



X25076

REQUEST FOR COUNTY CONTRACT REVIEW

Approval Authority:	FIRST 5 (see County Contract #R40214)				
Date Submitted:	03/09/2023	Contact Person:	Kimberly Brooke	Phone #.:	530-552-3981
Vendor #:	Contractor Name: Butte County Local Food Network				
Title of Contract:	GROWN Garden Project – High Quality Early Learning	Contract #:		Amendment #:	
Description:	Preschool garden project with curriculum to promote developmental growth, emotional intelligence, and resilience.				
Is this a NEW INDEPENDENT CONTRACTOR OR SOLE PROPRIETOR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES -- file a W-9 before this contract can be approved					
Cost Center:	CF - Children and Families Commission	Spend Category:	Professional and Specialized Services	Program: First 5 Early Learning	
Maximum Amt. Payable:	\$2,320.00				
Duration:	Start Date: March 15, 2023	End Date:	December 30, 2023	Total Years/Mo:	9 months
Funding Source:	Children & Families Trust Fund 7950	Date Approved by Commission:	N/A		
Does Contract require Business Associate Agreement (HIPAA)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, see attached)				

HOW WAS CONTRACTOR SELECTED AND PRICE DETERMINED?

<input checked="" type="checkbox"/> Contract is for less than \$25,000 and therefore solicitation is not required and/or quotes were obtained to verify pricing
<input type="checkbox"/> Based on Competitive Solicitation No: __-__; greatest value & responsive/responsible offer/ proposal/bid that fulfills Strategic Plan.
<input type="checkbox"/> Non-Competitive Process:
<input type="checkbox"/> Based on First 5 Policies & Procedures.
<input type="checkbox"/> Sole Source Justification Attached (Approved by Children and Families Commission on _____)
<input type="checkbox"/> Amendment only – no change to contract duration or maximum amount payable

CONFLICT OF INTEREST

<input type="checkbox"/> In the last 24 months, Contractor was, or employed, former County employee(s), or close relative(s) who will be directly involved with the scope-of-work defined in this contract. If checked complete the following:
Employee Name: _____ Date of Separation: _____

The UNDERSIGNED HEREBY CERTIFIES that the attached contract and the processes that produced it are in compliance with the First 5 Butte County Children & Families Commission Policies and Procedures, and as directed by the Commission board.

Anna Bauer, Director, First 5 Butte County Children & Families Commission	<small>DocuSigned by:</small> <small>AB4ADEEC16034AF...</small> Signature of Agency Director or Delegate	3/9/2023 12:45:04 PST
		Date

FOR REVIEW RECORDS ONLY:

Review	Received	Log Out	Comments or Notations	Reviewer
Contracts Division:	3/9/2023	3/9/2023	X25076	
County Counsel:	3/10/23 10:10 a.m.	3/10/23 10:15 a.m.		

FOR COMMISSION USE ONLY:

Name	Role	Email Address	Order of Receipt	Notes
Pamm Larry	Signatory	pamm@bcllocalfood.org	1	

First 5 Butte County Children and Families Commission Contract

X25076
Contract stamp area

This Contract is between the First 5 Butte County Children and Families Commission, a political subdivision of the State of California, hereinafter referred to as "Commission", and the Contractor indicated in the variable information table below, hereinafter referred to as "Contractor."

Contract Title: GROWN Garden Project- High Quality Early Learning			
The Term of This Contract begins on March 15, 2023 , and ends on December 30, 2023 .			
Department	7950	FOB Point	N/A
Terms	Net 30	Not-to-Exceed Price:	\$2,320
Contractor Contact Information		Commission Contact Information	
Contractor	Butte County Local Food Network	First 5 Butte	County Children & Families Commission
Address	PO Box 625	Address	PO Box 1649
City, State & ZIP	Chico, CA 95927	City, State & Zip	Oroville, CA 95965
Project Manager	Pamm Larry	Project Manager	Kimberly Brooke
Telephone	530-570-6872	Telephone	530-552-3981
Email	pamm@bclocalfood.org	Email	kbroke@buttecounty.net

WHEREAS, Commission desires to have work described in Attachment III -- Scope of Work performed; and

WHEREAS, Contractor possesses the necessary qualifications to perform the work described herein.

NOW THEREFORE BE IT AGREED between the parties to this Contract that this Contract is subject to the provisions contained in the following attachments, which are made a part of this Contract. Should there be any conflicts between this Contract and the attachments that are incorporated herein, precedence shall first be given to the provisions of this Contract followed by the attachments, in the order indicated: 1) Attachment I – Terms and Conditions; 2) Attachment II – Standard Insurance Requirements; 3) Attachment III -- Scope of Work; 4) Attachment IV – Annual Budget; 5) Attachment V, Commission Contract Requirements.

