

AGREEMENT
BY AND BETWEEN
THE COUNTY OF ORANGE
AND REILLY WORKPLACE INVESTIGATIONS
FOR PROFESSIONAL INVESTIGATIVE SERVICES

October 28, 2013

**AGREEMENT WITH REILLY & ASSOCIATES
FOR PROFESSIONAL INVESTIGATIVE SERVICES**

This Agreement for Professional Investigative Services (this "Agreement") is effective October 28, 2013 by and between the County of Orange, a political subdivision of the State of California (the "County") and **DEBRA L. REILLY dba REILLY WORKPLACE INVESTIGATIONS** ("Investigators"). [County shall hereinafter be referred to collectively and individually as "County."] County and Investigators are sometimes individually referred to as "Party," or collectively referred to as "Parties."

RECITALS

WHEREAS, the County desires to contract for professional investigative services; and

WHEREAS, Investigators provide professional employment investigative services, and are particularly qualified to perform required services due to their specialized skill, legal knowledge and expertise; and

WHEREAS, County desires to retain Investigators' services in connection with the Scope of Services provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

ARTICLES

1. **Scope of Work:** The Scope of Work for this Agreement is attached hereto and incorporated herein by this reference as Attachment A.
2. **Compensation:** The compensation to be paid to Investigators for performing services in accordance with this Agreement is specified in Attachment B, which is attached hereto and incorporated herein by this reference, and includes full compensation for providing all services performed under this Agreement. The list of Investigators' personnel classifications under this Agreement and their respective hourly rates are set forth on Attachment B, which classifications may be amended from time to time as necessary by the Investigators and the Office of the Orange County Counsel ("County Counsel") through letter agreements. However, the approved hourly rates set forth in this Agreement may not be amended or increased without approval of the County Board of Supervisors ("Board of Supervisors").
3. **Invoicing/Payment:** All invoicing and payment for services performed under this Agreement shall be as specified in Attachment B hereto.
4. **Agreement Term:** The Term of this Agreement shall commence on the date of execution by the County Counsel and shall continue until completion of the specific matters upon which the services of the Investigators have been requested hereunder or until five years

from the commencement of the Term, whichever is later, unless sooner terminated as provided herein.

5. **Professional Conflict of Interest:** Even though Investigators are not providing legal representation they are lawyers; therefore, the County still requires that Investigators agree to comply with the following portion of the Conflicts of Interest Policy adopted by the County's Board of Supervisors on September 24, 1985:

“It is the policy of the Orange County Board of Supervisors, on behalf of County and all other governmental entities of which it is the governing board, to prohibit the employment by any law firm adverse to County while simultaneously being employed by County, unless the Board is advised of, and gives specific consent to, such adverse employment.

“Any law firm which has been retained by County which desires employment which is or may be adverse to County shall transmit a statement of such desire to the County Counsel prior to undertaking such employment. The statement shall include a description of the employment and the reasons, if any, why County should consent. The County Counsel will forward the request to the Board of Supervisors with recommendation for action.”

If the Board of Supervisors declines to consent to the employment, Investigators shall decline any such employment. The Board's authority to give consent of County is not delegated to any officer or employee of County.

The County recognizes that this policy may exceed the limitations set forth in the California Rules of Professional Conduct of the State Bar of California. Where applicable, law firms employed by the County shall comply with such rules in securing necessary consent from their other clients.

6. **General Conflicts of Interest:** The Investigators shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Investigators; the Investigators' employees, agents, and relatives; and third parties associated with accomplishing services hereunder. The Investigators' efforts shall include, but not be limited to establishing precautions to prevent their employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the County. The Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Investigators shall not, during the period of this Agreement, employ or offer employment to any County employee for any purpose.

7. **Confidentiality and Communication with County:** Investigators shall maintain the confidentiality of all information which they may acquire arising out of or connected with activities under this Agreement in accordance with all applicable Federal, State and County laws, regulations, ordinances and directives relating to confidentiality, including the Code of

Professional Responsibility. Investigators shall inform all of their principals, employees and agents providing services hereunder of the confidentiality provisions of this Agreement.

