2022, there are approximately 15 youth enrolled in an electronic monitoring program at SFJPD; estimates for this number may fluctuate depending on circumstances

5) Location of Equipment

Lessor’s electronic monitoring equipment shall be located at 375 Woodside Avenue, San Francisco, CA 94127.

6) Electronic Monitoring System Solution Requirements and Capabilities

The Lessor must have the capacity and capability to meet equipment requirements and capabilities as listed below. In addition, the Lessor must have the capacity to deliver equipment within 48 hours and within 24 hours if there is an exigent need.

A. Quality Control:

Lessor shall have a written quality control plan for an Electronic Monitoring System Solution to ensure that all requirements described in this Agreement are met. The plan and any future amendments to the plan are subject to SFJPD review and approval and shall include, but not be limited to the following:

1. A method for ensuring uninterrupted service to SFJPD in the event of a strike of the Lessor's employees;
2. A method of ensuring that record confidentiality is maintained;
3. A method of archiving recorded calls, reports, and system data for a minimum of five years;
4. A method of ensuring SFJPD staff is properly trained and aware of the firm's policies, procedures, and system operations manuals; and
5. A method for backing up the central monitoring computer system with both local redundancy and geographic redundancy.

B. Orientation and Equipment Installations:

Lessor shall provide equipment installation and orientation to authorized SFJPD staff so that staff may learn to and train other authorized SFJPD staff in installing and removing the equipment.

Lessor shall provide written informational materials to SFJPD that includes descriptions of special rules and regulations for electronic monitoring program, instructions regarding use, relevant restrictions, safeguards for proper use and charging requirements.

C. Transmitting and Receiving Equipment:

The Lessor's electronic monitoring equipment shall include the following required features and specifications:

1. Body-attached devices housing the transmitter and receiver into a single unit must be Federal Communications Commission (FCC) Compliant (registered under Part 68 and certified under Part 15 Rules and Regulation), state of the art, and must utilize the most advanced technology available through the duration of the agreement.
2. Tracking equipment must be court validated and legally defensible as a single source of admissibility for results, which should have a documented extensive history of success in jurisdictions with 2,000 Participants or more on electronic monitoring.
3. Tracking equipment offered shall be able to track Participants utilizing GPS or RF Signals.
4. Devices shall not pose a safety hazard or unduly restrict the activities of the Participant.
5. All tracking units must meet the following specifications:
 - a) Unit must allow for movement during routine work or leisure activity and minimize restrictions to physical movement;
 - b) The units must be easy to install;
 - c) Units must feature resistance to damage from shock or water, and include anti-tampering features; and
 - d) The units must track Participants at a minimum of every 10 minutes and allow to configure the interval based on SFJPD requirements.
6. The GPS tracking equipment shall allow the following types of monitoring:
 - a) The RF tracking equipment must:
 - i. Have internal batteries that are either field replaceable or are manufacturer replaceable and have a field lifespan of at least one year and be capable of sending alerts to SFJPD when battery is low.
 - ii. Be capable of storing data for a minimum of 72 hours if communication

with the central computer is disrupted and be immediately transmitted when communication is restored.

- iii. Record departure and arrival from transmitter range.
 - iv. Be state of the art.
 - v. Be water, tamper, and shock resistant.
- b) The GPS tracking equipment must:
- i. Have internal batteries that are rechargeable.
 - ii. Be capable of running on internal batteries for at least 24 hours without having to be recharged.
 - iii. Be capable of sending alerts to SFJPD when battery is low.
 - iv. Have an internal battery that lasts a minimum of one year before requiring replacement.
 - v. The device must incorporate memory capable of storing at least 24 hours' worth of events (with date and time of occurrence) at times when the cellular service may become unavailable and continual attempts to report these events have been unsuccessful. In particular, the memory must retain unreported events and report them once power/cellular services have been restored, including date and time of occurrence.
 - vi. Be state of the art.
 - vii. Be water, tamper and shock resistant.
- c) The continuous transdermal alcohol monitoring equipment must:
- i. Provide a numeric result that accurately corresponds to the level of alcohol contained in the participant's blood.
 - ii. Provide positive identification of the participant who is being tested, including security and tamper measures that prevent anyone (or anything) other than the participant from completing the test.
 - iii. Provide test results that are date and time stamped.
 - iv. Take an alcohol sample once every 30 minutes.
 - v. Be compatible with, and/or usable in conjunction with, all other equipment required by the Agreement.
7. Active Ankle Transmitters: Must be FCC certified body-attached devices housing the receiver and transmitter into a single unit. All participant equipment must report all information exclusively through the cellular network. Devices must be as small and inconspicuous as possible - Dimensions must be consistent in size and weight with the latest industry standards.
- a) Transmitters must be attached to participants in such a manner that they cannot be removed. If transmitters are tampered with or removed, transmitters must have a tilt alarm, or other similar system that notifies the organization, in real time, that the unit has been tampered.