By signature below, the department head or his or her deputy certifies that no unauthorized alterations have been made to the Attachment I – "Terms and Conditions" and/or the Attachment II – "Insurance Requirements for Most Contracts."

Anna Bauer, Director
 Typed or Printed Name

DocuSigned by:
 Anna Bauer
 Signature

3/9/2023 | 12:45:04 PST
 Date

This Contract and the above listed Attachments represent the entire undertaking between the parties.

First 5 Butte Children & Families Commission

DocuSigned by:
 Anna Bauer
 3/9/2023 | 12:45:04 PST
 Signature
 Anna Bauer, Director
 Date

Butte County Local Food Network

DocuSigned by:
 Pamm Larry
 3/9/2023 | 12:41:17 PST
 Signature
 Pamm Larry, Director
 Date

REVIEWED FOR CONTRACT COMPLIANCE
Contracts Division, GSD

DocuSigned by:
 Syndee Howerton
 3/9/2023 | 14:46:48 PST
 Signature
 By
 Date

REVIEWED AS TO FORM
BRAD J. STEPHENS, Butte County Counsel

DocuSigned by:
 Brad J. Stephens
 3/10/2023 | 10:17:29 PST
 Signature
 By
 Date

**ATTACHMENT I
TERMS AND CONDITIONS**

1. **Scope of Work.** The work to be undertaken is identified in the attached “Attachment III – Scope of Work” which is made a part of this Contract.
2. **Reimbursement.** The work shall be performed for the Not-to-Exceed Price included in the variable information table. Payment shall be made after the Project Manager or designee reviews and approves the work and after submittal of an invoice by the Contractor.
3. **Commission Project Manager.** The Commission project manager or designee for this undertaking who will receive payment invoices and answer questions related to the coordination of this undertaking is identified above in the variable information table.
4. **Independent Contractor.** Contractor is an independent contractor, working under his/her own supervision and direction and is not a representative or employee of Commission. Contractor agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
5. **Confidentiality and Ownership.** The Commission retains the exclusive right of ownership to the work, products, inventions and confidential information produced for the Commission by the Contractor, and the Contractor shall not disclose any information, whether developed by the Contractor or given to the Contractor by the Commission. The parties agree that the Commission will own the work, products, inventions or information produced by the Contractor pursuant to this contract.
6. **Termination.** This Contract may be terminated by either the Commission or Contractor by a thirty day written notice. Authorized costs incurred by the Contractor will be reimbursed up to the date of termination. Notwithstanding anything stated to the contrary herein, this Contract shall expire on the Completion Date indicated in the above Variable Information Table unless the Completion Date is modified by written amendment to this Contract.
7. **Indemnification.** Contractor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the Commission, its officers, agents and employees from and against any and all actions, claims, damages, disabilities or expenses that may be asserted by any person or entity, including Contractor, to the extent arising out of or in connection with the negligent acts or omissions or willful misconduct in the performance by Contractor hereunder, whether or not there is concurrent negligence on the part of the Commission, but excluding liability due to the active negligence or willful misconduct of the Commission. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under worker’s compensation acts, disability benefit acts, or other employee benefits acts. Contractor shall be liable to Commission for any loss of or damage to Commission property arising out of or in connection with Contractor’s negligence or willful misconduct.
8. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this Contract, insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the Work hereunder by Contractor, Contractor’s agents, representatives, employees and subcontractors. At the very least, Contractor shall maintain the insurance coverages, limits of coverage, and other insurance requirements as described in Attachment II to this Contract.
9. **Changes to the Contract.** Changes to this Contract may only be approved by written amendment to this Contract.
10. **Contractor’s Standard of Care.** Commission has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Contract. Contractor hereby warrants that all of Contractor’s work will be performed in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable Federal, State and local laws, it being understood that acceptance of Contractor’s work by Commission shall not operate as a waiver or release.

