



JENNIFER KENT
Director

State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
Governor

Lynda Lindsay
922 Bevins Court
Lakeport, CA 95453

NOV 15 2018

Subject: Agreement Number 19-96011

Dear Ms. Lynda Lindsay,

The Department of Health Care Services (DHCS) has standardized its contracting procedures and agreement formats. The enclosed agreement references on-line general terms and conditions (GTC 04/2017) that are not attached to the agreement. The cited terms may be accessed via the Standard Contract Language Tab at this Internet site: <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>. The enclosed agreement is not binding until signed by both parties and approved by the appropriate state control agency (if such approval is required). No services are to be provided prior to receipt of all approvals as DHCS is unable to issue any payment prior to receipt of final approval. Expedient handling of this agreement is greatly appreciated.

For inquiries regarding this agreement, please contact Autumn Recce at (916) 345-7866 and cite the DHCS agreement number identified above. Unless otherwise instructed, do not submit an invoice to DHCS for any services rendered under the referenced agreement until a copy of the fully executed agreement is received.

Required action is noted by each checked/marked item. Return all item(s) to the address identified below:

- ☒ Affix a signature to two copies of the attached Standard 213 form. Both copies must bear original signatures in blue ink. Return all items to DHCS for further processing. A copy of the approved agreement will be returned to you after it is fully executed. Alterations, in general, are not allowed. Alterations and page replacements, if any, must be pre-approved by DHCS funding program and each visible alteration must be initialed by the person who signs the agreement.
- ☒ Submit a Board of Supervisors Resolution. The Resolution should include the contract number, purpose, amount, and contract terms.
- ☒ Go to the Standard Contract Language Tab : <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx> to review the GTC version referenced on the face of the agreement as Exhibit C. Review Provision 11 of the GTC to identify the Contractor Certification Clause (CCC) number 307 that applies to the enclosed agreement. Read the cited CCC Certification in its entirety. Print-out and sign in blue ink the first page of the applicable cited CCC 307 Certification. Return the first page of the originally signed CCC Certification to the address noted below. The signed CCC will be kept on file. Failure to return the appropriate signed CCC Certification will prohibit DHCS from doing business with your firm.
- ☒ Print out and sign in blue ink the California Civil Rights Laws Certification. Return the originally signed California Civil Rights Laws Certification to the address noted below.

Return all designated materials to the following address:

Department of Health Care Services
P.O. Box 997436, MS 4603
Attn: Autumn Recce
Sacramento, CA 95899-7413

Direct questions about this letter to Autumn Recce at (916) 345-7866. Be sure to cite the DHCS agreement number (#19-96011) in all future correspondence.

Sincerely,


Autumn Recce