

# **COUNTY OF TRINITY HUMAN RESOURCES**



## **Request for Proposal**

### **Actuarial Consulting Services for Other Post Employment Benefits (OPEB)**

Release Date: March 1, 2022

**Submittal Deadline: March 14, 2022  
5:00 PM – Pacific Standard Time**

# COUNTY OF TRINITY HUMAN RESOURCES

## Request for Proposal for Actuarial Consulting Services for Other Post Employment Benefits (OPEB)

### TABLE OF CONTENTS

	Page
1.0 - Introduction and General Information	3
2.0 – Instructions to Proposers	3
3.0 – Proposal Review & Contract Award Timeline	5
4.0 – Review and Selection Process	5
5.0 – Inquiries	6
6.0 – Descriptions of County of Trinity Post Employment Benefits	6
7.0 – Scope of Services	7
8.0 – Contents of Proposal	8
9.0 – Insurance Requirements	9
10.0 – Term of Agreement	9
ATTACHMENT A: SAMPLE – PERSONAL SERVICES CONTRACT	10

## 1.0 - Introduction and General Information

In 2004, Governmental Accounting Standards Board (GASB) issued Statements No. 74 and 75, which established standards for measurement, recognition, and display of other post employment benefits (OPEB) expenditures and related liabilities, note disclosures, and required supplementary information (RSI) in the financial reports of state and local government employers.

The County of Trinity ("County") is seeking proposals for an actuarial valuation of post employment benefits, other than pension, in compliance with GASB Statement No. 74 and No. 75. The County needs a full actuarial valuation as of June 30, 2021 (GASB 74) and GASB 75 reports for each fiscal year ending June 30, 2021 and June 30, 2022. The GASB 74 actuarial valuation report should contain the ADC for FY 21/22, FY 22/23 and FY 23/24 (this value will be used for budget purposes only) 2021-2022, 2022-2023 and 2023-2024 fiscal years.

Trinity County, approximate population of 16,000, operates under general law and is governed by an elected five-member Board of Supervisors (Board). The County's workforce consists of approximately 320 employees.

## 2.0 – Instructions to Proposers

Examination of Proposal Documents: The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- Have carefully read and fully understand the information that was provided by the County to serve as the basis for submission of this proposal.
- Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Represent that all information contained in the proposal is true and correct.
- Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- Acknowledge that the County has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the Proposer, and Proposer hereby grants the County permission to

make these inquiries, and to provide any and all related documentations in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition. The County shall not be responsible for, nor be bound by, any oral instructions, interpretations or explanations issued by the County or its representatives.

Submission of Proposals: All proposals shall be submitted to:

Trinity County Human Resources  
P.O. Box 1347  
Weaverville, CA 96093-1347

Proposals must be delivered no later than **5:00 p.m. on March 14, 2022**. All proposals received after that time will be rejected. The Proposer shall submit three (3) copies of its proposal in a sealed envelope, addressed as noted above, bearing the Proposer's name and address clearly marked "ACTUARIAL CONSULTING SERVICES FOR OTHER POST EMPLOYMENT BENEFITS".

Withdrawal of Proposals: A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the Request for Proposal (RFP) by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

Rights of the County of Trinity: This RFP does not commit the County to enter into a contract, nor does it obligate the County to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The County reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Request for Proposals;
- Postpone opening for its convenience;
- Remedy technical errors in the Request for Proposal process;
- Accept other than the lowest offer;
- Waive information and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the County.

An agreement shall not be binding or valid with the County unless and until it is executed by authorized representatives of the County and the Contractor.

### **3.0 – Proposal Review and Contract Award Timeline**

Estimated timeline for Proposal Review and Contract Award

March 1, 2022	RFP issued
March 14, 2022	Last day to submit Proposals
March 16, 2022	RFP Evaluation Meeting
May 15, 2022	Draft Study Due
May 31, 2022	Final to be issued upon concurrence and approval of the County

### **4.0 – Review and Selection Process**

County staff will evaluate the proposals provided in response to this RFP based on the following criteria:

- Quality and completeness of proposals;
- Proposer’s experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity;
- Cost to the County;
- Proposer’s time-line for delivery of reports;
- Proposer’s prior record of performance with other counties or governmental agencies.