Investigations are conducted at the direction of County Counsel and are therefore deemed to be County Counsel's work product. Any investigative materials, notes, audio or video recordings, documents, or reports created in the course of an investigation are deemed to be covered under the Attorney work-product doctrine.

Investigators recognize that their relationship with County and its agents and employees, officers and/or representatives is subject to the attorney-client privilege and that any information acquired during the term of this Agreement from or through County is confidential and privileged. Investigators warrant that they shall not disclose or use in any manner whatsoever any of the information from County's officers, employees, and agents in connection with said relationships or proceedings. Investigators understand that the County Counsel is the legally empowered legal representative of County and its officers and employees and Investigators shall not without specific direction from the County Counsel communicate with, advise or represent County officers or employees (with the exception that members of the Board of Supervisors may of course engage in attorney-client privileged communications directly with Investigators without such prior direction to outside counsel from County Counsel). These confidentiality obligations shall survive this Agreement's termination or expiration.

8. Independent Contractors: Investigators shall be considered as independent contractors and neither Investigators, its employees nor anyone working under Investigators shall be considered an agent or an employee of County. Neither Investigators, their employees nor anyone working under Investigators shall qualify for workers' compensation or other fringe benefits of any kind through County.

9. Assignment or Sub-Contracting: The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the Parties. Furthermore, neither the performance of this Agreement nor any portion thereof may be assigned or sub-contracted by Investigators without the express written consent of County. Any attempt by Investigators to assign or sub-contract the performance or any portion thereof of this Agreement without the express written consent of County shall be invalid and shall constitute a material breach of this Agreement. However, Investigators may retain consultants or experts as Investigators deem appropriate after receiving County Counsel's written approval in an amount not to exceed \$150,000 per contract, or in amounts in excess of \$150,000 if approved by the County Board of Supervisors (see Attachment B).

10. Performance: Investigators shall perform all work under this Agreement, taking necessary steps and precautions to perform the work to County's satisfaction. Investigators shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other services performed by the Investigators under this Agreement. Investigators shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all labor, supervision, materials, and supplies necessary therefore; shall at their sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection

with performance of the services; and, if permitted to subcontractors, shall be fully responsible for all work performed by subcontractors.

11. **Compliance with Laws:** Investigators represent and warrant that services to be provided under this Agreement shall fully comply, at Investigators' expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Investigators acknowledge that County is relying on Investigators to ensure such compliance, and pursuant to the requirements of section 15 below, Investigators agree that they shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.

12. **Investigators Personnel:** Investigators warrant that all Investigators' personnel engaged in the performance of work under this Agreement shall possess sufficient experience and/or education and the required licenses set forth herein in good standing to perform the services requested by the County. County expressly retains the right to have any of the Investigators' personnel removed from performing services under this Agreement to the County. Investigators shall effectuate the removal of the specified Investigators personnel from providing any services to the County under this Agreement within one business day of notification by County Counsel. County Counsel's Supervising Attorney shall submit the request in writing to the Investigators. The County is not required to provide any reason, rationale or additional factual information if it elects to request any specific Investigators personnel be removed from performing services under this Agreement.

Investigators Supervising Investigator for this Agreement shall be [Debra L. Reilly]. Investigators' Supervising Investigator shall have full authority to act for Investigators on all daily operational matters under this Agreement and shall serve as or designate lead investigator ("Lead Investigator") for all activities performed under the scope of services described below. Designation of Lead Investigator shall be subject to County Counsel's written approval. Any change in Investigators Supervising Investigator shall be first authorized in writing by County Counsel's Supervising Attorney.

County Counsel's designated Supervising Attorney under this Agreement shall be Assistant County Counsel Wanda Florence. County Counsel's Supervising Attorney shall have authority to act for County, within the scope of his or her authority, on all daily operational matters under this Agreement and shall review and approve all Investigators' reports, whether written or verbal, and any change in Investigators' Supervising Investigator or Lead Investigator. Whenever County Counsel designates a Supervising Attorney or change in Supervising Attorney, he, she or his or her designee shall notify Investigators in writing.

