

CITY OF ROCKLIN



REQUEST FOR PROPOSAL

INFORMATION TECHNOLOGY STRATEGIC PLAN

RFP DUE DATE: June 21, 2024 at 5:00PM

RFP ADMINISTRATOR: Megan Bressemer
Management Analyst

Megan.Bressemer@rocklin.ca.us

Interested parties may obtain a copy of this RFP by accessing the City of Rocklin website:

<https://www.rocklin.ca.us/rfps>

RFP INTRODUCTION & INSTRUCTIONS



OBJECTIVE

The City of Rocklin ("City") is seeking proposals from qualified proposers interested in providing the City with a five (5) year Information Technology Strategic Plan to guide the City in planning, procuring, implementing, and managing current and future IT investments and resources. This plan should be a "living" document that becomes the basis for regular review and adjustment of the 5-year plan with respect to governance, infrastructure, equipment, software, cybersecurity, staffing, and the effective use of technology to support the work of the City. The project's primary goal is to construct and convey a clear vision and roadmap for leveraging technology effectively to enhance the City's operations. The objective of this Request for Proposals ("RFP") solicitation is to identify the highest-qualified proposer for these services.

BACKGROUND

Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational system includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities, and Jessup University, a fast growing private, four-year university. The city enjoys a low crime rate, and all efforts are focused toward maintaining a safe, family environment throughout the community.

The City of Rocklin is located in south Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with panoramic views of the Sierra Nevada Mountains to the northeast and the Sutter-Butte Mountain range to the west. Rocklin is located in proximity to many tourist locations and recreational amenities. It is within 20 minutes of Folsom Lake, 30 minutes of downtown and Old Sacramento, and less than 2 hours from Lake Tahoe, the Pacific Ocean, and the Bay Area. With an estimated population of 71,609 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000.

The City of Rocklin IT Division is under the Administrative Services Department and supports the City Network Infrastructure, Business Applications, Geographic Information Systems, and Service Desk Operations.

IT supports approximately 270 staff in the following Departments:

- City Attorney's Office
- City Clerk
- City Manager's Office
- Administrative Services
- Community Development
- Fire
- Parks and Recreation
- Police
- Public Services

DEFINITIONS

The following is an explanation of terms frequently referred to in this document:

- "City": Refers to the City of Rocklin.
- "Request for Proposals (RFP)": Refers to the solicitation process wherein the City is seeking proposals.
- "Proposal": The formal response to this solicitation submitted to the City by a Proposer or Proposers.
- "Proposer": Refers to the individual, partnership, or corporation that is submitting a proposal in response to this RFP process.
- "Project": The provision of an IT Strategic Plan, as requested in this solicitation.
- "Shall": Refers to a mandatory requirement.
- "Contractor": Refers to the individual, partnership, or corporation that is awarded a contract by the City upon conclusion of this RFP process.
- "Contract" or "Agreement": A promissory agreement with specific terms between the City and one or more parties that creates, modifies or destroys a legal relation in exchange for consideration.
- "Project Manager": The City's IT Manager, or designee as assigned by the City.

QUESTIONS, ANSWERS AND ADDENDA TO RFP:

Questions are due on June 4, 2024 at 12:00PM. Prior to the RFP submission deadline questions may arise regarding the specifications and procedural or administrative matters. All questions pertaining to this RFP shall be submitted to the RFP Administrator, using the "Q&A" tab within this solicitation. Proposers shall contact the RFP Administrator for all technical matters related to use and function of this RFP; Proposers **shall not** contact any other City staff with questions. The RFP Administrator will provide formal answers to all questions. Changes to the RFP itself shall only be made by the City via formal written addenda. Addenda will be published by **June 7, 2024** and distributed through the website. All addenda shall become a part of the RFP document requiring acknowledgment by the proposer.

It is the sole responsibility of the Proposer to ensure that they have received the entire Request for Proposals, including any and all questions, answers and addenda by visiting the City of Rocklin website.

SUBMITTAL INFORMATION:

Proposals are due on June 21, 2024 at 5:00PM. It is the sole responsibility of the Bidder to ensure that their Bid and/or Proposal is submitted to the RFP Administrator's email before the stated deadline. In the event you encounter any complications with the email or require further assistance, please contact the RFP Administrator at (916) 625-5029, Monday – Friday between 8:30 am – 4:00 pm (PST). The City shall not be held liable for complications arising due to connectivity or network issues. Should you have any questions regarding the RFP or contract process, please reach out to the RFP Administrator below:

RFP Administrator: Megan Bressemer, Management Analyst
3970 Rocklin Road, Rocklin, CA 95677
Email: megan.bressemer@rocklin.ca.us

PROPOSAL EVALUATION CRITERIA:

Proposals will be evaluated on the basis of the response to all provisions of this RFP. Since this solicitation is an RFP as opposed to a Bid, pricing alone will not constitute the entire selection criteria. The City may use some or all of the following criteria and corresponding percentages in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance. The City reserves the right to modify the evaluation criteria and percentage of score as deemed appropriate prior to the commencement of evaluation.