- b) All devices shall be capable of being attached to the participant so that efforts to tamper with or remove the bracelet are obvious upon visual inspection and provide immediate tamper detection and alert reporting.
 - c) All devices shall remain in “tamper” until a Case Worker has inspected the device and cleared the alert. In the event a tamper does occur, the device shall not terminate the signal, shut down, or “reset” itself in any way.
 - d) All devices shall be shock resistant, waterproof to at least 30 feet, and function reliably under normal atmospheric and environmental conditions. The GPS device casing must be waterproof and must be able to withstand environmental factors.
 - e) All devices must be capable of tracking indoors and outdoors.
8. Alcohol Monitoring Devices: Must be compatible with transdermal alcohol testing and be FCC compliant.
- a) Devices must be body-attached.
 - b) Devices must be attached to participants in such a manner that they cannot be removed.
 - c) All efforts to remove the bracelet should be obvious upon visual inspection.
 - d) All devices shall be shock resistant and function reliably under normal atmospheric and environmental conditions.
 - e) Devices shall not pose a safety hazard or unduly restrict the activities of the participant.
9. All devices must provide alternative location tracking using the cellular network in the absence of GPS at no additional cost.
- a) Devices proposing methods of secondary tracking in addition to GPS must specify the timing interval at which the secondary tracking technology is occurring (Example: Secondary tracking via cellular triangulation occurring every thirty (30) minutes) and must also specify how the web based system reflects the secondary tracking versus GPS mapping and whether the two tracking technologies are integrated as part of the mapping or if they require caseworkers to compare two separate indicators such as mapping for GPS with a separate cellular zone for secondary tracking.
 - b) SFJPD prefers integrated systems with both GPS and secondary tracking.

D. Other Criteria:

- 1. No automatic reset of equipment. Proposer must demonstrate that equipment has a documented successful use performance.
- 2. Must be equipped with technology that minimizes drift.
- 3. Must have internal, rechargeable, non-removable battery power.
- 4. Must provide a low power signal, visual indicator, and vibrating alarm to indicate that the device should be recharged.
The Lessor shall provide any replacement power sources for use with the GPS device that fail under normal use.
- 5. Must have an audible alarm for participant communication.
- 6. Must have a vibrating alarm for participant communication.
- 7. Device must be remotely controlled through the web-based system to perform at

multiple status levels including but not limited to a) Passive, b) Active, c) Others and shall enable the Case Worker to increase or decrease the status intensity without needing to change equipment, come in contact with the equipment or the participant, and without alerting the participant to such a change in supervision.

8. Active GPS must collect a tracking point at least once every minute and must report tampering and zone violations immediately. Devices proposed for Active GPS that utilize less frequent intervals shall be rejected and not evaluated.
9. Optional - Capability of the proposed Active GPS to automatically increase tracking and reporting intervals at times when in zone breach violation mode and return to the primary Active intervals when leaving zone breach/violation mode. Any such optional capabilities must be at no additional cost and included in the base Active GPS price proposed.
10. Lessor shall provide updated tracking equipment to SFJPD as it becomes available and at no additional cost. Replacement or additional units shall be delivered within 2-3 business days of the initial time of order date and overnight in an emergency.

E. Accompanying Web-Based Interface:

Lessor shall provide authorized SFJPD staff with access to its web-based interface to be able to track all participants in an electronic monitoring program. Web-based interface features must include the following:

1. Confidential monitoring and data collection compliant with San Francisco City and County security and data collection policies.
2. Secure Internet access and application support, via Internet Service Provider (ISP) that allows SFJPD's personnel access to monitoring data from computer or mobile device.
3. Software support at no extra charge. This shall include a toll-free telephone number for live technical and customer support 24 hours a day, seven days a week, and 365 days per year
4. Security features preventing unauthorized individuals from accessing any information held by the system. Secure access to the monitoring system shall be maintained at all times and meet the FBI, CA DOJ and San Francisco City and County data and cyber security requirements.
5. Immediate alert notifications when individuals commit a system violation. These alert notifications must be automated and come via phone, email, or text or as designated by SFJPD. These notifications shall be sent to SFJPD 24 hours a day, seven days a week, and 365 days per year at no additional cost.
6. Capability for SFJPD staff to look up Participant information, create and edit schedules, view event histories, and print reports online.
7. Capability to sending alerts to multiple entities via email, text messaging, fax, and alphanumeric pagers.
8. Continuous and reportable 24/7 monitoring.
9. Provisions for both local and geographic redundancy and disaster recovery capabilities.
10. Active, passive, and hybrid (active and/or passive) monitoring. Including the option for active off-site monitoring.
11. Central monitoring computer that must be backed up in real-time to local redundant servers and to redundant servers located at least 500 miles away from the Lessor's facility.
12. Notification of all enrollments, completions, and terminations on a daily basis.
13. Capability to establish global positioning satellite (GPS) and radio frequency (RF) and other monitoring at one or more locations.
14. Capability to design geographic exclusion and inclusion zones in any format and provide

- three- dimensional mapping at no additional cost.
15. Capability to allow SFJPD personnel to administratively transfer caseloads and/or assign cases utilizing website access from one staff member to another.
 16. Capability to conduct crime correlation with participant locations.
 17. Central monitoring computer for GPS tracking that is set to perform an automatic monitoring check-in with field monitoring device at a minimum of every 10 minutes, or as determined by SFJPD.
 18. Central monitoring system must include an uninterruptible power supply and a backup power source to supply secondary power in the event of an extended power outage.

F. Participant Monitoring:

1. **24-Hour Participant Monitoring** – Lessor shall monitor all participants 24 hours a day, seven days a week.
 - a) Lessor must provide SFJPD access to participant’s whereabouts 24 hours a day, seven days a week. Lessor must provide SFJPD with a web-based interface to access monitoring data. All data must be stored on secure servers/cloud that belong to the Lessor.
 - b) Lessor must provide SFJPD with access to all of participants’ location data during the program period and after participant’s termination.
2. **Alcohol Use Monitoring** – Lessor shall provide transdermal monitoring of alcohol consumption 24 hours a day. Regular data downloading schedule shall exist for all participants.

G. Reports:

Lessor shall submit written reports in a timely fashion, as requested, and in the format determined by SFJPD. Mapping displays and reports should include participant location, zone violations, tampering and battery status. At minimum, the following is required:

1. Daily Violations Reports that lists the participant’s name, date, time, and type of violation, including violations of movement and/or curfew restrictions, equipment malfunctions/tampers, battery status and any other problem related to the status of the participants.
2. Daily Charging Reports that lists the participant’s name, date, and detailed charging data.
6. Statistical Reports must be provided at SFJPD’s request. SFJPD may request a comprehensive annual statistical report of program participants. The report at the minimum shall include participants’ names, program start dates and program end dates.
7. Master List Report must be made available on a weekly basis. At the minimum the report must include:
 - a) Participant’s name and address
 - b) Participant’s schedules
 - c) Start date in the program
 - d) Program violations including date, time, and type
8. Other reports required by SFJPD that are capable of being produced by the Lessor may be requested later.

7) Additional As-Needed Features, Functionalities

Additional as-needed features and functionalities shall be made readily available contingent on negotiations between SFJPD and Lessor.