13. **Reports/Meetings:** At the direction of County Counsel Investigators shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this Agreement. The County and the Investigators will meet on reasonable notice to discuss the Investigators performance and progress under this Agreement. If requested, the Investigators personnel shall attend all meetings. The Investigators shall provide such information that is requested by the County for the purpose of monitoring progress under this Agreement.

14. **Patent/Copyright Materials/Proprietary Infringement:** Investigators shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Agreement. Investigators warrant that any materials and software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Investigators agree that, in accordance with the more specific requirement contained in the Indemnification section below, they shall indemnify, defend and hold County Indemnitees (as defined below) harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.

15. **Indemnification:** Investigators agree to indemnify, defend with counsel approved in writing by County, and hold harmless County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") from any and all claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the negligent performance of services pursuant to this Agreement. If judgment is entered against Investigators and County (or any County Indemnitee), by a court of competent jurisdiction because of the concurrent active negligence of Investigators and County or County Indemnitees, Investigators and County agree that liability will be apportioned as determined by the court. Neither Party shall request a jury apportionment.

16. **Insurance Provisions:** Prior to the provision of services under this Agreement, Investigators agree to purchase all required insurance at Investigators' expense and to deposit with the County Counsel, Certificates of Insurance, including all endorsements required herein, necessary to satisfy County Counsel's Supervising Attorney that the insurance provisions of this Agreement have been complied with and to keep such insurance coverage and the certificates therefore on deposit with the County Counsel during the entire term of this Agreement. In addition, all subcontractors performing work on behalf of Investigators pursuant to this Agreement shall obtain insurance subject to the same terms and conditions as set forth herein for Investigators.

If the Investigators fail to maintain insurance acceptable to the County for the full term of this contract, the County may terminate this contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer licensed to do business in the state of California (California Admitted Carrier) or have a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**.

If the insurance carrier is not an admitted carrier in the state of California and does not have an A.M. Best rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

Self-Insured Retentions

All self-insured retentions (SIRs) and deductibles shall be clearly stated on the Certificate of Insurance. If no SIRs or deductibles apply, indicate this on the Certificate of Insurance with a 0 by the appropriate line of coverage. Any self-insured retention (SIR) or deductible in an amount in excess of \$25,000 (\$5,000 for automobile liability), shall specifically be approved by the County Executive Office (CEO)/Office of Risk Management.

Required Coverage

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

| <u>Coverage</u> | <u>Minimum Limits</u> |
|--|---|
| Commercial General Liability | \$1,000,000 per occurrence \$2,000,000 aggregate |
| Automobile Liability including coverage for owned, non-owned and hired vehicle | \$1,000,000 per occurrence |
| Professional Liability Insurance | \$1,000,000 per claims made or per occurrence |

Commercial General Liability Policy

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Commercial General Liability policy shall contain a severability of interests clause also known as a “separation of insureds” clause (standard in the ISO CG 0001 policy).

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of insurance:

- 1) An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the County of Orange, its elected and appointed officials, officers, employees, agents as Additional Insureds.
- 2) A primary non-contributing endorsement evidencing that the contractor’s insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

Automobile Liability Policy

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

Professional Liability Coverage

If Investigators' Professional Liability policy is a "claims made" policy, Investigators shall agree to maintain professional liability coverage for two years following completion of Agreement.

Waiver of Right of Subrogation

All insurance policies required by this Agreement shall waive all rights of subrogation against the County of Orange and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees.

Notice of Cancellation

All insurance policies required by this Agreement shall give the County of Orange 30 days notice in the event of cancellation and 10 days for non-payment of premium. This shall be evidenced by policy provisions or an endorsement separate from the Certificate of Insurance.

Insurance Certificates

Insurance certificates should be forwarded to County Counsel at the address listed for Notices in this Agreement.

Change in Coverage Requirements

County expressly retains the right to require Investigators to increase or decrease insurance of any of the above insurance types throughout the term of this Agreement. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County Counsel's Supervising Attorney shall notify Investigators in writing of changes in the insurance requirements. If Investigators do not deposit copies of acceptable certificates of insurance and endorsements with County Counsel incorporating such changes within thirty days of receipt of such notice, this

Agreement may be in breach without further notice to Investigators, and County shall be entitled to all legal remedies.