PROPOSAL EVALUATION CRITERIA	
EVALUATION CRITERION	PERCENTAGE OF SCORE
Qualifications and experience of the proposing Contractor firm or team conducting similar projects of comparable complexity and magnitude, particularly for government agencies.	30%
A demonstrated understanding of the requested Scope of Services.	20%
Proposer's ability to deploy and provide services as requested in the Scope of Services within the prescribed timeframe.	20%
Project costs.	20%
Completeness of the proposal	10%

Incomplete or missing required submittal documentation may result in a proposal disqualification, deemed non-responsive or penalized in the evaluation of the proposal. Award may not be made to the respondent submitting the lowest price proposal. The City will choose the firm submitting the best and most responsive overall proposal to satisfy its needs.

The City reserves the right to determine whether or not a proposal meets the specifications and requirements of this RFP and reject any proposal that, in the City's opinion, fails to meet the detail or intent of the requirements. The City reserves the right to reject any and all proposals.

SELECTION PROCESS:

The City shall employ a two-step process to select a Contractor for this Project, with an option for a third step, if necessary. In the first step, a panel shall rate all Proposals using the criteria described above. Each criterion shall be assigned a unique scoring weight based on the significance of each criterion to the overall success of the Project. Proposals must earn a minimum of 70% of the available points in Step 1 to advance to Step 2. In the second step, a cost analysis shall be performed on all cost proposals and/or fee schedules received from the Proposals. A Ratio of Cost score shall be assigned to each Proposal based on the proposed rates for the requested IT Strategic Plan consulting services, adjusted to reflect a projection commensurate with the anticipated contract term. The City reserves the right to initiate a third step which shall involve a panel interview. Proposers invited to this third step shall have their panel interviews evaluated and scored, with the average interview score combined with the scores from the previous two steps, resulting in a new aggregate score.

The award of any contract is expressly contingent upon City Council approval and the availability of funds. City staff may not legally bind the City to a contract. The City reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm(s). In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference between the unit price and the extended figure, the unit price shall govern.

PROPOSAL FORMAT REQUIREMENTS:

Each response to this RFP shall include the information described in this section and in the specified order. Failure to include all of the information requested below may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Any additional information that a proposing firm wishes to include that is not specifically requested should be included in an appendix to the proposal.

Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Excessive information will not be considered favorably. Unauthorized conditions, omissions, limitations, or provisions, attached to a proposal will render the proposal non-responsive and may cause rejection.

A complete written proposal must be submitted via email or by mail. If a proposal is submitted by mail, it should be bound or contained in a loose-leaf binder. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with the section as specified below.

1. Cover letter

The cover letter must include the following information:

- Title of this RFP.
- Name, address, telephone and fax number, and email address of the contact person who will be authorized to make representations for the organization.

- A statement that the submitting firm will perform the services and adhere to the requirements described in this RFP, including acceptance of the City's standard contract terms and any addenda.
 - The cover letter must be signed by an individual who is authorized to bind the firm contractually.
 - A statement affirming that the proposal is a firm offer good for a 180 calendar-day period beginning on June 21, 2024.
- 2. Table of Content:** The table of contents should outline the submittal, identified by sequential page numbers, section reference numbers, and section title as described herein.

3. Proposal

- **Section A: Firm's Qualifications** – Describe the organization, date founded, and ownership of the firm. Describe any material change in organizational structure, ownership or management during the past three years. Provide a statement of your firm's qualifications and ability to meet each of the requested services.
- **Section B: Experience and References** – Provide a summary of your firm's experience in providing these or similar services. Provide a minimum of three (3) references for projects or services similar in nature and scope that your firm's team members have completed. Include brief descriptions of the projects, dates, client names and contact persons' name, addresses and telephone numbers. Include the contract amount, final cost and time to completion.
- **Section C: Qualifications of Staff to be Involved** – Provide a brief summary of the role, qualifications and experience of each team member and designated project manager/lead assigned to these services, including length of service with the firm and the qualifications/experience of any sub-contract staff on your project team. The geographic location of the firm and key personnel shall also be identified. Any proposed sub-contractor shall be listed.
- **Section D: Understanding of Services** – Based on the available information, supplemental research, field observations, and experience with similar services, provide a narrative describing your understanding of the services requested in this RFP, your general approach and any major challenges to achieving the City's stated goals. Include any issues that you believe will require special consideration. Also identify any unique approaches or strengths that your firm may have related to the services proposed. City staff will assess your understanding of all aspects of the services based on your narrative.
- **Section E: Project Timeline and Work Plan** – Include a description of the firm's work plan/approach and timeline for completing the services detailed in the scope of services. Provide a specific methodology that recommends and justifies the level of detail to be included in the proposal in response to the scope of services. Additionally, include any recommended additions to the requirements.

