



**REQUEST FOR QUALIFICATIONS  
(RFQ No.1120-275-PTEquity)**

**Project Trellis Equity Services**

**Date Released: April 23, 2021**

**Statements of Qualification Due: May 28, 2021 (prior 4:00 p.m. PST)**

**County of Humboldt  
County Administrative Office, Economic Development Division  
520 E Street  
Eureka, CA 95501**

**REQUEST FOR QUALIFICATIONS – NO.1120-275-PTEquity**  
**Project Trellis Local Equity Program Cannabis Small Business Consulting Services**

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**1.0 DEFINITIONS:**

**1.1 Terms:**

- A. **Addenda.** As used herein, the term “Addenda” refers to an amendment or modification to this Request for Qualifications.
- C. **Consultant.** As used herein, the term “Consultant” refers to any individual, agency, firm or company submitting a Statement of Qualifications in response to this Request for Qualifications.
- D. **Consultant Services Agreement.** As used herein the term “Consultant Services Agreement” refers to a specific agreement regarding the provision one on one consultation services that are awarded to a consultant within the Pool of Potential Consultants.
- E. **County.** As used herein, the term “County” refers to the County of Humboldt, a political subdivision of the state of California, acting through its County Administrative Office-Economic Development Division.
- F. **Equity Applicant.** As used herein, the term “Equity Applicant” means an applicant who has submitted, or will submit, an application to a local jurisdiction to engage in commercial cannabis activity within the jurisdictional boundaries of that jurisdiction and who meets the requirements of that jurisdiction’s local equity program.
- G. **Equity Licensee.** As used herein, the term “Equity Licensee” or “licensee” is a person who has obtained a license from a local jurisdiction to engage in commercial cannabis activity within the jurisdictional boundaries of that jurisdiction and who meets the requirements of that jurisdiction’s local equity program
- H. **Pool of Potential Consultants.** As used herein, the term “Pool of Potential Consultants” refers to any consulting firm that the County chooses to place on the County’s list of on-call consultants that are available to provide one on one cannabis small business consultation services for equity applicants and licensees, after the selection process set forth in this Request for Qualifications has been completed.
- I. **Statement of Qualification.** As used herein, the term “Statement of Qualification” refers to the document or documents submitted by a Consultant in response to this Request for Qualifications.

**1.2 Abbreviations:**

- A. **CEA.** Cannabis Equity Assessment, means an assessment conducted by the local jurisdiction that was used to inform the creation or revision of its local equity program
- B. **LEP.** Local Equity Program Manual, means a program adopted or operated by a local jurisdiction that focuses on inclusion and support of individuals and communities in

California’s cannabis industry who are linked to populations or neighborhoods that were negatively or disproportionately impacted by cannabis criminalization as evidenced by the local 6 jurisdiction’s equity assessment.

- C. **PST**. As used herein, the abbreviation “PST” refers to Pacific Standard Time.
- D. **RFQ**. As used herein, the abbreviation “RFQ” refers to this Request for Qualifications seeking consulting firms to provide one on one cannabis small business consultation services for equity applicants and licensees.

## **2.0 GENERAL INFORMATION:**

### **2.1 Overview:**

The County of Humboldt (“County”), by and through its County Administrative Office–Economic Development Division, is seeking qualified consultants to provide cannabis small business consulting services to equity applicants and equity licensees on an on-call basis. Responses to this Request for Qualifications (“RFQ”) will be in the form of a Statement of Qualification.

The County will select consultants, based on their experience and other considerations as noted below, to create a Pool of Potential Consultants. Consultants will then be selected from the pool on a per project basis by the equity applicant or equity licensee pursuant to the equity services awarded them by the County of Humboldt, Project Trellis Local Equity Program.

The County will select multiple consultants to create a Pool of Potential Consultants available to help equity applicants and licensees through one on one consultation services. It is not required that consultants are able to perform each type of consultation service, but it is required that consultants identify which services they are able to perform, see Attachment C.

### **2.2 Project Description:**

The County of Humboldt Local Equity Program (LEP) manual outlines services available to qualifying equity applicants and licensees. Among those services is direct technical assistance in the form of small business consulting services. In order to comply with county and state laws and regulations, and due to limited staffing and expertise, certain services are contracted out to private consultants. To minimize response time and meet deadlines, Consultant Services Agreements will be negotiated proactively to ensure that an adequate number of consulting firms will be available to provide cannabis small business consulting services to qualifying equity applicants and equity licensees.

