



Agenda Date: 12/6/2005
Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Approval of Health and Human Services Agency Professional Services Agreement General Terms and Conditions, Version 7

RECOMMENDATION

Director of Health and Human Services requests approval of Version 7 of the Health and Human Services Agency's (HHSA) Professional Services Contract General Terms and Conditions for automatic inclusion in HHSA's agreements which provide for such automatic inclusion.

EXECUTIVE SUMMARY

The General Terms and Conditions (Section 2 of the professional services agreement) contains the County's requirements pertaining to all contractors (insurance, compliance, HIPAA, etc.). HHSA requests approval of the use of Version 7 of the General Terms and Conditions for inclusion as an integral part in HHSA's professional services agreements.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

To make the contracting process more efficient, County Counsel has revised the HHS professional services boilerplate agreement to incorporate recent changes regarding insurance, hold harmless/indemnification and the County's harassment policy.

For contractors who originally signed an agreement containing either Version 4 or 5 of the General Terms and Conditions (GTC), their contracts included a clause stating that future versions of the GTC shall automatically become part of the agreement upon approval of the new GTC by the Board of Supervisors and upon notice to the contractor. The requested action provides for Board approval of Version 7 of the GTC, which will then automatically become part of future contractors' agreements. HHS will also formally notice current contractors who are subject to this change.

Versions 1-7 of the General Terms and Conditions are available online and are on file with the Clerk of the Board. Version 7 is attached to this item.

SUPPORTING DOCUMENTS

A . General Terms and Conditions, Version 7

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita