

## Contract Submission Form

This form must be submitted to HSA Admin with all agreements for proper processing

Contract No.	26R
Vendor Name	Central Coast Alliance for Health
Vendor #	V120505
Term Dates	Start Date: 7/1/2025      End Date: 12/31/2025
HSA Division	Clinics
Staff Name	Dr. Julian N. Wren
Sponsoring Manager	Dr. Julian N. Wren

### Contract Information: Select contract type, details and attachments

CONTRACT TYPE	TERM	ATTACHMENTS	BOARD AUTHORITY CONTRACTS	
ORIGINAL	AUTO RENEWAL	<input checked="" type="checkbox"/> CONTRACT/AMENDMENT	<input type="checkbox"/> NOTICE OF AWARD (no signatures)	AMS # <b>24-0976</b>
		<b>PAC ORIGINAL and ANNUAL</b>	<input type="checkbox"/> SOLE SOURCE	BOARD DATE <b>2/25/2025</b>
SIGNING AUTHORITY	MAX* or RATE	<b>PACRENEWS CONTRACTS only:</b>	<input type="checkbox"/> GSD089	VENDOR SIGNATORY:
BOARD	MAX AMOUNT - ENCUMBERED YEARLY	Name: Michael Schrader		
<input type="checkbox"/> BH 6/4/2024 AUTHORITY (to be ratified)		Email: mschrader@ccah-alliance.org		

Multi-Year Agreement Total (if applicable): \_\_\_\_\_ \*Multi-Year, Max Amount encumbrance amount should indicate what should be encumbered for this FY.

### Current Fiscal Year Encumbrance Schedule: Complete schedule to confirm GL/JL accounts and contract/encumbrance amount by suffix for current fiscal year

Select and complete the correct schedule based upon the contract type: →

Suffix	Expenditure Only Service Type:	GL Key	GL Object	JL Key	JL Object	New Agreement	CAL Renewals**			Amendment		
						New Agreement Amount	Current FY Approved CAL Amount	Executed Contract / Enc. Final Amount	Encumbrance Increase / Decrease	Original Executed Contract Amount	Amendment Amount	Final Contract Total Amount
1		361233	41675			\$2,843,683			\$ -			\$ -
2		361333	41675			\$ 1,785,910.00			\$ -			\$ -
3		361933	41675			\$ 708,019.00			\$ -			\$ -
4						\$ -			\$ -			\$ -
5						\$ -			\$ -			\$ -
6						\$ -			\$ -			\$ -
7						\$ -			\$ -			\$ -
8						\$ -			\$ -			\$ -
Contract Total/Encumbrance Total						\$ 5,337,612.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes (please add any relevant notes below that may assist with processing):

Contract states it will auto renew for additional 1 year terms at the end of December of each term year

### CAL Section II/WIDGET II Only

\*\*Verify amounts do not exceed 10% from prior FY CAL

#### CAL Section II - Contract Max Agreement:

Prior FY Final Approved Contract Amount\*

Current FY Contract Amount for CAL Renewal

Increase (Decrease) from Prior FY \$ -

% Increase (Decrease) #DIV/0!

#### CAL Widget II - Rate Agreement:

Prior FY Aggregate Contracted Rate

Current FY Aggregate Rate for CAL Renewal

Increase (Decrease) from Prior FY \$ -

% Increase (Decrease) #DIV/0!