Procuring of Insurance Is Not a Limitation of Liability

The procuring of such required policy or policies of insurance shall not be construed to limit Investigators' liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement, nor act in any way to reduce the policy coverage and limits available from the insurer.

17. **Ownership of Documents:** The County has permanent ownership of all directly connected and derivative materials produced under this Agreement by the Investigators. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become and remain the sole property of the County and may be used by the County as it may require without additional cost to the County. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by the Investigators without the express written consent of the County.

18. **Title to Data:** All materials, documents, data or information obtained from the County data files or any County medium furnished to the Investigators in the performance of this Agreement will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Investigators after completion or termination of this Agreement without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Agreement.

19. **Records:** The Investigators shall keep an accurate record of time expended by Investigators and the subcontractors working for Investigators in the performance of this Agreement. Such record shall be available for periodic inspection by the County at reasonable times.

20. **Audits/Inspections:** Investigators agree to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Investigators for the purpose of auditing or inspecting any aspect of performance under this Agreement. The inspection and/or audit will be confined to those matters connected with the performance of the Agreement including, but not limited to, the costs of administering the Agreement. Investigators will be provided reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify the Investigators records before final payment is made.

Investigators agree to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated under this Agreement or by law. Investigators agree to allow interviews of any employees or others who might reasonably have information related to such records. Further, Investigators agree to

include a similar right to the County to audit records and interview staff of any subcontractors related to performance of this Agreement.

Should the Investigators cease to exist as a legal entity, the Investigators' records pertaining to this Agreement shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the County Counsel's Supervising Attorney.

21. **Termination for County's Convenience:** Services performed under this Agreement may be terminated in whole or in part at any time County deems termination of this Agreement to be in its best interests. County Counsel's Supervising Attorney shall terminate services by delivering to Investigators a written Termination Notice specifying the extent to which services are terminated and the effective termination date. After receiving a Termination Notice and unless otherwise directed by County Counsel's Supervising Attorney, Investigators shall:

- a) Take all necessary steps to stop services on the date and to the extent specified in the Termination Notice.
- b) Complete services not terminated by the Termination Notice.
- c) Complete and submit a written Closing Report within 30 days after the termination date, including a brief description of any outstanding legal issues or matters which are pending with Investigators (including a discussion of applicable law) a list and description of all scheduled meetings, court appearances or matters which Investigators were to attend and an assessment of the accomplishments of Investigators engagement.
- d) Submit final billing for terminated services no later than sixty (60) calendar days from the effective termination date. If Investigators fail to submit a final billing within the time allowed, County may determine, on the basis of information available to it, the amount, if any, due to Investigators. After County makes a determination, it shall pay Investigators that amount. County's determination shall be final.
- e) Provide County Counsel's Supervising Attorney with copies (electronic and hard copies) of all files and work product for any matters in which Investigators were retained by County. This includes any computerized index, computer programs and document retrieval systems created or used for the matters.

22. **Breach of Agreement:** The failure of the Investigators to comply with any of the terms, provisions, covenants or conditions of this Agreement shall constitute a material breach of this Agreement. In such event the County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Agreement:

- a) Afford the Investigators written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Agreement within which to cure the breach; and/or
- b) Discontinue payment to the Investigators for and during the period in which the Investigators are in breach; and offset against any monies billed by the Investigators but yet unpaid by the County those monies disallowed pursuant to the above; and/or
- c) Terminate the Agreement immediately, without penalty to the County.

23. **Consent to Breach Not Waiver:** No term or provision of this Agreement shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

24. **Remedies Not Exclusive:** The remedies for breach set forth in this Agreement are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this Agreement does not preclude resort by either Party to any other remedies provided by law.

25. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day.