Consulting firms within the Pool of Potential Consultants will be asked to provide a detailed fee estimate, estimated time schedule and possibly a refined scope of work for each specific project. Upon receiving and reviewing the project proposals, the County may award a Consultant Services Agreement. Once a Consultant Services Agreement is awarded to a consultant within the Pool of Potential Consultants, and written authorization is given, the selected consulting firm shall perform the required services within the agreed upon parameters. The timing of individual Consultant Services Agreements will occur within 12 months of equity applicant or equity licensee receiving award, and within 3 months of equity applicant or licensee engaging consultant.

The scope of services to be performed under Consultant Services Agreements shall be determined based on consultant's qualification, but may include, without limitation, business planning, loan application preparation, site location services, human resource management, capital procurement services, bookkeeping and accounting practices and systems, formation and administration of Road Maintenance Associations and formation of agricultural or cannabis cooperative associations. See section 3.2 for more information.

Consultant Services Agreements will have a term of one (1) years unless, prior to its expiration, such term is extended through written amendment. However, under no circumstances shall the maximum term of a Consultant Services Agreement exceed three (3) years total. The maximum amount payable under each Consultant Services Agreement shall be \$50,000.00 with a maximum total fee to each consultant not to exceed \$50,000.00. It should be noted that actual project costs will be based on wage rates established in the Consultant Services Agreement.

This RFQ is not for specific projects, but for specific services. The County does not guarantee that a specific number of projects will be received by any of the firms within the Pool of Potential Consultants. The County may establish a master list of up to fifteen (15) qualified firms.

### **3.0 PRELIMINARY SCOPE OF SERVICES:**

This section only presents a preliminary scope of services to generally communicate the County's expectations for the provision of Project Trellis Local Equity Program cannabis small business consulting services by consultants within the Pool of Potential Consultants. A final scope of services will be developed by the County and the selected consulting firm on a per project basis.

#### **3.1 General Responsibilities:**

Consultants within the Pool of Potential Consultants that are awarded Consultant Services Agreements will be expected to perform professional services needed to support cannabis small businesses, such as business planning, loan application preparation, site location services, human resource management, capital procurement services, bookkeeping and accounting practices and systems, formation and administration of Road Maintenance Associations, and the formation of agricultural cooperatives, or cannabis cooperatives. It is not required that consultants are able to perform each type of consultation service, but it is required that consultants identify which services they are able to perform, see Attachment C. All services to be provided pursuant to a Consultant Services Agreement shall only be performed within the boundaries of Humboldt County.

#### **3.2 Outline of Anticipated Services:**

The outline of anticipated services presented herein is for the primary purpose of allowing the County to compare the Statements of Qualification that are submitted in response to this RFQ. The precise scope of services that will be incorporated into a Consultant Services Agreement.

##### **A. Cannabis Small Business Consulting.**

Services which consultants within the pool may be asked to perform could include:

1. One on one consulting services covering any of the following:
  - a. Business Planning.
  - b. Loan application preparation.

- c. Site location services.
- d. Human resource management.
- e. Capital procurement services.
- f. Bookkeeping and accounting practices and systems.
- g. Formation and administration of Road Maintenance Associations
- h. Formation of agricultural cooperatives, or cannabis cooperatives.
- i. Compliance
- j. Taxes
- k. Legal Services
- l. Professional Services

Respondents to this RFQ should clarify which of the aforementioned services they are able to perform.

10. Review of equity applicant and licensee materials, such as business plans, loan applications, site contracts, human resources documentation (such as policies and procedures manuals and SOPs), bookkeeping and accounting practices, RMA application documentation services,
11. Provision of regulatory compliance consulting services, including, without limitation, reviewing the requirements of project permits issued by resource and regulatory agencies, ensure compliance with such requirements.
12. Provide the County with hard copies and electronic copies of all plans, designs, reports, permits and agreements prepared pursuant to the terms and conditions of a project specific Consultant Services Agreement, where or when required.