**ATTACHMENT I
TERMS AND CONDITIONS**

11. **Termination for Exceeding Maximum Level of Expenditures.** Contracts exceeding the monetary limits delegated to the Purchasing Agent, or authorized deputies, are not valid unless duly executed by the Commission Chair. If this Contract was executed for the Commission by the Purchasing Agent, or authorized deputy, this Contract shall automatically terminate on the date that the provision of services or personal property or incurring of expenses, the cumulative total of which, exceeds the amount prescribed by Government Code Section 25502.5 for personal services contracts or the amount prescribed by Public Contract Code Section 22032 (b) for public works contracts.
12. **Termination for Exceeding Maximum Term.** Contracts exceeding the five-year term delegated to the Purchasing Agent, or authorized deputies, are not valid unless duly executed by the Commission Chair. If this Contract was executed for the Commission by the Purchasing Agent, or authorized deputy, this Contract shall automatically terminate on the date that the term exceeds five years. Amendments to this Contract, or new Contracts for essentially the same purpose, shall not be valid beyond the five-year limitation unless duly executed by the Commission Chair.
13. **Compliance with Laws.** Contractor shall comply with all Federal, State and local laws, rules and regulations including, without limitation, any nondiscrimination laws.
14. **Applicable Law and Forum.** This Contract shall be construed and interpreted according to California law and any action to enforce the terms of this Contract for the breach thereof shall be brought and tried in the County of Butte.
15. **Contradictions in Terms and Conditions.** In the event of any contradictions in the terms and/or conditions of this Contract, these Attachment I TERMS AND CONDITIONS shall prevail.
16. **No Delegation or Assignment:** Contractor shall not delegate, transfer or assign its duties or rights under this Agreement, either in whole or in part, directly or indirectly, by acquisition, asset sale, merger, change of control, operation of law or otherwise, without the prior written consent of Commission and any prohibited delegation or assignment shall render the contract in breach. Upon consent to any delegation, transfer or assignment, the parties will enter into an amendment to reflect the transfer and successor to Provider. Commission will not be obligated to make payment under the Agreement until such time that the amendment is entered into.

**ATTACHMENT II
STANDARD INSURANCE REQUIREMENTS**

***Please provide a copy of Attachment II to your insurance agent.**

Contractor shall procure and maintain for the duration of this contract, insurance against claims for injuries to persons or damages to property that may arise from or be in connection with the performance of the work hereunder by Contractor, Contractor's agents, representatives, employees and subcontractors. Before the commencement of work Contractor shall submit Certificates of Insurance and Endorsements evidencing that Contractor has obtained the following forms of coverage:

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Coverage shall be at least as broad as:

- 1) Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability:** ISO's Commercial Automobile Liability coverage form CA 00 01.
 1. Commercial Automobile Liability: Covering any auto (Code 1) for corporate/business owned vehicles, or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
 2. If no transportation services of any type are provided, and use of a motor vehicle is strictly limited to travel to and from work or work sites, evidence of Personal Auto Policy coverage with limits no less than **\$100,000** per person, **\$300,000** each accident, **\$50,000** property damage may be provided in lieu of Commercial Automobile Liability Insurance.
- 3) Workers' Compensation Insurance:** As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury and disease. *(Not required if Contractor provides written verification he or she has no employees.)*

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Commission requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Commission.

B. OTHER INSURANCE PROVISIONS: The insurance policies are to contain, or be endorsed to contain, the following provisions:

- 1)** The Commission, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 forms if later revisions used).
- 2)** For any claims related to this contract, Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO Form CG 20 01 04 13 as respects the Commission, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Commission, its officers, officials, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- 3)** Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the Commission.

C. WAIVER OF SUBROGATION: Contractor hereby grants to Commission a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Commission by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Commission has received a waiver of subrogation endorsement from the insurer.

**ATTACHMENT II
STANDARD INSURANCE REQUIREMENTS**

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Commission for all work performed by the Contractor, its employees, agents and subcontractors.

D. SELF-INSURED RETENTIONS: Self-insured retentions must be declared to and approved by the Commission. The Commission may require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Commission.

E. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Commission.

F. VERIFICATION OF COVERAGE: Contractor shall furnish Commission with original certificates of insurance including all required amendatory endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Commission reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

G. SPECIAL RISKS OR CIRCUMSTANCES: Commission reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

H. SUBCONTRACTORS: Contractor shall include all subcontractors as insured under its policies or require all subcontractors to be insured under their own policies. If subcontractors are insured under their own policies, they shall be subject to all the requirements stated herein, including providing the Commission certificates of insurance and endorsements **before** beginning work under this contract.