8) General Requirements

1. **Invoicing:** Lessor must submit invoices by secure email as specified by SFJPD for the previous month's service by the 15th day of the current month, and the invoice must contain all necessary documentation to verify validity. Invoices must state, but may not be limited to the following:
 - a) First initial, last name, and PFN (personal file number) of Participant
 - b) Individual services provided with the corresponding charge per service
 - c) Number of days Participant participated per service
2. **Allowances** must include spare parts for the tracking equipment to be provided to the SFJPD as needed; consumables shall be provided by Lessor at no extra charge; equipment support to be provided at no extra charge.
3. **Equipment Availability:** Lessor must provide SFJPD with a mutually agreed upon number of GPS bracelets, transdermal alcohol monitoring devices and auxiliary equipment to maintain on-site at SFJPD.
4. **Data Storage:** Lessor must have the ability to store any and all participant data at the request of SFJPD in the event a court order to seal participant's entire case is made in accordance with California's 786 WIC or 781 WIC. Lessor should provide SFJPD with notification/proof of storage via secure email. Archived data should be available to SFJPD upon written request. Any and all Participant data shall not be stored outside of the United States.
5. **Integration:** Lessor must have the capability to integrate with SFJPD's Case Management System in the future, should the need arise.
6. **Customer Support:** Lessor staff must be available Monday through Friday 8:30am to 5:30pm to provide email and telephone support to SFJPD staff at no additional cost. The support must cover:
 - a) Monitoring difficulties
 - b) Web interface navigation questions
 - c) Equipment questions
 - d) Report requests

9) Department Liaison

In performing the scope of work provided in this Agreement, the Department Liaison with the Juvenile Probation Department shall be Mila Baranov, (415) 753-1643 or at mila.baranov@sfgov.org.

Appendix B Pricing Sheet

In accordance with Section 4 of this Agreement, the Contractor’s total compensation under this Agreement is detailed below, inclusive of all costs and meetings required to complete all work specified in Appendix A. In no event shall the total costs under this Agreement exceed the amount provided in Section 4 of this Agreement.

Payment Requests and Status Reports must be sent via email to JPD Accounting at jpd.ap@sfgov.org and to Mila Baranov at mila.baranov@sfgov.org.

Payments will be made by City to Contractor within 30 days after the City has received Contractor’s payment request, provided that:

- 1) The City has accepted as satisfactory, in the City’s sole and absolute discretion, the services rendered by the Contractor to the City in accordance with this Agreement;
- 2) A written status report has been provided to the City by Contractor as part of the Contractor’s payment request documenting completion of each task in accordance with Appendix A and associated deliverable/task or activity in accordance with the amounts below for which payment is requested; and
- 3) Insurance documentation is current in accordance with Article 5 of the Agreement.

Prior to payment, each status report shall be signed by the Department Liaison indicating their agreement with the Contractor’s description of completion in the status report.

Equipment Rates are below:

1. Equipment Lease Pricing for San Francisco County Juvenile Probation Department					
Equipment	<i>Rental Cost per client per day</i>	<i>Monitoring Cost per client per day</i>	<i>L/D Allowance</i>	<i>Shelf Allowance</i>	<i>Total Price Per client, per day</i>
LOC8 XT GPS Tracker	\$2.10	\$1.55	N/A	50%	\$3.65
HomeGuard 200 landline	\$1.05	\$0.90	N/A	30%	\$1.95
HomeGuard 206 & 20 20 cellular	\$2.00	\$0.95	N/A	30%	\$2.95
SL2 & SL3 Remote Breath Alcohol Monitor	\$3.30	\$2.70	N/A	30%	\$6.00
TAD Transdermal Alcohol Detector (landline with radio frequency)	\$3.35	\$3.00	N/A	30%	\$6.35
TAD Transdermal Alcohol Detector (cellular with radio frequency)	\$4.70	\$3.00	N/A	30%	\$7.70
BI Mobile Device w/ SmartLINK Verify	\$3.95	N/A	N/A	N/A	\$3.95

2. SmartLINK Pricing for San Francisco County Juvenile Probation Department

Equipment	BI SmartLINK with EM	BI SmartLINK without EM
<i>Number of Clients</i>	<i>Any</i>	<i>1-1,000</i>
SmartLINK Connect	Free	\$0.25
SmartLINK Report	\$0.25	\$0.50
SmartLINK Verify	\$0.50	\$0.75
Video Conference <i>Streamed per event</i>	\$0.35	\$0.35

