

**APPENDIX A**  
**MODEL MASTER AGREEMENT**



**MASTER AGREEMENT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

[ \_\_\_\_\_ ]

**FOR**

**PSYCHIATRIC AND PSYCHOLOGICAL SERVICES**

**FOR**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
EMPLOYEE SUPPORT SERVICES BUREAU**

**NOTICE TO RFSQ VENDORS**

**THIS DOCUMENT IS A MODEL MASTER AGREEMENT WHICH INCLUDES MANY OF COUNTY'S CONTRACTING REQUIREMENTS AS OF THE ISSUANCE OF THIS REQUEST FOR STATEMENT OF QUALIFICATION (RFSQ). COUNTY MAKES NO REPRESENTATION OR WARRANTY THAT ALL OF THE PROVISIONS IN THIS MODEL MASTER AGREEMENT WILL BE INCLUDED IN ANY RESULTANT AGREEMENT, THAT SUCH PROVISIONS WILL NOT BE MODIFIED IN ANY RESULTANT AGREEMENT, OR THAT OTHER PROVISIONS WILL NOT BE INCLUDED IN ANY RESULTANT AGREEMENT.**

**MASTER AGREEMENT  
FOR  
PSYCHIATRIC AND PSYCHOLOGICAL SERVICES**

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**EXHIBITS**

- EXHIBIT A – ADDITIONAL TERMS AND CONDITIONS
- EXHIBIT B1 – STATEMENT OF WORK: PSYCHIATRIC SERVICES  
(Not attached to Model Master Agreement, refer to Appendix B1 of this RFSQ)
- EXHIBIT B2- STATEMENT OF WORK: PSYCHOLOGICAL SERVICES  
(Not attached to Model Master Agreement, refer to Appendix B2 of this RFSQ)
- ATTACHMENT I - WORKER’S COMPENSATION BENEFITS PACKET  
(Not attached to Model Master Agreement, refer to Attachment I of Appendix B2 of this RFSQ)
- EXHIBIT C - RATE OF COMPENSATION
- EXHIBIT D1 - INVOICE DETAIL (Page 1)
- EXHIBIT D2 - INVOICE (Page 2)
- EXHIBIT E - CONTRACTOR EEO CERTIFICATION
- EXHIBIT F - CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

- EXHIBIT G - JURY SERVICE ORDINANCE (Not attached to Model Master Agreement, refer to Appendix G of this RFSQ)
- EXHIBIT H - SAFELY SURRENDERED BABY LAW (Not attached to Model Master Agreement, refer to Appendix H of this RFSQ)
- EXHIBIT I - INTENTIONALLY DELETED
- EXHIBIT J - CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (HITECH)

**MASTER AGREEMENT  
FOR  
PSYCHIATRIC AND PSYCHOLOGICAL SERVICES**

THIS MASTER AGREEMENT is entered into by and between the County of Los Angeles (“County”) and [\_\_\_\_\_], a [\_\_\_\_\_] organized under the laws of [\_\_\_\_\_], located at [\_\_\_\_\_] (“Contractor”), to provide Psychiatric and Psychological Services for the Los Angeles County Sheriff’s Department (the “Department”).

**RECITALS**

WHEREAS, Contractor is in the business of providing psychiatric and/or psychological services; and

WHEREAS, County, through the Department, desires to contract with Contractor for as-needed Psychiatric and Psychological Services for the Department as further described herein; and

WHEREAS, Contractor represents that it possesses the necessary special skills, knowledge and technical competence to provide such Psychiatric and Psychological Services as further described herein; and

WHEREAS, this Master Agreement (as defined below) is authorized pursuant to California Government Code Section 31000 and otherwise; and

WHEREAS, the County Board of Supervisors has authorized the Sheriff of the County of Los Angeles to execute this Master Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Contractor hereby agree as follows:

**1. MASTER AGREEMENT AND INTERPRETATION**

1.1 Master Agreement. This base document along with Exhibits A through J, attached hereto, any Attachments attached hereto or thereto, and any fully executed Change Order or Amendment from time to time hereto or thereto collectively constitute and throughout and hereinafter are referred to as the “Master Agreement.” This Master Agreement shall constitute the complete and exclusive statement of understanding between County and Contractor and supersedes any and all prior or contemporaneous agreements, written or oral, and all communications between the parties relating to the subject matter of this Master Agreement.