\*Plus any Board approved Amendments

Use for reference only, submit only current FY amount above

Multi-Year Max - Estimated Yearly Encumbrance	
Fiscal Year	Yearly Enc
	\$ -

Optional:

Was this Budgeted?	
*If NO, explain where funds are coming from in the Notes section	
ASM Reviewed?	Review Date:

## Contract Submission Instructions

*Use these instructions in order to properly submit the designated contract type or encumbrance submission*

### **Required attachments:**

- Agreement/Amendment
- Completed Contract Submission Form
- Sole Source or GSD089 ( ICA < \$200K/PACRENEW), if applicable

*Select from the following options:*

### **Recommended : DocuSign Template Routing**

Submit completed Contract Submission Form through DocuSign template routing:

[Expenditures: CAL Section II Widget II Renewals / Purchase Authority Contracts \(PAC\) - Original or PACRENEW / PAC Amendments](#)

[Revenues: CAL Section IV Amend Renewals / Non-Standard Original Revenue Agreement up to \\$100,000 in Value](#)

Non-Monetary Non-Standard (MOU/MOA) - No submission form required

### **Board Authority Contract (BAC) - Admin Routes**

Submit completed Contract Submission Form for Original, CAL Section III or Amendment processed in AMS:

Provide vendor signatory information on Contract Submission Form

Submit as AMS attachment or email completed Contract Submission Form to: [HSA.AdminProcessing@santacruzcountyca.gov](mailto:HSA.AdminProcessing@santacruzcountyca.gov)

### **Routing Outside of DocuSign**

Submit completed Contract Submission Form for fully executed agreements (ensure all required signatories have signed):

**eSignatures** : Email attachments, including combined agreement with Certificate of Signatures, to: [HSA.AdminProcessing@santacruzcountyca.gov](mailto:HSA.AdminProcessing@santacruzcountyca.gov)

**Wet Signatures** : Send original fully executed agreement to HSA Admin via interoffice or delivered to 1080 Emeline



## Contract Submission Form Resources and Links

<b>Important Resource Links</b>	
<a href="#">Link to CAT Spreadsheet</a>	
<a href="#">Link to RAD SurfinHSA ReferenceforAgreementDevelopment</a>	
<a href="#">Link to Vendor Contracts Folder</a>	
<a href="#">Link to EXP DocuSign Template Routing Instructions</a>	
<a href="#">Link to REV DocuSign Template Routing Instructions</a>	
<b>CAL Resources:</b>	
<a href="#">Link to 2024-25 HSA Continuing Agreements List</a>	
<a href="#">Link to CALculator</a>	

<b>Definitions</b>	
Expenditure Contract	Expenditure contracts are any other form of lease or agreement for contracted services or supplies.
Revenue Contract	Revenue contracts include grant awards and State financing agreements for which the County will receive revenue.
Board Authority Contract (BAC)	Contracts that exceed \$200,000 (EXP)/\$100,000 (REV). Any contract that the department places on the agenda for approval by the Board (can be any amount). Contracts with extremely non-standard terms and conditions that Risk and County Counsel determine should go to the Board for approval.
Purchasing Authority Contract (PAC)	Both standard and nonstandard expenditure agreements at or below \$200,000 to be approved by the Purchasing Agent, as long as County Counsel and Risk Management sign the agreement as to terms and conditions and insurance.
Continuing Agreements List (CAL)	The CAL identifies agreements that will extend into the next fiscal year and, when approved by the Board, becomes the authority for continuing services and payments. The CAL is an abbreviated approval process for contracted services that are either provided continually with an unchanged scope or for contracts with changes to scope, but where an interruption in service from a contractor would be detrimental to the community.
Non-standard Agreement	A non-standard ICA is an agreement that has different terms and conditions that have not been approved by the Board. In many cases non-standard agreements are vendor provided agreements. Any deviations from an approved ICA must be reviewed and approved by County Counsel, regardless of amount, and by the Board or Purchasing Agent. See HSA's August 10, 2021 signing authority for MOU and Revenue agreements <100K.
Annual Term	Annual agreement that spans one fiscal year, i.e. County FY is July 1 through June 30, Federal FY is October 1 through September 30.
Multi-Year Term	Multi-year term agreements span multiple fiscal years. They may also be 12 months (calendar year agreement) that span across two fiscal years.
Max Amount	Compensation that is based upon a not to exceed contract amount.
Rate	Compensation that is based upon a rate or unit of service.
Encumbrance	Fiscal year (FY) budget allocation reserved for each contract. Multi-Year Max Amount encumbrance amount should indicate what should be encumbered for current FY.