ATTACHMENT III SCOPE OF WORK

Unless indicated otherwise herein, the Contractor shall furnish all labor, materials, transportation, supervision and management, and pay all taxes required to complete the project described below:

Introduction

Giving children of preschool age the opportunity to work collaboratively with their peers in a garden setting promotes positive developmental growth and emotional intelligence and resilience. The GROWN program will restore and develop gardens at both Little Sprouts Preschool, 15 Overland Ct, Chico, and Mi Escuelita Maya Preschool, 1455 Chestnut St, Chico. GROWN staff will provide at least monthly lessons with the children at each preschool's garden with an emphasis on social emotional learning and development of motor skills. This work is authorized by the Commission in alignment with its 2021-2026 Strategic Plan: **High Quality Early Learning**.

Contractor's Responsibilities

By April 1, 2023, CONTRACTOR shall complete all Live Scan, other background check, insurance, and/or other requirements necessary to provide lessons at each preschool campus, as stipulated by the owner or director of each preschool site. CONTRACTOR shall not begin conducting lessons with children until all requirements stipulated by the respective preschool campuses have been completed.

By April 30, 2023, CONTRACTOR shall provide needed repairs and improvements to existing garden spaces at both Mi Escuelita Maya and Little Sprouts Preschools. CONTRACTOR shall provide all necessary tools, materials, and supplies to complete repairs and improvements. CONTRACTOR shall provide documentation of the dates repairs and improvements were completed with each associated invoice.

By May 30, 2023, CONTRACTOR shall develop 5 educational lessons with a focus on social emotional learning and the development of motor skills and upload to Apricot 360.

By May 30, 2023, CONTRACTOR shall develop a strategy to evaluate and measure the effectiveness of their lesson plans and upload to Apricot 360.

By June 30, 2023, CONTRACTOR shall begin conducting lessons with children at each preschool at least once per month per preschool until the contracted amount has been expended. CONTRACTOR shall provide all necessary tools, materials, and supplies to allow for the children's participation in each lesson plan. CONTRACTOR shall provide documentation of the dates lessons were provided with each associated invoice.

Quarterly, through December 30, 2023, CONTRACTOR shall collect and report demographic and age information of the children participating in garden activities and lessons via Apricot 360.

By December 30, 2023, CONTRACTOR shall create a final report in video format highlighting the program and its successes.

Commission Responsibilities

- 1) Commission staff will allocate adequate work time and effort to ensure the goals of the project are met.
- 2) Commission staff will process approved invoices and submit to Butte County Auditor within 14 business days of receipt.

**ATTACHMENT IV
ANNUAL BUDGET**

March 8, 2023 — December 30, 2023

Butte County Local Food Network
GROWN Garden Project

	Budget Line Item	Budget	Narrative (explain how dollar amount is the right amount for the Scope of Work, per line item)
A.	Personnel Expenses		
	Program Personnel (list %FTE, position title, rate & summary duties)		
	GROWN Program Educator	\$2,320	145 hours at \$16 per hour. Staff person will provide weekly maintenance to gardens located at participating early care and education providers' businesses, and develop and deliver monthly educational lessons at each of the participating preschools' gardens.
	Benefits	0.00	Employer share of health insurance, retirement and payroll taxes
	Personnel Expenses Subtotal	\$2,320	
B.	Program	0.00	
	Direct Service Costs		
	Local Mileage		
	Staff Training and Conferences		
	Professional Services		
	Other Expenses		
	Program Expenses Subtotal	0.00	
C.	Administrative	0.00	
	Occupancy		
	IT and Telephone		
	Equipment		
	Office Supplies		
	Liability Insurance		
	Other Expenses		
	Administrative Expenses Subtotal	0.00	
	Direct Cost Subtotal	\$2,320	
D.	Indirect Costs (max. 15% of direct)	0.00	Disallowed for professional services and discretionary funding agreements
E.	Total Budget	\$2,320	

Budget Contingency Clause

**ATTACHMENT IV
ANNUAL BUDGET**

It is mutually agreed that if Children and Families Act revenues for the current year, and/or any subsequent years covered under this Agreement, do not result in the appropriation of sufficient funds for the program, this Agreement shall no longer be in full force and effect. In this event, the Commission shall have no liability to pay any funds whatsoever to CONTRACTOR, or to furnish any other considerations under this Agreement, and CONTRACTOR shall not be obligated to perform any provisions of this Agreement.

If funding for any Fiscal Year is reduced or deleted due to changes in voter approved revenues, statutes, or voter initiatives for the purposes of this program, the Commission shall have the option to either cancel this Agreement with no liability occurring to the Commission or offer an Agreement amendment to CONTRACTOR to reflect the reduced amount.

In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by statutes, voter initiatives, or regulations which may affect the provisions or terms of funding of this Agreement in any manner.