1.2 Interpretation. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, subtask, deliverable, goods, service, or other Work, or otherwise, such conflict or inconsistency shall be resolved by giving precedence first to this base document, and then to the Exhibits and any attachments thereto, according to the following priority:

1.2.1. Exhibit A – Additional Terms and Conditions

1.2.2 Exhibit B1 – Statement of Work: Psychiatric Services

1.2.3 Exhibit B2 - Statement of Work: Psychological Services

Attachment I - Worker's Compensation Benefits Packet

1.2.4 Exhibit C – Rate of Compensation

1.2.5 Exhibit D1 – Invoice Detail (Page1)

1.2.6 Exhibit D2 - Invoice (Page 2)

1.2.7 Exhibit E – Contractor EEO Certification

1.2.8 Exhibit F - Contractor Acknowledgement and Confidentiality Agreement

1.2.9 Exhibit G - Jury Service Ordinance

1.2.10 Exhibit H - Safely Surrendered Baby Law

1.2.10 Exhibit I - Intentionally Deleted

1.2.11 Exhibit J - Contractor Obligations as a "Business Associate" Under Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH)

1.3 Additional Terms and Conditions. Without limiting the generality of Subparagraph 1.1 (Master Agreement), attached hereto as Exhibit A (Additional Terms and Conditions), and incorporated by reference herein, are additional terms and conditions to this Master Agreement. Contractor acknowledges and agrees that it shall be bound by the additional terms and conditions enumerated in such Exhibit as if such terms and conditions were enumerated in the body of this base document.

1.4 Construction. The words “herein”, “hereof”, and “hereunder” and words of similar import used in this Master Agreement refer to this Master Agreement, including all annexes, attachments, Exhibits, and schedules as the context may require. Wherever from the context it appears appropriate, each term stated in either the singular or plural shall include the singular and the plural. Whenever examples are used in this Master Agreement with the words “including”, “for example”, “e.g.”, “such as”, “etc.”, or any derivation of such words, such examples are intended to be illustrative and not limiting. Captions and Paragraph headings used in the Master Agreement are for convenience only and are not a part of the Master Agreement and shall not be used in construing the Master Agreement. References in this Master Agreement to Federal, State and/or other governmental statutes, codes, rules, regulations, ordinances, guidelines, directives and/or policies, including those copies of which are attached to this Master Agreement, shall mean and shall be to such statutes, codes, rules, regulations, ordinances, guidelines, directives and/or policies as amended from time to time.

## 2. DEFINITIONS

The following terms and phrases in quotation marks and with initial letters capitalized shall have the following specific meaning when used in this Agreement.

- 2.1 “Amendment” has the meaning set forth in Paragraph 6 (Change Orders and Amendments).
- 2.2 “Board” means the Los Angeles County Board of Supervisors.
- 2.3 “Business Day” means Monday through Friday, excluding County observed holidays.
- 2.4 “Change Order” has the meaning set forth in Paragraph 6 (Change Orders and Amendments).
- 2.5 “Client” means any Department sworn or professional staff and/or their family members/significant others that receive psychiatric and/or psychological services under the terms of this Master Agreement.
- 2.6 “Contractor Project Director” has the meaning set forth in Subparagraph 4.1 (Contractor Project Director).
- 2.7 “Contractor Project Manager” has the meaning set forth in Subparagraph 4.2 (Contractor Project Manager).
- 2.8 “Contractor” has the meaning set forth in the preamble.

- 2.9 “County” has the meaning set forth in the preamble.
- 2.10 “County Counsel” means County’s Office of the County Counsel.
- 2.11 “County Project Director” has the meaning set forth in Subparagraph 3.1 (County Project Director).
- 2.12 “County Project Manager” has the meaning set forth in Subparagraph 3.2 (County Project Manager).
- 2.13 “Department” has the meaning set forth in the preamble.
- 2.14 “Dispute Resolution Procedure” has the meaning set forth in Paragraph 2.0 (Dispute Resolution Procedure) of Exhibit A (Additional Terms and Conditions) of this Master Agreement.
- 2.15 “ESSB” means that Department’s Employee Support Services Bureau.
- 2.16 “Infringement Claims” has the meaning set forth in Paragraph 14.0 (Intellectual Property Indemnification) of Exhibit A (Additional Terms and Conditions) of this Master Agreement.
- 2.17 “Initial Term” has the meaning set forth in Paragraph 7 (Term).
- 2.18 “Jury Service Program” has the meaning set forth in Paragraph 33.0 (Compliance with Jury Service Program) of Exhibit A (Additional Terms and Conditions) of this Master Agreement.
- 2.19 “Master Agreement” means generally County’s standard agreement executed between County and individual contractors, which sets forth the terms and conditions for the performance of all services provided under the agreement. Specifically, Master Agreement has the meaning set forth in Subparagraph 1.1 (Master Agreement) of this Master Agreement.
- 2.20 “Maximum Contract Sum” has the meaning set forth in Paragraph 8 (Prices and Fees).
- 2.21 “Option Term” has the meaning set forth in Paragraph 7 (Term).
- 2.22 “Qualified Contractor” means a contractor who has submitted a Statement of Qualification (SOQ) in response to County’s Request for Statement of Qualification (RFSQ) Number 473-SH, has met the minimum qualifications listed in the RFSQ, and has an executed Master Agreement with County.
- 2.23 “Session Rate” has the meaning set forth in Paragraph 8 (Prices and Fees).