Accepted proposals will be reviewed and scored against the state criteria.

Selected Proposers may be required to make an oral presentation if requested by the County. Failure of a Proposer to conduct a presentation to the County may result in rejection of the Proposer’s proposal.

## 5.0 – Inquiries

Please direct any questions regarding this RFP to:

Trinity County Human Resources  
Attn.: Shelly Nelson  
P.O. Box 1347  
Weaverville, CA 96093-1347  
(530) 623-1325

## 6.0 – Description of County of Trinity Post Employment Benefits

Currently the County has approximately 347 retired employees with health benefits and will be required to determine the actuarial accrued liability and the annual required contribution every two years.

The County contracts with the California Public Employee Retirement System (PERS) for retirement benefits. Employees in permanent positions rated at 0.50 FTE (1/2 time) or greater, hired prior to various dates in 2020, depended upon bargaining unit, qualify for coverage. Vesting requires five years of service. Employees hired after those dates in 2020 are eligible for county contribution of the statutory minimum only.

Employees are covered by one of three PERS retirement plan formulas. For Safety Employees, including Deputy Sheriffs, Correctional Officers, Probation Officers, Probation Correction Officers and DA Investigators who were hired prior to January 1, 2013 (Classic employees), the retirement formula is 3% at 50. The retirement formula for Safety Employees hired January 1, 2013 or later (PEPRA employees) is 2.7% at 57.

The retirement formula for Miscellaneous Employees, all employees in non-safety job classifications, who were hired prior to January 1, 2013 (Classic employees) is 2.5% at 55. The retirement formula for Miscellaneous Employees hired January 1, 2013 or later (PEPRA employees) is 2% at 62.

The following is a listing showing the County's contribution at January 1, 2022 for a retiree's medical, dental and life coverages:

- Medical Insurance Coverage - \$938.36 per month maximum
- Dental Insurance Coverage - \$43.35 per month
- Life Insurance Coverage – varies but no more than \$16.00 per month

## 7.0 – Scope of Services

The County of Trinity seeks an actuarial calculation of its Other Post Employment Benefits (OPEB) as appropriate and defined in Governmental Accounting Standards Board Statement 74 and 75. The County of Trinity will seek advice from the actuary regarding the most appropriate actuarial cost method to be employed. The valuation will allow implementation of the rules regarding accounting for OPEB and should include relevant information about the accrued liabilities, annual costs, and future funding.

The Actuary will provide the County with information needed to present the appropriate assumptions and schedules in its financial statements as required by GASB Statement 74 and 75.

The County will provide the following information to the selected firm in order to prepare the valuation:

- A copy of the plan or a summary plan description
- Copies of the union contracts
- Data for all active and retired employees of the County.

The contracted firm shall perform the following activities to complete the actuarial valuation for the County's OPEB program following GASB Statements 74 and 75:

- Provide a listing of data requirements other than those listed above and in what format the information is needed.
- Provide a summary of the actuarial basis and assumptions used in the valuations.
- Prepare a comprehensive report summarizing conclusions and recommendations and documenting the analysis.
- Prepare the necessary material for the Comprehensive Annual Financial Report (CAFR) to comply with GASB OPEB reporting and disclosure requirements.
- Determine the implicit rate subsidy, if any, and the impact it would have on the OPEB liability.
- Prepare a cash flow analysis for the pay-as-you-go costs.
- Prepare a sensitivity analysis showing the impact of alternative assumptions on the employer's contributions.
- Provide recommendations on managing the OPEB Liability.
- List any other non-routine services.

## **8.0 – Contents of Proposal**

These instructions outline the guidelines governing the format and content of the proposals and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the County's requirement and its approach to successfully provide the products and/or services on time and within budget.

All proposals shall address the following items in the order listed below and shall be labeled with the appropriate headings in the proposal document.

### **A. Proposal Summary**

This section shall discuss the highlights, key features and distinguishing points of the Proposal and a list of individuals and contacts for this Proposal and how to communicate with them.