All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

For Investigators: Name: DEBRA L. REILLY DBA REILLY WORKPLACE INVESTIGATIONS
Address: 2240 Encinitas Blvd.
Encinitas, CA 92024-4345
Attn.: Debra L. Reilly
Title: Owner/Attorney
Phone: (858) 759-4303
Fax: (858) 759-4304
email: debra@wpinvestigations.com

For County: Name: Office of the Orange County Counsel
Address: P.O. Box 1379
Santa Ana, CA 92702
Attn.: Wanda S. Florence
Title: Assistant County Counsel
Phone: (714) 834-3943
Fax: (714) 834-2359
email: wanda.florence@coco.ocgov.com

26. **County Child Support Enforcement:** In order to comply with child support enforcement requirements of County, within 30 days of the effective date of this Agreement,

Investigators agree to furnish to the County Counsel's Supervising Attorney a fully completed and executed certification in the form of Attachment D. It is expressly understood that this data will be transmitted to government agencies charged with the establishment and enforcement of child support orders, and for no other purposes.

Failure of the Investigators to timely submit the data and/or certification required above or to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of the contract. Failure to cure such breach within 60 calendar days of notice from the County shall constitute grounds for termination of this Agreement.

27. **Employee Eligibility Verification:** The Investigators warrant that they fully comply with all Federal and State statutes and regulations regarding the employment of aliens and others and that all Investigators' employees performing work under this Agreement meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Investigators shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Investigators shall retain all such documentation for all covered employees for the period prescribed by the law. The Investigators shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County and County Indemnitees from employer sanctions and any other liability which may be assessed against the Investigators or the County/County Indemnitees or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

28. **Entire Agreement:** This Agreement, including Attachments A, B, C and D, which are attached hereto and incorporated herein by this reference, contains the entire Agreement between the Parties with respect to the matters herein and there are no exceptions, alternatives, substitutions, revisions, understandings, agreements, restrictions, promises, warranties or undertakings, whether oral or written, other than those set forth herein or referred to herein.

29. **Amendments:** No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties.

30. **Governing Law and Venue:** This Agreement has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California, without reference to conflict of laws provisions. In the event of any legal action to enforce or interpret this Agreement, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure section 394. Furthermore, the Parties specifically agree to waive any and all rights to request that an action be transferred for trial to another venue.

31. **Appropriation/Contingency of Funds:** This Agreement is subject to and contingent upon applicable budgetary appropriations being approved by the Board of Supervisors for each

fiscal year during the Term of this Agreement. If such appropriations are not approved, the Agreement will be immediately terminated without penalty to the County.

32. **Taxes:** Unless otherwise provided herein or by law, the compensation provided for herein includes California state sales or use tax applicable now or in the future.

33. **Change of Ownership:** Investigators agree that if there is a change or transfer in ownership of Investigators business prior to completion of this Agreement, the new owner(s) or successor(s) to Investigators shall be required to provide documentation satisfactory to the County that the new or owner(s) or successor(s) have assumed and will assume Investigators' duties and obligations contained in this Agreement and that this Agreement constitutes a valid and fully binding agreement of such new owner(s) or successor(s).

34. **Publication:** No copies of schedules, written documents, and computer based data, photographs, maps or graphs, resulting from performance or prepared in connection with this Agreement, are to be released by Investigators and/or anyone acting under the supervision of Investigators to any person, partnership, company, corporation, or agency, without prior written approval by the County, except as necessary for the performance of the services of this Agreement. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be administered only by the County unless otherwise agreed to by both Parties.

35. **Headings:** The various headings and numbers herein, the grouping of provisions of this Agreement into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.

36. **Severability:** If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

37. **Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.

38. **Attorney's Fees:** In any action or proceeding to enforce or interpret any provision of this Agreement, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney's fees, costs and expenses.

39. **Waiver of Jury Trial:** Each Party acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each Party, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any Party hereto against the other (and/or against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters whatsoever arising out of or in any way connected with this Agreement and /or any other claim of injury or damage.

40. **Interpretation:** This Agreement has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Agreement. In addition, each Party has been represented by experienced and knowledgeable independent legal counsel of their own choosing, or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each Party further acknowledges that it has not been influenced to any extent whatsoever in executing this Agreement by any other Party hereto or by any person representing them, or both. Accordingly, any rule of law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Agreement against the Party that has drafted it is not applicable and is waived. The provisions of this Agreement shall be interpreted in a reasonable manner to effect the purpose of the Parties and this Agreement.