<b>Signing Authority</b>	
<i>Departments have the authority to enter into, renew, amend, terminate and/or take any and all necessary actions related to a contract if this authority has been delegated by law, ordinance or Board action</i>	
August 10, 2021	Signing authority delegated to HSA Dept Head for MOU and Revenue agreements <100K with concurrence from County Counsel, Risk Management, and CAO Analyst.
Board of Supervisors	Board must authorize the Director to sign agreement via Board Item (Director designee eligible to sign). Includes amendments requiring Board approval.
CAL	Board authorized Director to negotiate and execute renewals of PACRENEW /SEC II / Widget II agreements, and SEC IV agreements/amendments (Director designee eligible to sign).
Purchasing Agent	Board authorized Purchasing Agent to approve standard and non-standard expenditure contracts up to 200K. Includes amendments requiring Purchasing approval.
State Resolution	Resolution authorizing the Director to sign State standard agreements included on the CAL, as well as amendments to those agreements and any successor agreements for the same services, and authorizing HSA to update State contract numbers and estimated fiscal amounts listed in Exhibit A without additional Board approval.

<b>CAL Agreements Guide</b>			
<b>Confirm CAL Renewal Eligibility by Type</b>			
Type	Term	Scope	Amount

EXP	PACRENEW	Expire on June 30 of the prior fiscal year or September 30 of the prior federal fiscal year, and will be renewed for the new year; or are multi-year or continuous	May include program changes	To be designated as a PACRENEW, total must remain under \$200,000 for the term of the agreement (annual or multi-year). If total exceeds \$200K, must be taken to the Board for approval.
	Section II Widget II	Expire on June 30 of the prior fiscal year or September 30 of the prior federal fiscal year, and will be renewed for the new year	No program changes	Contract payment increases do not exceed 10% of the prior year approved contract amount. Widget II agreements are a type of Section II that are based on a rate or unit of service and the aggregate rate will not exceed 10% of prior year approved rate. If 10% is exceeded, must be taken for Board approval.
	Section III	Include all continuous agreements (not including PACRENEWs), which will incorporate changes in scope or program activities in the new year, and all contracts, which are not eligible to be in the Section I or II		Section IIs that exceed 10% of the prior year approved contract amount, or Widget IIs that exceed 10% of prior year approved rate
REV	Section IV Amend	Require modifications or amendment to the original terms or a new revenue agreement with terms; new signatures (whether new or an amendment to an existing agreement) are required		<ul style="list-style-type: none"> <li>• Multiyear contracts that have specific amount designated for each FY should only list the 2023-24 amount on the CAL</li> <li>• Multiyear contracts that are received in lump sum and have not been fully encumbered should go on the CAL with an estimate of the amount for services required for the new fiscal year</li> </ul>

**For each suffix identify the type of service provided:**

**1. Direct Service Contracts:**

Provide services, care, or resources through immediate interaction to patients/clients or a specific group or population.

Examples include:

Staffing for patient care (e.g., nurses, doctors, caseworkers, counselors, etc).

Community health programs or outreach initiatives.

Residential or outpatient treatment programs.

Food, housing, or transportation services for patients.

Interpretation services.

Job training/capacity building.

Media/Information campaign.

**2. Operational Support Contracts:**

These contracts focus on supporting internal organizational functions or facilitate the delivery of goods or services rather than directly interacting with or serving the patient/community population. Their purpose is to enhance the organization's infrastructure, operations, or workforce.

Examples include:

Training programs for staff.

Consultants (strategic planning, operational improvements, data evaluation, grant support

IT services that maintain internal systems.

Security services/facility services.

Leases.

Equipment or supplies in support of direct services.

**3. BOTH**

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