3. Replacement Costs for San Francisco County Juvenile Probation Department

Equipment	Replacement Cost
LOC8 XT	\$1,990.00
HomeGuard 200 landline	\$240.00
HomeGuard 206 & 20 20 cellular	\$1,500.00
SL2 & SL3 Remote Breath Alcohol Monitor	\$830.00
TAD Transdermal Alcohol Detector (landline)	\$1,225.00
TAD Transdermal Alcohol Detector (cellular)	\$1,950.00
BI Mobile (with SmartLINK Verify)	\$600.00

Contract	Law Enforcement Psychological Services, Inc.
Action	New Contract
Service Description	Pre-Employment Psychological Evaluation Services

**Appendix A
Services to be Provided by Contractor**

1. Definitions

Project: Pre-employment psychological evaluation services.
City: City and County of San Francisco, for this Service, will consist of the Juvenile Probation Department, also referred to JPD or SFJPD.
Contractor: Law Enforcement Psychological Services, Inc. (LEPS).
Contractor Liaison: Ryan Roberts.
Department Liaison: Preston Treichel.

2. Roles and Responsibilities

The Department Liaison will:

- d) Coordinate with the Contractor to monitor their progress on all work and obligations described in this Agreement;
- e) Approve service acceptance and contract payments in accordance with Appendix B: Calculation of Charges;
- f) Monitor all deliverables, milestones, processes, and documents associated with the assigned tasks to ensure they are approved by both the City and Contractor and kept under document version control, as applicable.

Department Liaison’s tasks of overseeing, coordinating, and ensuring compliance are for the City’s benefit alone in the role of reviewing compliance, and do not relieve Contractor of its obligation to ensure full compliance with its obligations. It remains Contractor’s sole responsibility to ensure it is in compliance with all terms of the Agreement.

Contractor shall:

- d) Have the knowledge, skills, and authority necessary to ensure the assigned tasks are delivered on schedule, budget, and scope;
- e) Be responsible for meeting their obligations under the Agreement;
- f) Be available, as needed, to adhere to the assigned tasks schedule;
- g) Track all services deliverables, milestones, processes, and documents;

- h) Ensure that all tasks assigned are started and completed on schedule and any issues that may cause schedule slippage are promptly identified, the Department Liaison notified immediately, and that the issues are quickly and properly dealt with.

Management and communications for this Agreement shall include, but are not limited to the following:

- a) Routine phone and email communication with Department Liaison to receive, acknowledge receipt, and provide update of assigned projects.
- b) Evaluation of services shall be performed through phone or video conferences.
- c) Department Liaison shall review all drafts of deliverables prior to finalization.

3. General Description of Work

Contractor agrees to perform the following services:

- a) Conduct pre-employment psychological evaluation (including testing materials, psychologist interviews, and report).
- b) Conduct management and supervisory pre-employment evaluations evaluation (including testing materials, psychologist interviews, and report).

4. Reports

Contractor shall submit written reports as requested by the Juvenile Probation Department. Format for the content of such reports shall be determined by the Juvenile Probation Department. The timely submission of all reports is a necessary and material term and condition of this Agreement. The reports shall be submitted by the Contractor via email to the Department Liaison.

4. Department Liaison

In performing the Services provided for in this Agreement, Contractor's liaison with the Juvenile Probation Department will be Preston Treichel, preston.treichel@sfgov.org.

Appendix B Calculation of Charges

In accordance with Section 4 of this Agreement, the Contractor's total compensation under this Agreement is detailed below, inclusive of all costs and meetings required to complete all work specified in Appendix A. In no event shall the total costs under this Agreement exceed the amount provided in Section 4 of this Agreement. The contract amount shall not exceed **\$9,999**.

Payment Requests and Status Reports must be sent via email to JPD Accounting at jpd.ap@sfgov.org and to Preston Treichel at preton.treichel@sfgov.org.

Payments will be made by City to Contractor within 30 days after the City has received Contractor's payment request, provided that:

- 1) The City has accepted as satisfactory, in the City's sole and absolute discretion, the services rendered by the Contractor to the City in accordance with this Agreement;
- 2) A written status report has been provided to the City by Contractor as part of the Contractor's payment request documenting completion of each task in accordance with Appendix A and associated deliverable/task or activity in accordance with the amounts below for which payment is requested; and
- 3) Insurance documentation is current in accordance with Article 5 of the Agreement.

Prior to payment, each status report shall be signed by the Department Liaison indicating their agreement with the Contractor's description of completion in the status report.