41. **Authority:** The Parties to this Agreement represent and warrant that this Agreement has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.

SIGNATURES ON FOLLOWING PAGE

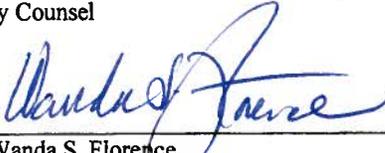
The Parties hereto have executed this Agreement on the dates shown opposite their respective signatures below.

Dated: **[Date]**

COUNTY AND DISTRICT:

Nicholas S. Chrisos
County Counsel

By:


Wanda S. Florence,
Assistant County Counsel

Dated: **October 23, 2013**

INVESTIGATORS:

Reilly Workplace Investigations

By:


Debra L. Reilly, Owner/Attorney

ATTACHMENT A
SCOPE OF SERVICES

1. Investigators shall do all work necessary to complete each assigned employment investigation and to complete the work described by the Contract above, including but not limited to interviewing witnesses, researching legal issues, preparing investigative summaries and final reports if and as requested. Such reports shall include a description of the investigative procedures used, a detailed summary of the evidence reviewed - including witnesses interviews - and a conclusion that determines if the allegations were substantiated or unsubstantiated.
2. Investigators shall provide County with the necessary representation by staff qualified to perform the legal/investigative tasks at the least costly billing category as is acceptable to County Counsel.
3. Investigators shall provide all investigative services requested by County Counsel (or by Human Resources Services Department ("HRS") through County Counsel) within or reasonably related to the description of the Scope of Work.
4. Investigators shall meet with County representatives as requested by County Counsel.
5. Investigators shall obtain County Counsel's written approval before retaining any consultant or expert witness to assist with any individual matter assigned to Investigators.
6. Investigators shall obtain the approval of County Counsel prior to undertaking legal research of more than twelve (12) hours on any particular issue.
7. Investigators shall obtain County Counsel's prior approval for travel outside the Counties of: Orange, Los Angeles, Riverside, Imperial, Kern, San Bernardino, Ventura, Santa Barbara or San Diego.
8. Investigators shall consult with County Counsel and HRS on strategic and tactical decisions.

ATTACHMENT B
COMPENSATION, INVOICING AND PAYMENT

A. HOURLY RATE SCHEDULE

STAFFING CLASSIFICATIONS

HOURLY RATE

SUPERVISING INVESTIGATORS

\$235

NOTWITHSTANDING ANY PROVISION OF THIS AGREEMENT TO THE CONTRARY, UNLESS INVESTIGATORS RECEIVE PRIOR WRITTEN APPROVAL OF THE COUNTY COUNSEL'S SUPERVISING ATTORNEY, THE COUNTY WILL NOT COMPENSATE INVESTIGATORS FOR THE ATTENDANCE OR PARTICIPATION OF MORE THAN ONE INVESTIGATOR (INCLUDING INVESTIGATORS STAFF) IN ANY MEETING, CONFERENCE CALL, DEPOSITION, COURT APPEARANCE OR SIMILAR MATTER. IN THE EVENT MORE THAN ONE INVESTIGATOR ATTENDS ANY MATTER, THE COUNTY WILL COMPENSATE INVESTIGATORS AT THE HOURLY RATE FOR THE MOST SENIOR INVESTIGATOR PRESENT. IN ADDITION, UNLESS INVESTIGATORS RECEIVE PRIOR WRITTEN APPROVAL OF THE COUNTY COUNSEL'S SUPERVISING ATTORNEY, THE COUNTY WILL NOT PAY ANY INVESTIGATORS HOURLY RATE FOR TIME SPENT TRAVELING.

ATTACHMENT B
COMPENSATION, INVOICING AND PAYMENT

B. EXPENSES

County shall reimburse Investigators for their actual out-of-pocket expenses without mark-up, excluding expenses generally considered as overhead already reflected in the Investigators' hourly rates.