### **B. Profile of the Proposing Firm(s)**

This section shall include a brief description of the Proposer's firm size as well as the proposed local organization structure. Include a discussion of the firm's financial stability, capacity and resources.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

### **C. Firm Qualifications and Experience**

This section shall include a brief description of the Proposer's qualifications and previous experience on similar or related projects. Brief resumes should be furnished for the key professionals assigned, including summary information regarding professional qualifications and experience related to the requested work.

Also provide descriptions of three similar projects within the past two years with other governmental agencies, or private industries, that include a summary of the work performed, the period over which the work was completed, the name, title, and phone number of clients to be contacted for reference. Give a brief statement of the firm's



adherence to the schedule and budget for the project. If available, provide a sample report.

#### D. Project Timeline and Proposal Costs

This section shall include a summary of the approach to be used in providing the requested services and a flow chart detailing the planned work program, including a timeline of work to be performed.

Additionally, describe how the firm will work with the County to determine the proper cost, valuation and amortization methods and key assumption to the valuation based on relevant accounting and actuarial standards, and provide an analysis of allowed methods for this type of study listing the pros and cons of each.

This section shall also include the proposed costs, including estimated hours, to provide the services desired. Include any other “optional” service cost and price information separately. The hourly rates may be used for pricing the cost of additional services outlined in the Scope of Services. The proposal must include a total, not-to-exceed cost.

### **9.0 – Insurance Requirements**

The selected Proposer shall, at the Proposer’s sole cost and expense and for the full term of the Agreement or any extension thereof, obtain and maintain the insurances as listed in section IX. and X. of Attachment A – Personal Services Contract.

In order for the contract to be executed, the selected Proposer shall provide the evidence of Insurance to Trinity County Human Resources.

### **10.0 – Term of Agreement**

The term of the Agreement is three years. The County, at its option, can extend the Agreement with the same or more limited scope of required services for up to three additional one-year terms.

**ATTACHMENT A:**

**PERSONAL SERVICES CONTRACT**

**(SAMPLE – ACTUARIAL CONSULTING SERVICES FOR  
OTHER POST EMPLOYMENT BENEFITS (OPEB))**

**STANDARD FORM PERSONAL SERVICES CONTRACT  
BETWEEN**

**THE COUNTY OF TRINITY**

**AND**

**[CONTRACTOR]**

THIS PERSONAL SERVICES CONTRACT ("Contract") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the **COUNTY OF TRINITY**, a political subdivision of the State of California ("County"), and **[NAME OF CONTRACTOR AND TYPE OF ENTITY THE PARTY IS, IE: sole proprietor, partnership, corporation]** ("Contractor").

RECITALS

WHEREAS, County desires to retain a person or firm to provide the following services:

Actuarial Consulting Services for Other Post-Employment Benefits (OPEB) in compliance with Governmental Accounting Standards Board (GASB) Statement Numbers 74 and 75; and

WHEREAS, Contractor warrants that it is qualified and agreeable to render the aforesaid services.

AGREEMENT

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by County, the parties agree to the following:

- I. SCOPE OF SERVICES: Contractor agrees to provide all of the services described in Exhibit A.
  
- II. ADDITIONAL SERVICES: The County may desire services to be performed which are relevant to this Contract or the services to be performed hereunder, but have not been included in the scope of the services listed in Paragraph I above, and Contractor agrees to perform said services upon the written request of County. These additional services could include, but are not limited to, any of the following:
  - A. Serving as an expert witness for the County in any litigation or other proceedings involving the project or services.
  
  - B. Services of the same nature as provided herein which are required as a result of events unforeseen on the date of this contract.
  
- III. COUNTY FURNISHED SERVICES: The County agrees to:
  - A. Facilitate access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
  
  - B. Make available to Contractor those services, supplies, equipment and staff that are normally provided for the services required by the type of services to be rendered by Contractor hereunder and as set forth in Exhibit A.
  
  - C. Make available all pertinent data and records for review.
  
- IV. TERM OF CONTRACT: This Contract shall commence on \_\_\_\_\_ and shall terminate on \_\_\_\_\_, unless sooner terminated in accordance with the terms hereunder.
  