ATTACHMENT V
COMMISSION CONTRACT REQUIREMENTS

1. Contractors shall submit a fully delineated invoice monthly or quarterly. All invoices or claims must be substantiated by adequate supporting documentation, and must be based on verifiable financial records. Invoices are due 30 days after the end of previous period. Contractor shall submit supporting documentation with invoices, including, but not limited to, financial reports, receipts for material purchases, rental equipment, subcontractor work, and employee travel. Contractor shall submit invoices and documentation through the Commission's database. Final fiscal year invoices are due by July 15th.
2. Contractor may invoice for expenditures related directly to the performance of approved activities as detailed in Attachments III and IV, including the following:
 - a. Personnel expenses
 - b. Program expenses
 - c. Administrative expenses
 - d. Equipment with a unit cost of \$2,500 or less. Equipment with a unit cost greater than \$2,500 must be authorized by Commission staff in writing prior to purchase.
 - e. In-state travel related specifically to the implementation of the approved activities. In-state travel must adhere to standard rates set by the US General Services Administration. Mileage will be reimbursed at the current federal rate, which can be found at www.irs.gov. For information about travel reimbursement rates, please visit www.gsa.gov. All out-of-state travel must be requested and approved at least 30 days in advance to be considered reimbursable.
3. Contractor must submit final invoices within 45 days of the contract end date. Final payments and reconciliations shall be completed within 60 days of completion of the contract term.
4. Contractor may invoice for expenditures related directly to the performance of approved activities, and may not charge indirect expense on funds awarded through the Commission's discretionary funds process, which supports programs, events and professional development opportunities in amounts of up to \$5,000.
5. Commission shall require prior approval by the Director or designee of any budget line item that varies more than 15 percent from the approved budget. Line-item budget revisions shall not increase the total budget amount. Increases to total annual budgets require full Commission approval and contract revisions.
6. Discretionary funds will not be extended, amended or renegotiated beyond the terms of the original contract.
7. Contractor may be asked to provide information regarding sources and uses of funds at any time during the contract period, to ensure Proposition 10 funds are not used to supplant state or local general funds. If Contractor uses Prop 10 funds to replace state or local general funds, Contractor shall demonstrate to the Commission's satisfaction that such funds have increased the level of services provided to children birth through 5 years of age. For multi-year contracts, the Commission reserves the right to re-examine its determination that its funds will not be used in violation of its Supplantation policy.
8. Contractor is required to maintain and make available to the Commission accurate books and records relative to all its activities under the contract. Records should be sufficient to permit the tracing of funds to a level of expenditure adequate to ensure funds have not been spent inappropriately or unlawfully. Contractor shall maintain data and records in an accessible location and condition for a period of not less than three years from the date of final payment under the contract.
9. Contractor shall use the *Results Based Accountability* framework to implement a Commission-approved evaluation plan in order to gauge program impact and effectiveness, and identify opportunities for continuous quality improvement.
10. Contractor shall produce and present a program summary report to the Commission.
11. Contractor shall report data requested by Commission and/or Commission-hired external evaluators at least quarterly. Data report is due 15 days after the end of the previous quarter. Data should be entered into Commission designated software unless an alternative method has been approved by Commission designee.

**ATTACHMENT V
COMMISSION CONTRACT REQUIREMENTS**

12. Contractor shall support requests from external evaluator to carry out a Commission or First 5 California funded evaluation study.
13. Site visits will be performed up to twice a year. Commission staff will review Contractor information regarding program activities, content, effectiveness, and fiscal processes. Commission partners will complete a site visit progress report and submit it to Commission staff prior to the visit.
14. Contractor shall ensure Commission receives updated Certificates of Insurance on a rolling basis, as they renew.
15. Contractor shall attend and participate in Commission meetings as requested.
16. Contractor shall comply with all Commission policies, including the [Tobacco-Free and Food and Beverage](#) policies.
17. Contractor shall acknowledge funding from First 5 Butte County Children and Families Commission by including the First 5 Butte County logo on all public materials related to the project, including (but not limited to) Web sites, news releases, brochures, newsletters, flyers, public service announcements, and posters. Contractor shall submit outreach materials to First5@buttecounty.net for approval prior to distribution.
18. Contractor shall ensure that all program staff review Commission policies and requirements.