1. Reimbursable ordinary expenses shall include, if they are a reasonable and necessary incident and consequence of the assigned services authorized by County Counsel, the following:
 - a. Transcript fees.
 - b. Postage.
 - c. Messenger service.
 - d. Process service.
 - e. Document reproduction by outside vendor.
 - f. In-house document reproduction. If amount charged in any one month exceeds \$500.00, prior County Counsel approval shall be obtained.

2. Reimbursable extraordinary expenses include charges of which Investigators have obtained County Counsel's prior written approval. Such expenses include, but shall not be limited to:
 - a. Consultants, up to \$25,000 per contract, unless otherwise authorized by the County Board of Supervisors.
 - b. Expert witnesses up to \$25,000 per contract, unless otherwise authorized by the County Board of Supervisors.
 - c. Travel outside the Counties of Orange, Los Angeles, San Bernardino, Riverside, Imperial, Kern, Ventura, Santa Barbara and San Diego.
 - d. Any expense item exceeding Five Hundred Dollars (\$500.00).

3. Non-reimbursable expenses include, but shall not be limited to:
 - a. Staff time or overtime for performing secretarial, clerical, or word processing functions.
 - b. Charges for time spent to provide necessary information for County audits or billing inquiries.
 - c. Charges for work performed which had not been authorized by County Counsel. Such work shall be a gratuitous effort by Investigators.
 - d. Mileage, travel expenses or telephone expenses from the regular office of Investigators to the County of Orange.

ATTACHMENT B
COMPENSATION, INVOICING AND PAYMENT

BILLINGS AND PAYMENTS

A. BILLINGS

1. Investigators shall submit monthly billing statements in arrears, no later than the tenth (10th) of the month following the month service was rendered.
2. The original billing statement(s) and one copy shall be submitted to:

County of Orange
Office of the County Counsel
333. W. Santa Ana Blvd, 4th Floor
Post Office Box 1379
Santa Ana, California 92702-1379
ATTN: **Wanda S. Florence**

3. The original of each billing statement shall include a declaration of Investigators' Supervising Investigator or Lead Investigators as provided in Attachment C.
4. Each billing statement shall be identified by a unique number and shall be itemized to include:
 - a. Matter or Case name.
 - b. Staffing level(s), hourly rates and specific activities for each investigator.
 - (1) Each activity shall be billed separately as a line item in a time reporting format acceptable to County Counsel.
 - (2) A detailed description of specific activities for each attorney and/or paralegal.
 - c. Total current and cumulative monthly fees billed for each staffing level.
 - d. Total current monthly expenses billed in the following categories:
 - (1) Consultant and expert witness expenses;
 - (2) Deposition and transcript expenses; and
 - (3) Other miscellaneous expenses.
 - e. Total cumulative expenses to date billed in (d) directly above.

ATTACHMENT B
COMPENSATION, INVOICING AND PAYMENT

B. PAYMENTS

County shall make payment(s) for services rendered under this Agreement monthly in arrears based on the monthly itemized billing statement(s) Investigators submit to County. County shall make its best effort to process payments promptly after receiving Investigators' monthly billing statement. County shall not pay interest or finance charges on any outstanding balance(s).

ATTACHMENT D
ORANGE COUNTY CHILD SUPPORT ENFORCEMENT
CERTIFICATION REQUIREMENTS

A. In the case of an individual contractor, his/her name, date of birth, Social Security number, and residence address.

Name:
DOB:
Social Security Number:
Residence Address:

B. In the case of a contractor doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of 10 percent or more in the contracting entity.

Name:
D.O.B.:
Social Security Number:
Residence Address:

Name:
DOB.:
Social Security Number:
Residence Address:

(Additional sheets may be used if necessary)

CERTIFICATION

“I certify that _____ is in full compliance with all applicable federal and state reporting requirements regarding its employees, and with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments, and will continue to be in compliance throughout the term of (1) Contract (Contract #) or the contract for (Contract Description) with the County of Orange. I understand that failure to comply shall constitute a material breach of the contract and that failure to cure such breach within 60 calendar days of notice from the County shall constitute grounds for termination of the contract without cost to the County.”

Authorized Signature

Typed or Printed Name

Title