- V. CONTRACT PERFORMANCE TIME: All the work required by this Contract shall be completed and ready for acceptance no later than \_\_\_\_\_. Time is of the essence with respect to this Contract.

- VI. FEES: The fees for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as Exhibit B. Said fees shall remain in effect for the entire term of this Contract.
  
- VII. MAXIMUM COST TO COUNTY: Notwithstanding any other provision of this Contract, in no event will the cost to County for the services to be provided herein exceed the maximum sum of \$\_\_\_\_\_, including direct non-salary expenses.
  
- VIII. PAYMENT: The fees for services under this Contract shall be due within 60 calendar days after receipt and approval by County of an invoice covering the service(s) rendered to date.

With respect to any additional services provided under this Contract as specified in Paragraph II hereof, Contractor shall not be paid unless Contractor has received written authorization from County for the additional services prior to incurring the costs associated therewith. Said additional services shall be charged at the rates set forth on Exhibit B.

Invoices or applications for payment to the County shall be sufficiently detailed and shall contain full documentation of all work performed and all reimbursable expenses incurred. Where the scope of work on the Contract is divided into various tasks, invoices shall detail the related expenditures accordingly. Labor expenditures need documentation to support time, subsistence, travel and field expenses. No expense will be reimbursed without adequate documentation. This documentation will include, but not be limited to, receipts for material purchases, rental equipment and subcontractor work.

Notwithstanding any other provision herein, payment may be delayed, without penalty, for any period in which the State or Federal Government has delayed distribution of funds that are intended to be used by the County for funding payment to Contractor.

- IX. INSURANCE: Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees, or subcontractors.

Minimum Scope and Limit of Insurance

- A. The Contractor shall maintain a commercial general liability (CGL) insurance policy (Insurance Services Office 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 in the amount of \$1,000,000, and a general aggregate limit of \$2,000,000.

The County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the General Liability 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. Additional insured should read as follows:

Trinity County  
PO Box 1347  
Weaverville, CA 96093

- B. Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability in the amount of \$1,000,000 per accident for bodily injury and property damage. Coverage shall be at least as broad as ISO Form CA0001 (Code 1); or, if Contractor has no owned autos or hired autos, then as broad as ISO Form CA0001 (Code 8); and, if Contractor has non-owned autos, then as broad as ISO Form CA0001 (Code 9).

- C. The County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the Automobile Liability 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. Additional insured should read as follows:

Trinity County  
PO Box 1347  
Weaverville, CA 96093

- D. The Contractor shall be required to carry professional / errors & omissions coverage in the amount of \$1,000,000 per occurrence or claim, and \$2,000,000 aggregate.

Prior to the commencement of any work hereunder, the Contractor shall supply a Certificate of Insurance and endorsements, signed by the insurer, evidencing such insurance as specified above to County. However, failure to obtain and provide the required documents to County prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Each insurance policy required above shall provide that coverage and shall not be canceled, except with prior written notice to the County.

Insurance is to be placed with an insurer with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.

Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

For any claims related to this Contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers, shall be in excess of the Contractor's insurance and shall not contribute with it.

Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County 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 County has received a waiver of subrogation endorsement from the insurer.

- X. **WORKER'S COMPENSATION:** The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code and it certifies that it will comply with such provisions before commencing the performance of the services to be performed under this Contract and at all times during the performance of the services to be performed hereunder. A copy of the certificates evidencing such insurance with policy limits of at least \$1,000,000 per accident for bodily injury or disease (or, in the alternative, a signed County Workers' Compensation Exemption form) shall be provided to County prior to commencement of work.
- XI. **INDEMNIFICATION:** Contractor agrees to indemnify, defend at its own expense, and hold County harmless from any and all liabilities, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from any and all acts or omissions to act of Contractor or its officers, agents, or employees in performing services under this Contract; excluding, however, such liabilities, claims, losses, damages, or expenses arising from County's sole negligence or willful misconduct.
- XII. **NONDISCRIMINATORY EMPLOYMENT:** In connection with the execution of this Contract and the services to be provided hereunder, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.
- XIII. **INTEREST OF PUBLIC OFFICIALS:** No officer, agent or employee of the County during their tenure, nor for one year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof.
- XIV. **SUBCONTRACTING AND ASSIGNMENT:** The rights, responsibilities and duties established under this Contract are personal to the Contractor and may not be subcontracted, transferred or assigned without the express prior written consent of the County.
- XV. **LICENSING AND PERMITS:** The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.
- XVI. **BOOKS OF RECORD AND AUDIT PROVISION:** Contractor shall maintain on a current basis, complete books and records relating to this Contract. Such