#### **4.0 REQUIRED QUALIFICATIONS:**

##### **4.1 Eligibility Requirements:**

- A. **Required Qualifications.** In order to be placed within the Pool of Potential Consultants for cannabis small business consulting services as part of this RFQ process, consultants must possess, at a minimum, all of the following qualifications:
  1. Familiarity with the California cannabis laws and requirements.
  2. Provide, in the normal course of existing business, one or more of the following services to cannabis small businesses:
    - a. Business Planning.
    - b. Loan application preparation.
    - c. Site location services.
    - d. Human resource management.
    - e. Capital procurement services.
    - f. Bookkeeping and accounting practices and systems.
    - g. Formation and administration of Road Maintenance Associations
    - h. Formation of agricultural cooperatives, or cannabis cooperatives.
    - i. Compliance
    - j. Taxes
    - k. Legal Services

1. Professional Services
3. Knowledge of standard small business practices.
4. Familiarity with standard state and local cannabis documentation, including, without limitation, permitting and licensing process, environmental regulations surrounding cannabis.
5. Ability to complete projects in hours specified for individual projects.
6. Strong verbal and written communication skills.

**4.2 Licensure, Certification and Accreditation Requirements:**

In order to be placed within the Pool of Potential Consultants for cannabis small business consulting services as part of this RFQ process, Consultants must be in compliance with any and applicable local, state and federal licensure, certification and accreditation requirements and standards.

**5.0 SCHEDULE OF EVENTS:**

This schedule of events represents the County’s best estimate of the schedule that will be followed with regard to this RFQ process. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m. Pacific Standard Time (“PST”). The County hereby reserves the right, at its sole discretion, to modify this tentative schedule as it deems necessary, including, without limitation, extending the deadline for submission of Statements of Qualification.

<b>EVENT</b>	<b>DATE</b>
RFQ issued by County:	April 23, 2021
Deadline for Submission of Questions:	April 30, 2021
Deadline for Responses to Questions:	May 7th, 2021
Deadline for Statements of Qualification to be Received:	May 28, 2021, 4:00 p.m. PST
Consultant Interviews (if necessary):	June 2-9, 2021
Completion of Review and Evaluation Process:	June 30, 2021
Approval of Consultant Selection by Board of Supervisors:	July 20, 2021
Notification of Potential Consultants	July 23, 2021 (approximate)

**6.0 STATEMENTS OF QUALIFICATION:**

**6.1 Submission of Statements of Qualification:**

Consultants shall prepare and submit one (1) original Statement of Qualification and one (1) electronic copy thereof in PDF format via email, at ProjectTrellis@co.humboldt.ca.us, by **4:00 p.m. PST, on May 28, 2021**. Statements of Qualification shall be signed by an authorized agent of the Consultant, and must be placed in a sealed envelope clearly marked “RFQ No.1120-275-PTEquity” along with the name and address of the Consultant and the closing date and time for submission of Statements of Qualification. Statements of Qualification that are unsigned, or signed by an individual not authorized to bind the prospective consultant, will be considered nonresponsive and rejected. Statements of Qualification shall be personally delivered or mailed to:

COUNTY: Humboldt County- County Administrative Office, Economic Development Division  
Attention: Peggy Murphy, Economic Development Specialist  
520 E Street  
Eureka, CA 95501

Statements of Qualification submitted to any other County office will be rejected and returned to the Consultant unopened.

Time is of the essence, and any Statements of Qualification received after the above-referenced date and time for submittal, whether by mail or otherwise, will be rejected and returned to the consultant unopened. It is the sole responsibility of the Consultant to ensure that its Statement of Qualification is received before the submittal deadline and postmarks will not be accepted in lieu of this requirement. However, nothing in this RFQ precludes the County from extending the deadline for submission of Statements of Qualification, or from requesting additional information at any time during the evaluation process.

## **6.2 Withdrawal of Submitted Statements of Qualification:**

A Consultant may withdraw its Statement of Qualification at any time prior to the above-referenced submittal deadline by submitting a written notification of withdrawal signed by the consultant or an authorized representative thereof. Consultants must retrieve the entire sealed Statement of Qualification package in person. Statements of Qualification will become the County’s property after the submission deadline has passed.