4. Project Costs

- Outline your fee schedule for all products and services to be delivered, broken down by tasks as described in your project plan. Include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to this project. Describe costs to provide any optional services, if any, and identify these optional services.
- Identify any additional expenses not covered by the fee schedule.

PROJECT SCHEDULE:

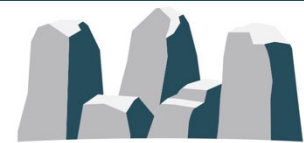
The following is a tentative schedule of this entire RFP process. While the City will attempt to apply the necessary resources to maintain this schedule, the following dates are merely projections and the City reserves the right to modify this schedule as needed to accommodate the completion of this RFP process.

TENTATIVE PROJECT SCHEDULE	
RFP Published:	May 24, 2024
Questions from Proposers Due:	June 4, 2024 at 12:00PM
Questions and Answers Posted:	June 7, 2024
Proposals Due:	June 21, 2024 at 5:00PM
Presentations/Interviews	Mid-July, 2024
Anticipated Contract Award:	August/September, 2024

PROPOSAL FORMAT:

Please refer to the Proposal Format and Terms and Conditions sections for a comprehensive guide regarding the format of the proposal submittal.

TERMS AND CONDITIONS



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I. Acceptance of Terms and Conditions

Submission of a proposal indicates acceptance by the company submitting the proposal of the terms, conditions and specifications contained in this RFP and in the Draft Agreement, unless clearly and specifically stated otherwise in the completed Statement of Compliance.

II. Precedence of Terms and Conditions

All terms and conditions of the Draft Agreement are hereby incorporated into this RFP. In the event of a conflict between a provision in the RFP and the Draft Agreement, Draft Agreement shall take precedence.

III. Public Record

Upon submission of a proposal and other materials for consideration by the City, such proposals and materials shall become the property of the City of Rocklin. Proposals may be subject to public inspection and disclosure pursuant to state and federal law after the award of a contract for this Project. Prior to the RFP deadline, proposals may be modified or withdrawn by an authorized representative of the Proposer by written notice to the RFP Administrator.

IV. Availability of Records

All relevant documents pertaining to this RFP and procurement process shall be made available by the Administrative Services Department/RFP Administrator upon successful conclusion of the entire procurement process.

V. Late Proposals

Any proposal which is not received according to the City's submission requirements prior to the deadline date and time set forth in this RFP shall not be considered. The City assumes no responsibility or liability for the transmission, delay, or delivery of a proposal by either public or private carriers.

VI. Specificity of Information

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the City. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

VII. Errors and Omissions

This RFP cannot identify each specific, individual task required to successfully and completely implement this Project. The City relies on the professionalism and competence of Proposers to be knowledgeable of the general areas identified in the scope of work and to include in their proposals all materials, equipment, required tasks and subtasks, personnel commitments, man-hours, labor, direct and indirect costs, etc. Proposers shall not take advantage of any errors and/or omissions in this RFP document or in the firm's specifications submitted with their proposals. Where such errors or omissions are discovered by the City, full instructions will be given by the City in the form of an addenda.

VIII. Proposal Validity

Unless otherwise noted by the Proposer, all proposals shall be held valid for a period of 180 days.

IX. Right of Rejection

The City reserves the right to: (1) Accept or reject any and all proposals or any part of any proposal, and to waive minor defects or technicalities in such; (2) Request clarification of any information contained in a proposal; (3) Solicit new proposals on the same project, or on a modified project, which may include portions of the original RFP as the City may deem necessary; (4) Disregard all non-conforming, non-responsive, or conditional proposals, (5) Reject the response of any proposer who does not pass the evaluation to the City's satisfaction, (6) Allow for the correction of errors and/or omissions; (7) Select the proposal that will best meet the needs of the City, and (8) Negotiate service contract and terms with the successful Proposer.

X. Right of Rejection of Lowest Fee Proposal

The City is under no obligation to award this project to the Proposer offering the lowest fee proposal. Evaluation criteria expressed in this RFP solicitation shall be used in the proposal evaluation process. In evaluating proposals, the City may consider the qualifications of the proposers and whether the proposals comply with the prescribed requirements. The size and scope of the Project at hand may dictate the degree to which Qualifications-Based Selection processes are utilized.