records shall include, but not be limited to, documents supporting all bids and all expenditures for which any reimbursement is sought. The books and records shall be original entry books. In addition, Contractor shall maintain detailed payroll records, including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items for which any reimbursement is sought. These documents and records shall be retained for at least ten years from the completion of this Contract (42CFR Sections 433.32, 438.3(h) and (u)). Contractor will permit County to audit all books, accounts or records relating to this contract or all books, accounts or records of any business entities controlled by Contractor who participated in this contract in any way. Any such audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of 15 calendar days upon receipt of written notice from County.

Contractor shall promptly refund any moneys erroneously charged. If County ascertains that it has been billed erroneously by Contractor for an amount equaling 5% or more of the original bid, Contractor shall be liable for the costs of the audit in addition to any other penalty to be imposed. This paragraph applies to any contract which provides for reimbursement of expenses.

- XVII. CONFIDENTIALITY: All information and records obtained in the course of providing services under this Contract shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program or the services provided hereunder. Both parties shall comply with State and Federal requirements regarding confidential information.
- XVIII. TITLE: It is understood that any and all documents, information, computer disks, and reports of any kind concerning the services provided hereunder, prepared by and/or submitted to the Contractor, shall be the sole property of the County. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatsoever, Contractor shall promptly turn over all information, writing, computer disks, and documents to County without exception or reservation. Contractor shall transfer from computer hard drive to disk any information or documents stored on hard drive and provide County with said disk.
- XIX. TERMINATION:
- A. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other party. Notice of Termination shall be by written notice to the other party and shall be sent by registered mail.

- B. If the Contractor fails to provide in any manner the services specified under this Contract or otherwise fails to comply with the terms of this Contract, or violates any ordinance, regulation, or other law which applies to its performance herein, the County may terminate this Contract by giving five calendar days written notice to Contractor.
  - C. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
  - D. In the event of termination, not the fault of the Contractor, the Contractor shall be paid for services performed up to the date of termination in accordance with the terms of this Contract.
- XX. RELATIONSHIP BETWEEN THE PARTIES: It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the County.
- XXI. AMENDMENT: This Contract may be amended or modified only by written agreement of both parties.
- XXII. ASSIGNMENT OF PERSONNEL: The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as evidenced in writing.
- XXIII. WAIVER: No provision of this Contract or the breach thereof shall be deemed waived, except by written consent of the party against whom the waiver is claimed.
- XXIV. SEVERABILITY: If any provision of this MOU is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.
- XXV. JURISDICTION AND VENUE: This Contract and the obligations hereunder shall be construed in accordance with the laws of the State of California. The parties

hereto agree that venue for any legal disputes or litigation arising out of this Contract shall be in Trinity County, California.

XXVI. ENTIRE AGREEMENT: This Contract constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings, and representations, oral or written, are superseded.

XXVII. EXHIBITS: All "Exhibits" referred to below or attached to herein are by this reference incorporated into this Contract:

<b>Exhibit Designation</b>	<b>Exhibit Title</b>
Exhibit A	Services to be provided by Contractor
Exhibit B	Compensation or Fees to be Paid to Contractor
[Exhibit C]	[Health Insurance Portability and Accountability Act Supplement]

XXVIII. DESIGNATED AGENTS: The parties represent and warrant that they have full power and authority to execute and fully perform their obligations under this Contract pursuant to their governing instruments, without the need for any further action, and that the person(s) executing this Contract on behalf of each party are the duly designated agents of each party and are authorized to do so.