- 2.24 “Sheriff” means the elected official who is the Sheriff of the County of Los Angeles.
- 2.25 “Statement of Work” or “SOW” means the two Statements of Work, either individually or collectively, attached as Exhibit B1 (Statement of Work: Psychiatric Services) and Exhibit B2 (Statement of Work: Psychological Services) to this Master Agreement, together with all attachments thereto, as the same may be amended by any fully executed Change Order or Amendment.
- 2.26 “Term” has the meaning set forth in Paragraph 7 (Term).
- 2.27 “Work” means any and all tasks, subtasks, deliverables, goods, and other services performed by or on behalf of Contractor including the work required pursuant to this Master Agreement, including Exhibit B1 (Statement of Work: Psychiatric Services) and Exhibit B2 (Statement of Work: Psychological Services), and all other Exhibits, and any and all fully executed Change Orders and Amendments hereto.

### **3. ADMINISTRATION OF MASTER AGREEMENT – COUNTY**

#### **3.1 County Project Director**

- 3.1.1 The “County Project Director” for this Agreement shall be the following person:

Director  
Los Angeles County Sheriff’s Department  
Employee Support Services Bureau  
4700 Ramona Boulevard  
Monterey Park, California 91754  
Telephone: (323) 738-3500

- 3.1.2 County will notify Contractor in writing of any change in the name or address of County Project Director.
- 3.1.3 Except as set forth in Paragraph 6 (Change Orders and Amendments) of this Master Agreement, County Project Director is not authorized to make any changes in any of the terms and conditions of this Master Agreement and is not authorized to further obligate County in any respect whatsoever.
- 3.1.4 County Project Director shall have the right at all times to inspect any and all Work provided by or on behalf of Contractor.

### 3.2 County Project Manager

3.2.1 The "County Project Manager" for this Agreement shall be the following person:

Assistant Director  
Los Angeles County Sheriff's Department  
Employee Support Services Bureau  
4700 Ramona Boulevard  
Monterey Park, California 91754  
Telephone: (323) 738-3500

Unless otherwise specifically noted, whenever this Master Agreement calls for a notice, report, or other delivery to be made by Contractor (or any representative thereof) to County Project Manager, such notice, report, or other delivery shall be made to County Project Manager in accordance with the notice information set forth above or in accordance with such other notice information as County may notify Contractor from time to time pursuant to Subparagraph 3.2.2.

3.2.2 County shall notify Contractor of any change in the name or address of County Project Manager.

3.2.3 County Project Manager shall be a resource for addressing the technical standards and requirements of this Agreement, shall interface regularly with Contractor and further shall have the duties from time to time given to such person by County.

3.2.4 County Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement nor obligate County in any respect whatsoever.

3.2.5 County Project Manager shall advise County Project Director as to Contractor's performance in areas relating to technical requirements and standards, County policy, information requirements, and procedural requirements.

3.3 Consolidation of Duties. County reserves the right to consolidate the duties of County Project Director, which duties are enumerated in Sub-paragraph 3.1 (County Project Director) of this Master Agreement, and the duties of County Project Manager, which duties are enumerated in Sub-paragraph 3.2 (County Project Manager) of this Master Agreement, into one County position, and to assign all such duties to one individual who will act as County's liaison in all matters relating to this Master Agreement. County will notify Contractor no later

than five (5) calendar days prior to exercising its rights pursuant to this Sub-paragraph 3.3 of this Master Agreement.

