

**AUTHORIZATION FOR VOCATIONAL
REHABILITATION SERVICES**

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	DOCUMENT NUMBER NMED534373794	AMENDMENT 0
	REGISTRATION NUMBER	ISSUE 06/17/2021
DATES OF SERVICE 07/21/2021 TO 08/31/2021	CONSUMER NAME (Last, First) Smithdoir, Aaron X	COUNSELOR Apodaca, Cynthia W.

TO : (CONTRACTOR, NAME AND ADDRESS) Vendor Name DBA Vendor Name 1234 Vendor Street Address Sacramento, CA 95814 DOR Use Only: Vendor Name DBA Vendor Name	IMPORTANT NOTICE TO CONTRACTORS: <i>By accepting this authorization, Contractor enters into a contract with the Department of Rehabilitation to provide Vocational Rehabilitation services to the consumer named above pursuant to Section 19150 of the Welfare and Institution Code. This contract is exempt from competitive bidding per State Contract Manual 5.80(B)(3) and exempt from certified SmallBusiness/Disabled Veteran Owned Business participation per memo dated 1/1/2006. The service(s) listed below are authorized at a cost not to exceed the amount shown. If additional services or substitutions are indicated, Contractor must obtain further authorization from the counselor listed above before providing them. This authorization is void 60 days from issue date. See last page for Billing Instructions, Contract Terms and Conditions, Contractor Certifications and Confidentiality Requirements.</i>
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DESCRIPTION OF SERVICES TO BE PROVIDED TO THE CONSUMER	AMOUNT AUTHORIZED	AMOUNT BILLED	UNLIQUIDATED BALANCE
Supported Employment Placement - Intake: CRP/Individual, per consumer 1.00 EA @ \$360.00	\$360.00		\$360.00
Supported Employment Placement - Placement: CRP/Individual, per consumer 1.00 EA @ \$720.00	\$720.00		\$720.00
TOTAL \$	\$1,080.00		\$1,080.00
NOT VALID			
Contractor Taxpayer Identification Number or Social Security Number is required on all invoices. Please refer to Billing Instructions on last page for additional requirements. SEND INVOICE TO : DEPARTMENT OF REHABILITATION Scrambled data CONCORD, CA 94520-5228 Failure to submit timely invoices may result in DOR disputing the invoice if the related Federal and/or State funds are no longer available.			

DEPARTMENT CERTIFICATION AND APPROVAL

I HEREBY CERTIFY, upon my own personal knowledge that this authorization for the vocational rehabilitation services specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California; that all such legal requirements have been fully complied with; and that budgeted funds are available for the period and purpose of the expenditure stated above.

AUTHORIZED SIGNATURE	TITLE SENIOR VOC REHAB COUNS - QRP	TELEPHONE NUMBER (925) 602-3977
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DEPARTMENT USE ONLY

DISTRICT	STATUS	CASELOAD	SSN	ACCOUNT CODE	AMOUNT	CASE SERVICE CODE	DATE OF SERVICE MO YR	FISCAL YEAR	CONTRACT/SPECIAL PROGRAM
210	Service	210-147		030	\$360.00	42CRPi	07 2021	2021 - 2022	
				030	\$720.00	43CRPp	07 2021	2021 - 2022	

NOT VALID

BILLING INSTRUCTIONS

- 1. GOVERNING LAW:** The services resulting from this authorization shall be governed by and shall be interpreted in accordance with the laws of the State of California and applicable Federal laws, rules, policies and regulations.
- 2. BUDGET CONTINGENCY CLAUSE:** If the Budget Act of the current year and/or any subsequent years covered under this agreement does not appropriate sufficient funds, this agreement shall be of no further force and effect. The state shall have no liability to pay any funds whatsoever to the Vendor/contractor or to furnish any other considerations under this agreement and Vendor/contractor shall not be obligated to perform any provisions of this agreement.
- 3. REQUIRED PAYMENT DATE:** Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices, not more than 45 days after (a) the date of acceptance of goods or the performance of services; or (b) receipt of an undisputed invoice, whichever is later.
- 4. COMPLETION OF SERVICES AUTHORIZED:** The State reserves the right to withhold payment until the services authorized have been satisfactorily provided.
- 5. AMENDMENTS/CHANGES:** No change or modification to the terms, quantities, or specifications of the services listed in this authorization may be made without the advance approval of the Department of Rehabilitation (DOR). Unauthorized amendments/changes will not be paid for.
- 6. INVOICES:** **Federal and State funds are time limited, therefore invoices must be submitted as soon as possible but no later than 60 days after the date of service (or date goods received). Failure to submit timely invoices may result in DOR disputing the invoice if the related Federal and/or State funds are no longer available.** Invoices submitted for payment must be on printed billheads or letterheads. All other billing forms must be signed by the vendor/contractor or representative and must include the title of the vendor/contractor/representative. Invoices must be "Bill To" DOR and sent to the address provided, unless otherwise specified. All invoices must be dated and include the consumer name and document number. Services must be clearly itemized, explained, and dates of services stated (i.e., hour, day, week, month, or course). Payment for services authorized cannot be made until the services have been received and approved for payment by the DOR. All unit prices, authorized rates, extensions, and totals must be accurate. Invoices for training must include a report of progress as the DOR must verify the authorized services were provided prior to payment. State sales tax percentage must be indicated and claimed (i.e. 7.75%, 8%, etc.). The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State must provide their 9 digit Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code, Section 18646, to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information as required by Internal Revenue Code Section 6109(a). The TIN for individuals and sole proprietors is the Social Security Number (SSN).