Certificate Of Completion

Envelope Id: B2EA813D0A86465AB737A87420CD3296	Status: Completed
Subject: Complete with DocuSign: Contract CFC-Butte County Local Food Network GROWN Garden Project	
Source Envelope:	
Document Pages: 11	Signatures: 6
Certificate Pages: 6	Initials: 2
AutoNav: Enabled	Envelope Originator: Shelly Miller smiller@buttecounty.net
Envelopeld Stamping: Enabled	IP Address: 63.198.28.28
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	

Record Tracking

Status: Original 3/9/2023 12:30:49 PM	Holder: Shelly Miller smiller@buttecounty.net	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: First Five Butte County	Location: DocuSign

Signer Events

Pamm Larry
pamm@bclocalfood.org
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Pamm Larry
8FA2F7B8E7D14AE...

Timestamp

Sent: 3/9/2023 12:39:59 PM
Viewed: 3/9/2023 12:40:51 PM
Signed: 3/9/2023 12:41:17 PM

Signature Adoption: Pre-selected Style
Using IP Address: 104.60.207.64

Electronic Record and Signature Disclosure:
Accepted: 3/9/2023 12:40:51 PM
ID: 2d360afc-e308-44f2-bbb8-9e0ab9485e9c

Anna Bauer
abauer@buttecounty.net
First Five Butte County
Security Level: Email, Account Authentication (None)

DocuSigned by:
Anna Bauer
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Sent: 3/9/2023 12:41:19 PM
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Signed: 3/9/2023 12:45:04 PM

Signature Adoption: Pre-selected Style
Using IP Address: 73.90.75.210

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Kimberly Brooke
kbroke@buttecounty.net
Program Manager
First 5 Butte County Children and Families
Commission
Security Level: Email, Account Authentication (None)

Completed

Sent: 3/9/2023 12:45:06 PM
Viewed: 3/9/2023 12:45:58 PM
Signed: 3/9/2023 12:47:46 PM

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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Syndee Howerton
SHowerton@buttecounty.net
Security Level: Email, Account Authentication (None)

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Syndee Howerton
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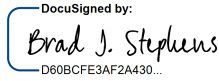
Signature Adoption: Pre-selected Style
Using IP Address: 63.198.28.28

Electronic Record and Signature Disclosure:
Accepted: 6/9/2022 11:22:45 AM
ID: 3ad19c29-6225-4651-a797-64e713f66ce0

Signer Events	Signature	Timestamp
County Counsel Staff Log In CoCoContractReview@buttecounty.net Security Level: Email, Account Authentication (None)	Completed Using IP Address: 63.198.28.28	Sent: 3/9/2023 2:46:50 PM Viewed: 3/10/2023 10:11:39 AM Signed: 3/10/2023 10:12:08 AM

Electronic Record and Signature Disclosure:
 Accepted: 3/10/2023 10:11:39 AM
 ID: d6e43d95-1d6a-41ab-91fa-e57cd238031b

Brad J. Stephens
 CoCoContractReview@buttecounty.net
 Security Level: Email, Account Authentication (None)



Sent: 3/10/2023 10:12:10 AM
 Viewed: 3/10/2023 10:17:10 AM
 Signed: 3/10/2023 10:17:29 AM

Signature Adoption: Pre-selected Style
 Using IP Address: 63.198.28.28

Electronic Record and Signature Disclosure:
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County Counsel Staff Log Out
 CoCoContractReview@buttecounty.net
 Security Level: Email, Account Authentication (None)

Completed

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 Viewed: 3/10/2023 10:18:22 AM
 Signed: 3/10/2023 10:18:49 AM

Using IP Address: 63.198.28.28

Electronic Record and Signature Disclosure:
 Accepted: 3/10/2023 10:18:22 AM
 ID: ac3daa3a-e71e-417c-9668-c35983962948

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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General Services Contracts
 GSFrontDeskHG@buttecounty.net
 Security Level: Email, Account Authentication (None)

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Sent: 3/9/2023 2:45:11 PM

Electronic Record and Signature Disclosure:
 Accepted: 3/9/2023 12:57:28 PM
 ID: 75bf9c77-4545-4c57-b261-81bb416735a5

Shelly Miller
 smiller@buttecounty.net
 Program Analyst
 First 5 Butte County Children and Families
 Commission

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Sent: 3/10/2023 10:18:52 AM

Security Level: Email, Account Authentication (None)

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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/9/2023 12:39:59 PM
Certified Delivered	Security Checked	3/10/2023 10:18:22 AM
Signing Complete	Security Checked	3/10/2023 10:18:49 AM
Completed	Security Checked	3/10/2023 10:18:52 AM

Payment Events	Status	Timestamps
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