- 3.4 County Personnel. All County personnel assigned to this Master Agreement shall be under the exclusive supervision of County. Contractor understands and agrees that all such County personnel are assigned only for the convenience of County.

#### 4. **ADMINISTRATION OF MASTER AGREEMENT – CONTRACTOR**

##### 4.1 Contractor Project Director

- 4.1.1 “Contractor Project Director” shall be the following person:

Name  
Address  
City, CA 91706  
Telephone  
Fax  
Email

- 4.1.2 Contractor Project Director shall be responsible for Contractor’s performance of all of the Work and ensuring Contractor’s compliance with this Agreement.

- 4.1.3 During the Term of this Agreement, Contractor Project Director shall be available to meet and confer with County Project Director at least weekly, in person or by phone, to review project progress and discuss project coordination.

- 4.1.4 Contractor shall notify County in writing of any change in the name or address of Contractor Project Director.

##### 4.2 Contractor Project Manager

- 4.2.1 “Contractor Project Manager” shall be the following person:

Name  
Address  
City, CA  
Telephone  
Fax  
Email

- 4.2.2 Contractor Project Manager shall be responsible for Contractor’s day-to-day activities as related to this Master Agreement.

- 4.2.3 During the Term of the Master Agreement, Contractor Project Manager shall be available to confer with County by telephone, as necessary.
- 4.2.4 Contractor shall notify County in writing of any change in the name or address of Contractor Project Manager.
- 4.2.5 Contract Project Manager shall provide County Project Manager with emergency contact information in the event of an emergency.
- 4.3 Approval of Contractor's Staff
  - 4.3.1 County Project Director has the right to approve or disapprove any proposed replacement for Contractor Project Manager. If Contractor desires to replace, or if County, at its discretion, requires removal of, Contractor Project Manager, Contractor shall provide County with a resume of such proposed replacement, and an opportunity to interview such person prior to such person performing any Work hereunder. County shall not unreasonably delay its approval of a replacement of Contractor Project Manager.
  - 4.3.2 All staff employed by and on behalf of Contractor shall be adults, 18 years of age and older, who are legally eligible to work under the laws of the United States of America and the State of California. Contractor's staff having direct contact with County (either by telephone, electronic or written correspondence, or in person) shall be fully fluent in both spoken and written English.

## 5. WORK

- 5.1 Pursuant to the provisions of this Master Agreement, Contractor shall fully perform, complete, and deliver on time all tasks, deliverables, services, and other Work as set forth herein.
- 5.2 It is the Department's intent to issue Work to Qualified Contractors on a rotational basis by geographic area as-needed; however, County Project Director has the sole discretion to issue Work to any of the Qualified Contractors.
- 5.3 County will refer Clients to Contractor for services as set forth in Exhibit B1 (Statement of Work: Psychiatric Services) and Exhibit B2 (Statement of Work: Psychological Services) of this Master Agreement.
- 5.4 If Contractor provides any task, deliverable, service, or other Work to County (1) other than as specified in the Master Agreement, and/or (2) that goes beyond the scope of Work, and/or (3) after the expiration of the Term of this Master

Agreement, then these shall be gratuitous efforts on the part of Contractor for which Contractor shall have no claim whatsoever against County.

- 5.5 Contractor acknowledges that, subject to this Paragraph 5 (Work), all Work performed under this Master Agreement is payable in arrears on a monthly basis in accordance with the terms and conditions of this Master Agreement, including this Paragraph 5 (Work), Paragraph 8 (Prices and Fees), and Paragraph 10 (Invoices and Payments).
- 5.6 All such Work must be provided solely as specified under this Master Agreement and must receive the written approval of County Project Director and/or County Project Manager in order to qualify for payment. In no event shall County be liable or responsible for payment for any Work prior to approval from County Project Director or his/her designee of such Work.
- 5.7 During the Term of this Master Agreement, Contractor shall at all times possess and maintain all licenses and certifications required to perform Contractor's services under this Master Agreement. In the event of suspension or revocation of such licenses and/or certifications, Contractor shall immediately notify the County Project Director and cease all services provided under this Master Agreement.

## **6. CHANGE ORDERS AND AMENDMENTS**

No representative of either County or Contractor, including those named in this Master Agreement, is authorized to make any changes in any of the terms, obligations, or conditions of this Master Agreement, except through the procedures set forth in this Paragraph 6 (Change Orders and Amendments).