XI. Non-Compliance

Proposers and/or proposals that do not meet the stated requirements for this Project may be considered noncompliant and may be disqualified, unless such noncompliance is waived by the City. During the evaluation process, the City reserves the right to request additional information or clarification from those submitting proposals, and to allow corrections of errors and/or omissions

XII. Exceptions to Proposal Requirements

Proposers may find instances where they must take exception with certain requirements or specifications of the RFP and/or Draft Agreement. All exceptions shall be clearly identified using the Statement of Compliance, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

XIII. Determination of Responsiveness and Responsibility

The City shall have sole authority in determining the responsiveness and responsibility of any and all Proposals. For Proposals containing exceptions to specifications and/or requirements, the City shall have sole authority in determining the extent to which exceptions affect the responsiveness and responsibility of any and all Proposals.

XIV. Obligation to Award

The City of Rocklin is not obligated to enter into a Contract or Agreement on the basis of any proposal submitted in response to this RFP. City reserves the right to award multiple contracts for this Project if it is deemed most advantageous to the City.

XV. Bidder Reimbursement Prohibition

The City will not pay for any information herein requested, nor are they liable for any costs incurred by any vendors prior to award of a contract or purchase order. The City may require the finalist proposer(s) to provide on-site presentations and demonstrations of the product(s)/service(s) proposed by the proposer(s). All costs associated with the demonstrations or follow-up interviews are the sole obligation of the proposer(s).

XVI. Gratuity Prohibition

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City for the purpose of influencing consideration of this proposal. Submission of a Proposal indicates Proposer certifies that they have not paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.

XVII. Contact with City Personnel or Entities

Questions related to the RFP procurement process, proposal evaluation process and proposal selection process, the RFP Administrator is to serve as the primary point of contact. Proposers shall not contact any City personnel or the RFP Administrator or those from the Administrative Services Department for matters regarding this Project until conclusion of the entire procurement process, which shall be defined as Agreement Award. Unauthorized contact may result in disqualification of Proposals.

XVIII. Indemnification

Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. Submission of a Proposal indicates Proposer waives the right to claims for damages of any nature, whatsoever, based on the Proposal solicitation and/or selection process.

XIX. Insurance Requirements

The selected Contractor(s) for this Project shall furnish proof of insurance in accordance with the specific types and limits set forth below after the Notice of Intent to Award is issued. Contractor(s) shall be considered ineligible for the contract award if the insurance requirements are not met.

In addition to the standard requirements of general liability, auto liability and workers' compensation, the City will require professional liability/errors and omissions insurance for this agreement.

For self-insured policies with deductibles exceeding \$100,000, the selected Contractor(s) shall provide an audited financial statement to the RFP administrator for financial review and approval prior to the contract award.

XX. Compliance with All Applicable Laws

Proposer declares that it shall comply with all licenses, statutes, ordinances, regulations and requirements of all governmental entities, including federal, state, county or municipal, whether now in force or hereinafter enacted, including, but not limited to, appropriate Contractor licensing, permits and business licensing.

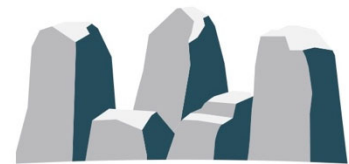
XXI. Inclusive Proposal Pricing

Proposal pricing shall include any and all applicable licenses, insurance coverage, endorsements, bonding and if necessary, any wage compliance deemed necessary to perform the Work or Services as part of the Project described in this RFP. City will not be responsible for reimbursing Contractors for any charges not included in the Proposal pricing that are incurred in securing these requirements.

XXII. Subcontractor/Joint Ventures

The selected Contractor shall be the Prime Contractor performing the primary functions of the Agreement. If any portion of the Agreement is to be performed by a subcontractor, this must be clearly set forth in the Proposal submittal as to what part(s) is/are to be delegated. The City reserves the right to reject any Proposal wherein use of subcontractors significantly affects the ability of the Proposer to function as the Prime Contractor on the awarded Agreement. The Prime Contractor will at all times be responsible for the acts and errors or omissions of its subcontractors or joint participants and persons directly or indirectly employed by them. Acceptance or rejection of a Proposer's request to use subcontractors is at the sole discretion of the City.

SCOPE OF SERVICES



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Objective:

The City of Rocklin is seeking proposals from qualified proposers interested in providing the City with a five (5) year Information Technology Strategic Plan to guide the City in planning, procuring, implementing, and managing current and future IT investments and resources. This plan should be a "living" document that becomes the basis for regular review and adjustment of the 5-year future with respect to governance, infrastructure, equipment, software, cybersecurity, staffing, and the effective use of technology to support the work of the City. The project's primary goal is to construct and convey a clear vision and roadmap for leveraging technology effectively to enhance the City's operations.

Services:**1. Assessment of Current IT Infrastructure and Practices**

Review and evaluate the current IT infrastructure, including hardware, software, network systems, and data centers. Assess existing IT practices, procedures, and systems for efficiency and effectiveness.