XXIX. COMPLIANCE WITH APPLICABLE LAWS: The Contractor shall comply with any and all federal, state and local laws, regulations, and ordinances affecting the services covered by this Contract. Contractor shall comply with the Health Insurance Portability and Accountability Act and shall execute the Health Insurance Portability and Accountability Act Supplement attached to this Contract as Exhibit C.

XXX. ATTORNEY'S FEES: If any party hereto employs an attorney for the purpose of enforcing or construing this Contract, or any judgment based on this Contract, in any legal proceeding whatsoever, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, including appeals or rehearing, the prevailing party shall be entitled to receive from the other party, or parties thereto,

reimbursement for all attorneys' fees and all costs, including but not limited to service of process, filing fees, court and court reporter costs, investigative costs, expert witness fees, and the cost of any bonds, whether taxable or not. If any judgment or final order be issued in that proceeding, said reimbursement shall be specified therein.

XXXI. NOTICES: Any notice required to be given pursuant to the terms and conditions hereof shall be in writing, and shall be via one of the following methods: personal delivery, prepaid Certified First-Class Mail, or prepaid Priority Mail with delivery confirmation. Unless others designated by either party, such notice shall be mailed to the address shown below:

If to County:

***Trinity County Human Resources  
PO Box 1347  
Weaverville, CA 96093  
(530) 623-1325  
personnel@trinitycounty.org***

If to Contractor:

***[CONTACT NAME]  
[NAME OF BUSINESS/CONTRACTOR]  
[ADDRESS]  
[ADDRESS]  
[PHONE AND/OR EMAIL]***

XXXII. COST DISCLOSURE: In accordance with Government Code Section 7550, Contractor agrees to state in a separate section of its filed report the dollar amount of this Contract and any related contracts and subcontracts relating to the preparation of the report resulting from this contract.

[signature page to follow]

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date written below.

**COUNTY OF TRINITY:**

**CONTRACTOR:**

By: \_\_\_\_\_  
Dan Frasier, Chairman  
Trinity County Board of Supervisors  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title.: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to form:

Risk Management Approval

By: \_\_\_\_\_  
Margaret E. Long  
County Counsel

By: \_\_\_\_\_  
Shelly Nelson, Director  
Human Resources/Risk Management

## **EXHIBIT A**

### **SERVICES TO BE PROVIDED BY CONTRACTOR**

Actuarial valuation of post-employment benefits (OPEB), other than pension, in compliance with Governmental Accounting Standards Board (GASB) Statement No. 74 and No. 75.

Full actuarial valuation reports as of June 30, 2021 complying with GASB 74 and GASB 75 for each fiscal year ending June 30, 2021 and June 30, 2022. The GASB 74 actuarial valuation report should contain the ADC for FY 21/22, FY 22/23 and FY 23/24 (this value will be used for budget purposes only) 2021-2022, 2022-2023 and 2023-2024 fiscal years.

**EXHIBIT B**

**COMPENSATION OR FEES TO BE PAID TO CONTRACTOR**

## EXHIBIT C

### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT SUPPLEMENT

#### Definitions:

Terms used, but not otherwise defined, in this Contract shall have the same meaning as those terms in the Privacy Rule.

- a. Business Associate. "Business Associate" shall mean the Contractor named in the first paragraph of this agreement.
- b. Covered Entity. "Covered Entity" shall mean the County of Trinity.
- c. Designated Record Set. "Designated Record Set" shall mean:
  - (1) A group of records maintained by or for a covered entity that is:
    - a. The medical records and billing records about individuals maintained by or for a covered health care provider;
    - b. The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or
    - c. Used, in whole or in part, by or for the covered entity to make decisions about individuals.
  - (2) For purposes of this paragraph, the term record means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for a covered entity.
- d. Individual. "Individual" shall have the same meaning as the term "individual" in 45 CFR § 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
- e. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- f. Protected Health Information. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR § 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- g. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR § 164.501.
- h. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- i. Electronic Protected Health Information. "Electronic Protected Health Information" ("EPHI") means individually identifiable health information that is transmitted or maintained in electronic media, limited to the information created,



received, maintained or transmitted by Business Associate from or on behalf of Covered Entity.