- 6.1 County reserves the right to change any portion of the Work required under this Agreement, or amend such other terms and conditions, as may become necessary. Any such revision shall be accomplished in the following manner:
  - 6.1.1 For any change which does not materially affect the scope of Work, period of performance, amount of payments, or any other term or condition included under this Agreement, a Change Order shall be executed by County Project Director and Contractor Project Director.
  - 6.1.2 The Board or County's Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Master Agreement during the term of this Master Agreement. County reserves the right to add and/or change such provisions as required by the Board or County's Chief Executive Officer. To implement such changes, an Amendment to the Master Agreement shall be executed by Sheriff and Contractor.

- 6.1.3 For any change that materially affects the scope of Work, Term, period of performance, amount of payments, or any other term or condition included under this Master Agreement, then an Amendment to this Master Agreement shall be executed by Board and Contractor.
- 6.1.4 Notwithstanding Subparagraph 6.1.3 above, for (1) any Option Term extension of the Master Agreement beyond the Initial Term pursuant to Subparagraph 7.2 below, and (2) any assignment of rights or delegation of duties pursuant to Section 40.0 (Assignment by Contractor) of Exhibit A (Additional Terms and Conditions) of this Master Agreement, an Amendment to this Master Agreement shall be executed by Sheriff and Contractor.

## **7. TERM**

- 7.1 The Term of this Master Agreement shall commence upon the date of its execution by the Sheriff and shall continue until \_\_\_\_\_ [three (3) years from the date the Board approved the Model Master Agreement], unless terminated earlier in whole or in part, as provided in this Master Agreement (the "Initial Term").
- 7.2 County has the option, at the Sheriff's discretion and upon notice to Contractor prior to the end of the current period of the Term, to extend the Term of this Master Agreement for two (2) additional one-year periods and thereafter for another six (6) months in any increment (each an "Option Term") for a total Term not to exceed five (5) years and six (6) months. Each such extension shall be exercised in accordance with Subparagraph 6.1.4 above. As used herein, the "Term" shall mean the Initial Term and, if extended, each Option Term, as the case may be.
- 7.3 County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether County will exercise a contract term extension option.
- 7.4 Contractor shall notify the Department when this Master Agreement is within six (6) months from the expiration of the Term as provided for hereinabove. Upon occurrence of this event, Contractor shall send written notification to County Project Director at the address herein provided in Subparagraph 3.1.1.

## **8. PRICES AND FEES**

### **8.1 General**

The prices and fees for this Master Agreement shall be the amount payable by County to Contractor for performing all tasks, deliverables, goods, services and any other Work required under this Master Agreement according to Exhibit C (Rate of Compensation) of this Master Agreement. Contractor shall not be entitled to payment or reimbursement for any tasks, deliverables, goods, services and any other work, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified in this Master Agreement.

### **8.2 Rates**

#### **8.2.1 Session Rates**

Contractor shall be paid for Work performed at the Session Rates set forth in Exhibit C (Rate of Compensation) of this Master Agreement. The Session Rates shall be firm and fixed for the Term of the Master Agreement.

#### **8.2.2 Maximum Contract Sum**

In each year of this Master Agreement, the total of all amounts actually expended by County hereunder (“maximum annual expenditures”), either expressly or by implication, shall not exceed the sum allocated in that fiscal year’s budget. County has sole discretion to expend some, all, or none of such budgeted amounts. The sum of such annual expenditures for the duration of the Master Agreement is the “Maximum Contract Sum”.

### **8.3 No Payment for Services Provided Following Expiration/Termination of Master Agreement**

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Master Agreement. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Master Agreement shall not constitute a waiver of County’s right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Master Agreement.

**9. COUNTY’S OBLIGATION FOR FUTURE FISCAL YEARS**

Notwithstanding any other provision of this Master Agreement, either expressly or by implication, County shall not be obligated for Contractor’s performance hereunder or by any provision of this Master Agreement during any of County’s future fiscal years unless and until the Board appropriates funds for this Master Agreement in County’s budget for each such future fiscal year. In the event that funds are not appropriated for this Master Agreement, then this Master Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated and such termination shall be deemed a termination for convenience pursuant to Section 6.0 (Termination for Convenience) of Exhibit A (Additional Terms and Conditions) of this Master Agreement. County shall endeavor to notify Contractor in writing of any such non-appropriation of funds at the earliest possible date.

**10. INVOICES AND PAYMENTS**

10.1 Payments

Contractor shall not be entitled to any payment by County under this Master Agreement except pursuant to satisfactorily performed Work and a validly executed invoice.

10.2 Approval of Invoices

All invoices submitted by Contractor for payment must have the written approval of County Project Director, County Project Manager or designee, as evidenced by County Project Director, County Project Manager or designee’s signature on invoice, prior to any payment thereof. In no event shall County be liable or responsible for any payment prior to such written approval.

10.3 Invoice Detail (Page 1)

Each Invoice Detail submitted by Contractor shall include the following as specified in Exhibit D1 (Invoice Detail) of this Master Agreement:

- Contractor Name and Address
- County Master Agreement Number
- Invoice Date
- Invoice Number
- Client Name
- Identification Number (identification number is the client date of birth and client initials). Spouses/significant others and children names must be listed if seen in family sessions. An entry must be made for each client for each date of attendance (i.e. both members of the couples session would



have an entry if it is a couples' session). All parties to a family session should have an entry as well.

- Work Status (work status is employee [Emp] or spouse/significant other [S/O]).
- Type of Session (client is being seen for individual [I], couples [C], or family [F] sessions). A client may be seen for more than one type of counseling in one month, with prior approval by County Project Director.
- Session Date (date client showed, canceled or no-show). This information will become a part of client permanent record.
- Topic(s) (topic/issue of treatment using the numbering system on the list provided by County Project Director or designee, up to four treatment topics can be listed per client)

#### 10.4 Invoice (Page 2)

Each invoice submitted by Contractor shall include the following as specified in Exhibit D2 (Invoice) of this Master Agreement.

- Contractor Name and Address
- County Master Agreement Number
- Invoice Date
- Invoice Number
- Client Identification Number (client date of birth and client initials)
- Date of Session
- Length of Session
- Session Rate
- Amount Due
- Total Amount Due

#### 10.5 Submission of Invoices

Contractor shall submit an original and one (1) copy of each invoice to:

Director  
Los Angeles County Sheriff's Department  
Employee Support Services Bureau  
4700 Ramona Boulevard  
Monterey Park, California 91754  
Telephone: (323) 738-3500

Copy to: Los Angeles County Sheriff's Department  
Accounts Payable Section – Contracts Billing  
4700 Ramona Boulevard, Room 326  
Monterey Park, California 91754

Contractor shall submit invoice by the 15<sup>th</sup> calendar day of the month following the month in which services were performed.

10.6 No Out-of-Pocket Expenses

Contractor acknowledges that out-of-pocket expenses, including travel, meal, and lodging expenses, are not reimbursable by County. Accordingly, Contractor's invoices shall not include out-of-pocket expenses.

10.7 Contractor Responsibility

Contractor is responsible for the accuracy of invoices submitted to County. Further, it is the responsibility of Contractor to reconcile or otherwise correct inaccuracies or inconsistencies in the invoices submitted by Contractor.

10.8 County's Right to Withhold

In addition to any rights of County provided in this Agreement, or at law or in equity, County may, upon notice to Contractor, withhold payment for any Work while Contractor is in default hereunder, or at any time that Contractor has not provided County approved Work.

**11. LIQUIDATED DAMAGES**

11.1 If, in the judgment of County Project Director, Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, County Project Director, at such person's option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from Contractor's invoice for Work not performed. Information regarding the Work not performed and the amount to be withheld or deducted from payments to Contractor from County will be forwarded to Contractor by County Project Director in a written notice describing the reasons for said action.

11.2 If County Project Director determines that there are deficiencies in the performance of this Master Agreement that are correctable over a certain time span, County Project Director will provide a written notice to Contractor to correct the deficiency within specified time frames. Should Contractor fail to correct deficiencies within said time frame, County Project Director may:

11.2.1 Deduct from Contractor's payment, pro rata, those applicable portions of the monthly contract sum; and/or

11.2.2 Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages

resulting from the failure of Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is one hundred dollars (\$100) per day per infraction, and/or upon giving five (5) Business days notice to Contractor for failure to correct the deficiencies, County may correct any and all deficiencies and the total costs incurred by County for completion of the Work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to Contractor from County, as determined by County.

- 11.3 The action noted in Subparagraph 11.2 shall not be construed as a penalty, but as an adjustment of payment to Contractor to recover County cost due to the failure of Contractor to complete or comply with the provisions of this Master Agreement.
- 11.4 This Paragraph 11 (Liquidated Damages) shall not, in any manner, restrict or limit County's right to damages for any breach of this Master Agreement provided by law, and shall not, in any manner, restrict or limit County's right to terminate the Master Agreement, as agreed to herein.