- a. Conduct a review of the current IT infrastructure, including examining hardware, software, network systems, and data centers.
- b. Assess the efficiency and effectiveness of the current IT practices and procedures, identifying areas that may require improvements.
- c. Review the IT asset procurement, deployment, and tracking lifecycle and provide recommendations for improvement.
- d. Based on the assessments, identify improvement areas and propose optimization strategies.
- e. Assess staff structures and provide optimal recommendations to support the City's departmental needs.

2. Future IT Needs Analysis

Perform a comprehensive analysis of future IT needs in alignment with the organization's strategic goals. The analysis should involve discussions with City executive management to understand technology needs and consider emerging technology opportunities in the public sector.

- a. Conduct an in-depth analysis of the organization's future IT needs, keeping in line with its strategic objectives.
- b. Meet with the City's executive management to gain insights into anticipated technology requirements and goals.
- c. Evaluate emerging technology opportunities in the public sector and assess their relevance and applicability to the City.
- d. Align the analysis findings with the organization's strategic goals, prioritizing IT initiatives that support these objectives.
- e. Formulate a strategic plan for meeting the identified future IT needs, incorporating innovative public sector technology opportunities.

- f. Conduct an in-depth analysis of the IT organization staff and provide a growth path for future support.

3. **IT Governance and Policies**

Recommend a framework for IT governance, including a decision-making body, processes, and responsibilities. Review and recommend IT policies to ensure regulatory compliance, data security, and efficient use of IT resources.

- a. Develop a comprehensive framework for IT governance, defining the decision-making body, processes, and roles and responsibilities.
- b. Assess existing IT policies, focusing on their effectiveness in ensuring regulatory compliance, data security, and efficient use of IT resources.
- c. Based on the assessment, recommend modifications to existing IT policies or propose new policies as needed.
- d. Establish procedures to regularly review and update IT policies, ensuring they remain relevant and effective.
- e. Create a roadmap for implementing the IT governance framework and updated policies.

4. **Cybersecurity Strategy and Roadmap**

Review the City's current cybersecurity practices and devise a comprehensive cybersecurity strategy to safeguard the organization's assets. The review should include an evaluation of current tooling, staff, policy, and budgetary resources.

- a. Conduct a thorough review of the City's current cybersecurity practices, identifying potential strengths and weaknesses.
- b. Evaluate the effectiveness of current cybersecurity tools, staff competencies, existing policies, and allocated budgetary resources.
- c. Based on the review and evaluation, develop a comprehensive cybersecurity strategy to protect the organization's digital assets.
- d. Propose improvements or additions to cybersecurity tooling, staff training, policies, and budget to support the new strategy.

5. **IT Staffing and Training**

Assess the current organizational structure of IT and staff resources. Identify and make recommendations for a strategy for recruiting, skills gap training, and retaining IT staff.

- a. Review the current organizational structure of the IT division and the skills and capacities of staff resources.

- b. Compare the current IT capabilities with the future technology needs of the organization to identify potential gaps and recommend strategies to mitigate them.
- c. Recommend recruitment strategies to attract the talent necessary to meet the organization's future technology needs.
- d. Identify any skills gaps among current IT staff and propose a training program to address these deficiencies.
- e. Recommend strategies for retaining IT staff.

6. Replacement Budgeting and Cycles

The City budgets for the planned replacement of crucial IT assets. Analyze and review the IT Replacement budget to assess utilization, opportunities for simplification, and conformity to industry standard replacement practices.

- a. Review the City's budget for the replacement of IT assets.
- b. Analyze the utilization of the IT Replacement budget, identifying trends, potential areas of improvement, and effectiveness.
- c. Identify opportunities to simplify the processes associated with the IT Replacement budget.
- d. Compare the City's practices with industry-standard replacement practices to determine conformity.
- e. Provide recommendations based on the analysis for optimizing the utilization and management of the IT Replacement budget.

7. IT Satisfaction Assessment

Evaluate the organization's satisfaction with existing IT services and infrastructure. Evaluation should involve gathering and analyzing feedback from various organizational stakeholders, including executive management, staff, and users of IT systems.

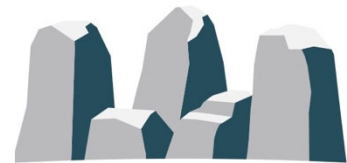
- a. Assess the organization's level of satisfaction with current IT services and infrastructure.
- b. Gather feedback on IT services and infrastructure from various organizational stakeholders, including executive management, staff, and users of IT systems.
- c. Analyze the collected feedback to understand IT service quality and infrastructure performance perceptions.
- d. Develop an evaluation report detailing stakeholder satisfaction with IT services and infrastructure.
- e. Propose actionable steps based on the evaluation to improve IT service and infrastructure satisfaction.