CONTRACT TERMS AND CONDITIONS AND VENDOR/CONTRACTOR ACCEPTANCE

By accepting this authorization, Vendor/contractor is acknowledging full review and acceptance of the State's terms and conditions located at <https://www.dor.ca.gov/Home/VocationalRehabilitationServiceProviders>, <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language> and made a part of this agreement by this reference as if attached hereto.

DEBARMENT AND SUSPENSION

By accepting and fulfilling this agreement for goods and/or services, the vendor/contractor/vendor certifies that neither it nor its principals is presently debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. <https://www.sam.gov/SAM/pages/public/index.jsf>

VOID CONTRACT FOR TAX DELINQUENCY (AB1424)

Any agreement that a state agency enters into after July 1, 2012, is void if the contract is between a state agency and a vendor/contractor whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. (Public Contract Code sec. 10295.4). In accordance with Public Contract Code Section 10295.4, agencies are required to cancel agreements with entities that appear on either list. (Franchise Tax Board) <https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/corporate-income-tax-list.html>, (California Department of Tax and Fee Administration CDTFA): <https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>, Additional training and awareness tools are available at the California Office of Information Security and Privacy Protection (OISPP) website. OISPP created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

VENDOR/CONTRACTOR CERTIFICATIONS

By accepting this service order, Vendor/contractor is acknowledging full review and acceptance of the State's certification clauses located at <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language> and made a part of this agreement by this reference as if attached hereto.

CONFIDENTIALITY OF PERSONAL INFORMATION

Vendor/contractor agrees that any report or material created during the performance of this contract will not be released to any source except as required by this contract or otherwise authorized by DOR. Any information obtained by Vendor/contractor in the performance of this contract is confidential and shall not be published or open to public inspection in any manner, except as authorized by DOR. Vendor/contractor agrees to maintain the confidentiality of any information concerning any DOR

employees/consumers that the vendor/contractor may obtain in the performance of this contract, and specifically agrees to comply with the provisions applicable to such information as set forth in 34 Code of Federal Regulations, Section 361.38, Title 9, California Code of Regulations, Section 7140 et seq., and the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.). Vendor/contractor agrees to report any security breach or incident involving DOR employees/consumers' personal information to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at isoinfo@dor.ca.gov

Security breaches or incidents that must be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of DOR employees/consumers' personal information by the Vendor/contractor or the Vendor/contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
2. Unauthorized access to DOR employees/consumers' personal information. Information can be held in medium that includes, but is not limited to, electronic and paper.
3. Loss or theft of information technology (IT) equipment or data containing DOR employees/consumers' personal information. IT equipment includes, but is not limited to, laptop and desktop computers, PDAs, CDs, DVDs, flash drives, servers, printers, peripherals, and any other portable electronic devices and media. Data can be held in medium that includes, but is not limited to, electronic and paper.

Vendor/contractor agrees to provide annual security and privacy training for all individuals who have access to personal, confidential, or sensitive information relating to the performance of this contract. Vendor/contractor agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the vendor/contractor's information privacy and security policies. For vendor/contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website. The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:

<https://www.dor.ca.gov/Home/SecurityandPrivacy>

Additional training and awareness tools are available at the California Office of Information Security and Privacy Protection (OISPP) website. OISPP created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

DARFUR CONTRACTING ACT

By agreeing to this purchase, pursuant to Public Contract Code section 10478, the vendor does not currently nor has within the previous three years had business activities or other operations outside of the United States and certifies that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

NOT VALID