## **12. NOTICES**

All notices or demands required or permitted to be given or made under this Master Agreement, unless otherwise specified, shall be in writing and shall be addressed to the parties at the following addresses and delivered: (a) by hand with signed receipt; (b) by first-class registered or certified mail, postage prepaid; (c) by facsimile or electronic mail transmission followed within twenty-four (24) hours by a confirmation copy mailed by first-class registered or certified mail, postage prepaid; or (d) by overnight commercial carrier, with signed receipt. Notice is deemed given at the time of signed receipt in the case of hand delivery, three (3) Business days after deposit in the United States mail as set forth above, on the date of facsimile or electronic mail transmission if followed by timely confirmation mailing, or on the date of signature receipt by the receiving part of any overnight commercial carrier delivery. Addresses may be changed by either party giving ten (10) calendar days prior notice to the other party in accordance with the procedures set forth above.

To County: (1) Los Angeles County Sheriff's Department  
Director, Employee Support Services Bureau  
4700 Ramona Boulevard  
Monterey Park, California 91754  
Facsimile: (323) 415-4479  
[sesultan@lasd.org](mailto:sesultan@lasd.org)

with a copy to:

- (2) Los Angeles County Sheriff's Department  
Assistant Director, Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754-2169  
Attention: Assistant Director, Contracts Unit  
Email: [scousin@lasd.org](mailto:scousin@lasd.org)  
Facsimile: (323) 415-1069

To Contractor: [ \_\_\_\_\_ ]  
Attention:  
Facsimile:  
Email address:

County Project Director shall have the authority to issue all notices or demands, which are required or permitted by County under this Master Agreement.

**13. ARM'S LENGTH NEGOTIATIONS**

This Master Agreement is the product of an arm's length negotiation between Contractor and County. Each party has had at all times the opportunity to receive advice from independent counsel of its own choosing. Accordingly, this Master Agreement is to be interpreted fairly as between the parties, and not strictly construed as against either party as drafter or creator.

**14. NO GUARANTY OF WORK**

This Master Agreement is intended to provide County with Psychiatric and Psychological services on an "as-needed" basis. As such, County does not promise, guaranty, or warrant that it will utilize any particular level of Contractor services or any services at all during the term of this Master Agreement. The determination as to the need for such services shall rest solely within the discretion of County.

**15. NON EXCLUSIVITY**

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Master Agreement shall not restrict the Department from acquiring similar, equal or like goods and/or services from other entities or sources. The Department reserves the right to add Qualified Contractors during the Term of this Master Agreement.

**16. CONTRACTOR’S OBLIGATIONS AS A “BUSINESS ASSOCIATE” UNDER HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (HITECH)**

County is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Under this Master Agreement, Contractor provides services to County and Contractor receives, has access to, and/or creates Protected Health Information as defined in Exhibit J (Contractor’s Obligations as a “Business Associate” Under Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH)) of this Master Agreement in order to provide those services. County and Contractor therefore agree to the terms of Exhibit J (Contractor’s Obligations as a “Business Associate” Under Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH)) of this Master Agreement.

**17. SURVIVAL**

The following Paragraphs of this Master Agreement shall survive its expiration or termination for any reason: Paragraph 1 (Master Agreement and Interpretation), Paragraph 2 (Definitions), Paragraph 8 (Prices and Fees), Paragraph 10 (Invoices and Payments), Paragraph 12 (Notices), Paragraph 13 (Arm’s Length Negotiations), Paragraph 17 (Survival) and all the terms and conditions set forth in Exhibit A (Additional Terms and Conditions) of this Master Agreement.

**MASTER AGREEMENT  
FOR  
PSYCHIATRIC AND PSYCHOLOGICAL SERVICES**

IN WITNESS WHEREOF, the County of Los Angeles, by order of its Board of Supervisors has caused this Master Agreement to be executed on its behalf by the Sheriff of the County of Los Angeles, and Contractor has caused this Master Agreement to be duly executed on dates written below.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Leroy D. Baca, Sheriff

Date \_\_\_\_\_

CONTRACTOR

By \_\_\_\_\_

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

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

APPROVED AS TO FORM:  
JOHN F. KRATTLI  
Acting County Counsel

By \_\_\_\_\_  
Deputy County Counsel