Deliverables:

The Five-Year IT Strategic Plan should include but not be limited to:

1. A comprehensive IT strategy document including other assessments to consider in developing a well-balanced strategic plan
2. A matrix of prioritized findings and their recommended remedies.
3. A plan for periodic review and adjustment of the IT strategy.
4. Recommendations for risk mitigation as it relates to cybersecurity and disaster recovery.
5. IT Satisfaction Results with Actionable Recommendations

STANDARD CONTRACT



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CONTRACT FOR SERVICES

THIS CONTRACT is made on _____, by and between the CITY OF ROCKLIN a municipal corporation ("City"), and [] "Contractor," who mutually agree as follows:

1. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to the City the services described in the Scope of Work, Exhibit A. Contractor shall provide the services at the time, place and in the manner specified in Exhibits A and/or B. Contractor shall not be compensated for services outside the scope of Exhibit A unless prior to the commencement of the services: (a) Contractor notifies the City and City agrees the services are outside the scope of Exhibit A; (b) Contractor estimates the additional compensation required for these additional services; and (c) City after notice, approves in writing a supplemental agreement specifying the additional services and the amount of compensation therefore. City shall have no obligation whatsoever under this Agreement or any supplemental agreement, unless and until the agreement or supplemental agreement is approved by the City Manager, the City Manager's authorized designee, or by the Rocklin City Council, as required by the Rocklin Municipal Code or other local law or policy.

2. COMPENSATION

A. The City shall pay Contractor for the services rendered pursuant to this Agreement at the times and in the manner set forth in the Scope of Work, Exhibit A, the Schedule of Performance, Exhibit B, and in accordance with the Schedule of Fees in Exhibit C, but in no event shall the total compensation exceed the **total sum of \$[]**. The payments specified in Exhibits A and/or B shall be the only payments to be made to Contractor for the services rendered pursuant to this Agreement unless pursuant to Section 1, above, City approves additional compensation for additional services.

B. Contractor shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. Reimbursable expenses shall be limited to actual expenditures of Contractor for expenses that are necessary for the proper completion of the services and shall only be payable if specifically authorized in advance by City.

C. Contractor shall submit all billings/invoices for services to City in the manner specified in Exhibit B. Contractor's fees shall be as specified in the Scope of Work, Exhibit A or the Schedule of Fees as set forth in Exhibit C. All invoices submitted by Contractor shall contain the following information:

- i. Job/project name or description;
- ii. City's current purchase order and/or work order number (if applicable);

- iii. Contractor's invoice number;
- iv. Date of invoice issuance;
- v. Description of services billed under invoice, including the description of tasks performed and the corresponding rate charged for the completion of that task;
- vi. Amount of invoice, itemizing all authorized reimbursable expenses; and
- vii. Total billed to date under agreement.

D. City shall make payment to Contractor net 30 days from receipt of an acceptable invoice. If Contractor's performance is not in conformity with the Scope of Work, Exhibit A, or the Schedule of Performance, Exhibit B, or the provisions set forth above, payments may be delayed or denied, unless the Contractor's failure to perform is a documented result of the City's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 4. City shall not be responsible for delays in payment to Contractor resulting from Contractor's failure to comply with the invoice format described above, or as set forth in the Schedule of Performance.

E. During performance of the agreement and for a period of three (3) years after completing all services, Contractor shall maintain all accounting and financial records related to this Agreement, including but not limited to records of Contractor's costs for all services performed under this Agreement and records of Contractor's reimbursable expenses, in accordance with generally accepted accounting practices, and shall keep and make the records available for inspection and audit by representatives of the City upon reasonable written notice.

F. Contractor shall pay when and as due, any and all taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide City with proof of payment upon request. Contractor hereby agrees to indemnify City for any claims, losses, costs, fees, liabilities, damages or injuries suffered by City arising out of Contractor's breach of this section.

3. FACILITIES AND EQUIPMENT

Contractor shall at its sole cost and expense, furnish all facilities and equipment that may be required for Contractor to perform services pursuant to this Agreement. City shall furnish to Contractor, only the facilities and equipment listed in Exhibit A (if any) according to any terms and conditions set forth in Exhibit A.

4. TERM OF CONTRACT

A. This Agreement shall become effective on the date that it is approved by both parties, set forth on the first page of the agreement and shall continue in effect until [] unless sooner terminated as provided herein.

B. The services of Contractor are to commence upon execution of this Contract and shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit B**.

5. SUSPENSION/TERMINATION

A. City shall have the right at any time to temporarily suspend Contractor's performance hereunder, in whole or in part, by giving written notice of suspension to Contractor. If City gives such notice, Contractor shall immediately suspend its activities under this Agreement.

B. This Contract may be terminated by either party, provided that the other party is given not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. If the agreement is terminated by the City:

- i. Contractor shall immediately cease rendering services pursuant to this Agreement;
- ii. Contractor shall, not later than five days after such notice of termination, deliver to City copies of all information prepared pursuant to this Agreement;
- iii. City shall pay Contractor the reasonable value of services rendered by Contractor prior to termination; provided however, City shall not in any manner be liable for lost profits that might have been made by Contractor had the agreement not been terminated or had Contractor completed the services required by this Agreement. Contractor shall furnish to City such financial information as in the judgment of the City is necessary for City to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy that city may have in law or equity.