- j. Security Incident. “Security Incident” shall mean the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with systems operations in an information system, but does not include minor incidents that occur on a daily basis, such as scans, “pings”, or unsuccessful random attempts to penetrate computer networks or servers maintained by Business Associate.
- k. Security Rule. “Security Rule” shall mean the Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 160 and Part 164, Subparts A and C.

#### Obligations of Business Associate

Business Associate shall:

- a. Not use or disclose Protected Health Information other than as permitted or required by the Contract or as Required By Law.
- b. Use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Contract.
- c. Mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Contract
- d. Report to Covered Entity any use or disclosure of the Protected Health Information in violation of the requirements of this Contract of which it becomes aware.
- e. Ensure that any agent, including a subcontractor, to whom it provides or receives Protected Health Information agrees to the same restrictions and conditions that apply through this Contract to Business Associate with respect to such information.
- f. Document disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528.
- g. Provide to Covered Entity or an Individual, in time and manner agreed to between the parties, information collected pursuant to this Contract, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528.

- h. Provide access, at the request of Covered Entity, and in the time and manner agreed to by the parties, to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR §164.524.
- i. Make any amendment(s) to Protected Health Information in a Designated Record set that the Covered Entity directs or agrees to pursuant to 45 CFR §164.526 at the request of Covered Entity or an Individual, and in the time and manner agreed to between the parties.
- j. Business Associate shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of EPHI that Business Associate creates, receives, maintains, or transmits on behalf of Covered Entity.
- k. Business Associate shall conform to generally accepted system security principles and the requirements of the final HIPAA rule pertaining to the security of health information.
- l. Business Associate shall ensure that any agent to whom it provides EPHI, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect such EPHI.
- m. Business Associate shall report to Covered Entity any Security Incident within 5 business days of becoming aware of such incident.
- n. Business Associate shall make its policies, procedures, and documentation relating to the security and privacy of protected health information, including EPHI, available to the Secretary of the U.S. Department of Health and Human Services and, at Covered Entity's request, to the Covered Entity for purposes of the Secretary determining Covered Entity's compliance with the HIPAA privacy and security regulations.

#### Permitted Uses and Disclosures by Business Associate

Except as otherwise limited in this Contract, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Contract, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.

#### Obligations of Covered Entity

Covered Entity shall notify Business Associate of any:

- a. Limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.
- b. Changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

- c. Restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

#### Permissible Requests by Covered Entity

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity.

#### Term and Termination

- a. Term. The Term of these provisions shall be concurrent with the term of the Contract, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.
- b. Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:
  - a. Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Contract if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;
  - b. Immediately terminate this Contract if Business Associate has breached a material term of this Contract and cure is not possible; or
  - c. If neither termination nor cure are feasible, Covered Entity shall report the violation to the Secretary.
- c. Effect of Termination.
  - a. Except as provided in paragraph (2) of this section, upon termination of this Contract, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
  - b. In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon determination that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Contract to such Protected

Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

Reservation of Right to Monitor Activities.

Covered Entity reserves the right to monitor the security policies and procedures of Business Associate.

**Specific Provisions for Use and Disclosures by Business Associate of PHI  
Subject to 42 CFR Part 2.**

(a) Covered Entity operates a program for treatment of alcohol or drug abuse, receives federal financial assistance in the operation of that program, and is required to comply with 42 CFR Part 2 pertaining to use and disclosure of patient information and patient records.

(b) Business Associate is a “Qualified Service Organization” as that term is defined at 42 CFR 2.11.

(c) Business Associate acknowledges that it will have access to records that are covered by 42 CFR Part 2. Business Associate agrees that it is fully bound by the provisions of 42 CFR Part 2, and will only use and disclose protected health information as permitted by those regulations. Business Associate will, if necessary, resist in judicial proceedings any effort to obtain access to patient records not permitted by 42 CFR Part 2.

Miscellaneous

- a. Regulatory References. A reference in this Contract to a section in the Privacy Rule means the section as in effect or as amended.
- b. Amendment. The Parties agree to take such action as is necessary to amend this Contract from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.

Interpretation. Any ambiguity in this Contract shall be resolved to permit Covered Entity to comply with the Privacy Rule.