C. Notwithstanding any provisions of this Contract, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Contractor, and the City may withhold any payments due to Contractor until such time as the exact amount of damages, if any, due the City from Contractor is determined.

6. INDEPENDENT CONTRACTOR

Contractor enters into this Contract as an independent contractor and not as an employee or agent of the City. Contractor shall have no power or authority by this Contract to act on behalf of City in any capacity whatsoever as an agent, or to bind the City in any respect or to any obligations whatsoever. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.

7. AMENDMENTS, CHANGES OR MODIFICATIONS

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

8. EXTENSIONS OF TIME

Contractor may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 7.

9. PROPERTY OF CITY

It is mutually agreed that all materials prepared by the Contractor under this Contract shall become the property of the City, and the Contractor shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Contractor shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Contractor in performing this Contract which is not Contractor's privileged information, as defined by law, or Contractor's personnel information, along with all other property belonging exclusively to the City which is in the Contractor's possession.

10. COMPLIANCE WITH ALL LAWS

Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, all applicable laws, ordinances, and codes of federal, State and local governments, which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

For all leases and purchases of materials, equipment, supplies or other tangible personal property used to perform the agreement and shipped from outside California, the Contractor and any subcontractors leasing or purchasing such materials, equipment, supplies or other tangible personal property shall obtain a Use Tax Direct Payment Permit or Seller's Permit from the California State Board of Equalization, in accordance with the applicable SBE criteria and requirements. This provision applies in all instances unless prohibited by the funding source for the agreement.

11. WARRANTIES AND RESPONSIBILITIES - CONTRACTOR

A. Contractor agrees and represents that it is qualified to properly provide the services set forth in Exhibit A in a manner which is consistent with the generally accepted standards of Contractor's profession.

B. Contractor is duly licensed, qualified and experienced to perform the services set forth in the Scope of Services, Exhibit A. Contractor represents and warrants that Contractor has all licenses, permits, qualifications and approvals of whatsoever nature that are legally required for Contractor to practice its profession or provide any services under this Agreement. Contractor represents and warrants that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits and approvals that are legally required for Contractor to practice its profession or provide such services. If Contractor is an out of state corporation, Contractor further warrants and represents that it possesses a valid certification of qualification to transact business in the State of California issued by the California Secretary of State.

C. Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California. Contractor shall devote such time and effort to the performance of services pursuant to this Agreement as is necessary for the satisfactory and timely performance of Contractor's obligations under this Agreement. Neither party shall be considered in default of this Agreement to the extent that party's performance is prevented or delayed by any cause that is beyond the reasonable control of that party.

D. All products of whatsoever nature that Contractor delivers to City pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession, and shall be provided in accordance with any scope of services or schedule of performance specified in Exhibits A or B.

E. Contractor shall assign only competent personnel to perform services pursuant to this Agreement. Contractor shall designate a project manager who at all times shall represent the Contractor before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Contractor, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld. Contractor shall notify City in writing, of any other changes in Contractor's staff assigned to perform the services required under this Agreement, prior to any such performance. In the event the City desires the removal of any person assigned by Contractor to perform services pursuant to this Agreement, because the City in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Contractor shall remove such person immediately upon receiving notice from the City of the desire for the removal of such person.

F. Contractor agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law.

G. Contractor shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Contractor in writing within sixty (60) days of discovery. Should Contractor fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Contractor agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research. Contractor shall be liable for any expenses thereby incurred.

12. SUBCONTRACTING

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Contractor shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

13. ASSIGNABILITY

Contractor shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City. The City has a strong interest in the qualifications and capability of the persons and entities that will fulfill the obligations imposed on Contractor under this Agreement. However, claims for money due or to become due Contractor from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

14. INTEREST IN CONTRACT

Contractor covenants that neither it, nor any of its employees, agents, contractors, or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Contractor in writing that Contractor's duties under this Contract warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

15. MATERIALS CONFIDENTIAL

To the extent permitted by law, all of the materials prepared or assembled by Contractor pursuant to performance of this Contract are confidential and Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

16. LIABILITY OF CONTRACTOR-NEGLIGENCE

Contractor shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Contractor's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Contractor or its employees, agents, contractors or subcontractors.

17. INDEMNITY AND LITIGATION, COSTS

To the fullest extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify the City, its officers, officials, agents, employees and volunteers against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from all acts or omissions of Contractor, or its officers, agents or employees in rendering services under this Agreement; excluding however, such liability, claims, losses, damages or expenses arising from the City's sole negligence, or willful acts. The provisions of this paragraph shall survive termination or suspension of this Contract. These Indemnification provisions are independent of and shall not in any way be limited by the Insurance requirements of this Agreement. City approval of the Insurance required by this Agreement does not in any way relieve the Contractor from liability under this section.

18. CONTRACTOR TO PROVIDE INSURANCE

Contractor agrees to have and maintain the policies set forth below, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. All policies, endorsements, certificates, and/or binders shall be subject to approval by the City as to form and content. A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

A. Minimum Scope and Limit of Insurance

i. **Commercial General Liability (CGL):** 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 no less than \$2,000,000 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.

ii. **Automobile Liability:** Insurance Services Office Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

iii. **Workers' Compensation** 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 or disease. If Contractor has no employees, Contractor must notify City if an employee is hired, verify proof of coverage for any subcontractors, and agrees to hold City harmless and defend City from claims arising from failure to provide workers' compensation benefits.

iv. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Professional liability coverage shall extend for at least five years after completion of the Contractor's services under this Agreement.

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

B. **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

i. **Additional Insured Status.** The City, 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 the 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).

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

iii. **Umbrella or Excess Policy.** The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this Agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs),

indemnity, and defense requirements. The Umbrella or Excess Policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

iv. **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to the City, with ten days' for notice of cancellation due to non-payment.

v. **Waiver of Subrogation.** Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City 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 City has received a waiver of subrogation endorsement from the insurer.

vi. **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the City. The City may require the 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 City.

vii. **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 City.

viii. **Claims Made Policies.** If any of the required policies for professional liability insurance provide claims-made coverage:

- a. The Retroactive Date must be shown and must be before the date of the Contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
- c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

ix. **Verification of Coverage.** Contractor shall furnish the City with original Certificate of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City 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 City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

x. **Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

xi. **Special Risks or Circumstances.** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

19. GENERAL/MISCELLANEOUS PROVISIONS

A. **Contract Documents.** This Agreement and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract. In the event of any conflict between the terms or conditions of this written Agreement and any terms or conditions of any document prepared or provided by Contractor and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the written terms of this document shall control over those terms or conditions.

B. **Non-Discrimination in Employment and Equal Employment Opportunity.** Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, color, ancestry, national origin, religious creed, sex (including pregnancy, childbirth breastfeeding or related medical condition), sexual orientation, gender, gender identity, gender expression and age (over 40), disability (mental and physical), medical condition, marital status, citizenship, and military and veteran status.

C. **Inspection of Records.** Contractor shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Contractor.

D. **Entire Agreement.** This Contract constitutes the entire agreement between the parties relative to the services specified herein and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. No alteration or modification of this Agreement shall be valid or effective unless and until such modification is evidenced by a writing signed by both parties to this Contract, by persons authorized to act on behalf of the parties. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. **Severability.** If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

F. **Waiver.** Neither City's acceptance of, or payment for, any service performed by Contractor, nor any waiver by either party of any default, breach, or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

G. **Notice.** All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: City of Rocklin

City of Rocklin
Office of the City Attorney
3970 Rocklin Road
Rocklin, CA 95677

Contractor:

H. **Enforcement of Agreement.** This Contract shall be interpreted, governed and enforced in accordance with the laws of the State of California. Venue of any action arising out of this Contract shall be brought and maintained in Placer County California, regardless of where else venue may lie. The parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such courts.

I. **Attorney's Fees.** In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

J. **Power and Authority to Enter into Agreement.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Contractor hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which Contractor is obligated, which breach would have a material effect hereon.

K. **Counterparts; Electronic Signatures.** This Agreement may be executed in two or more counterparts, each of which when so executed shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument. The words "execution," "signed," "signature," and words of like import in this Agreement or in any other certificate, agreement or document related to this Agreement, shall include **digital electronic signatures** (DocuSign). The use of digital **electronic signatures** and electronic records (including, without limitation, any contract or other record created, generated, sent, communicated, received, or stored by electronic means) shall be of the same legal effect, validity and enforceability as a manually executed signature or use of a paper-based record-keeping system to the fullest extent permitted by applicable law.

L. **Exhibits.** All exhibits referred to herein and attached hereto, are by this reference incorporated as if set forth fully herein.

CONTRACTOR

By: _____
[Name, Title]

By: _____
[Name, Title]

CITY OF ROCKLIN

By: _____
Aly Zimmermann, City Manager

ATTEST:

By: _____
Avinta Singh, City Clerk

APPROVED AS TO FORM:

By: _____
Matthew McOmber, City Attorney

EXHIBIT A

Scope of Work

EXHIBIT B

Schedule of Performance

EXHIBIT C

Schedule of Fees

EXHIBIT __

**CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700
[Labor Code § 1861]**

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

CONTRACTOR

By: _____
[Name, Title]