## **6.3 Modification of Submitted Statements of Qualification:**

Any Consultant who wishes to make modifications to a submitted Statement of Qualification must withdraw its initial Statement of Qualification as required by this RFQ. It is the responsibility of the Consultant to ensure that modified Statements of Qualification are resubmitted before the designated deadline for submission of Statements of Qualification in accordance with the terms and conditions of this RFQ. Statements of Qualifications may not be changed or modified after the submission deadline.

## **6.4 Consultant Investigations:**

Before submitting a Statement of Qualification, each Consultant shall make all investigations and examinations necessary to ascertain its ability to perform the services, and comply with the requirements and standards, set forth in this RFQ. In addition, each Consultant shall verify any representations made by the County that the Consultant will rely upon. Failure to make such investigations and examinations will not relieve the Consultant from its obligation to comply with

all provisions and requirements set forth in this RFQ. In addition, a Consultant's lack of due diligence will not be accepted as a basis for any claim for monetary consideration on the part of the Consultant.

**6.5 Expenses Incurred in Preparing Statements of Qualification:**

The County accepts no responsibility for, and shall not pay any costs resulting from, or associated with, a Consultant's participation in this RFQ process, including, without limitation, the preparation and presentation of a Statement of Qualification.

**6.6 Right of County to Reject Statements of Qualification:**

The County reserves the unqualified right to reject any and all Statements of Qualification or to waive, at its sole discretion, any irregularity, which the County deems reasonably correctable or otherwise not warranting rejection of a Statement of Qualification.

**6.7 Public Records and Trade Secrets:**

All Statements of Qualification and materials submitted in response to this RFQ shall become the County's property, and are subject to disclosure under the Public Records Act, California Government Code Sections 6250, et seq.

This RFQ, and all Statements of Qualification submitted in response hereto, are considered public information, except for specifically identified trade secrets, which will be handled according to any and all applicable local, state and federal laws and regulations. Any portion of the Statement of Qualification that is deemed to be a trade secret by the Consultant shall be clearly marked "PROPRIETARY INFORMATION" at the top of the page in at least one-half inch (1/2") size letters. Specifically identified proprietary information will not be released, if the Consultant agrees to indemnify and defend the County in any action brought to disclose such information. By submitting a Statement of Qualification in response to this RFQ, the Consultant agrees that the County's failure to contact the Consultant prior to the release of any proprietary information contained therein will not be a basis for liability by the County, or any employee thereof.

**6.8 Conflict of Interest:**

By submitting a Statement of Qualification in response to this RFQ, Consultant warrants and covenants that no official or employee of the County, nor any business entity in which an official or employee of the County has an interest, has been employed or retained to assist in the preparation or submission of such Statement of Qualification.

**7.0 REQUIRED FORMAT OF STATEMENTS OF QUALIFICATION:**

**7.1 General Instructions and Information:**

**A. Content Requirements.** In order for Statements of Qualification to be considered by the County, all of the following conditions must be satisfied:

1. Statements of Qualification must be submitted in accordance with the standards and specifications set forth in this RFQ and contain all required attachments, including, without limitation, a signed and completed Signature Affidavit.

2. Statements of Qualification must be complete and specific unto themselves. For example, “*See Enclosed Brochure*” will not be considered an acceptable response.
3. Statements of Qualification must contain information which enables the County to evaluate the Consultant’s ability to provide the types of services set forth in this RFQ.
4. All information, statements, letters and other documentation and attachments required by this RFQ must be included with the Statement of Qualification.

**B. Formatting Requirements.** In order to be considered for award by the County, Statements of Qualification shall follow the format outlined herein. Failure to follow this format may result in the rejection of the Statement of Qualification. Each Statement of Qualification shall consist of the following sections:

- 1.0 Introductory Letter
- 2.0 Signature Affidavit
- 3.0 Table of Contents
- 4.0 Business Profile
- 5.0 References
- 6.0 Evidence of Insurability/Business Licenses
- 7.0 Exceptions, objections and Requested Changes
- 8.0 Required Attachments

## **7.2 Introductory Letter:**

The introductory letter shall, in one page or less, summarize the Consultant’s qualifications and experience regarding the provision of services equivalent to those set forth in this RFQ. The introductory letter must also provide the Consultant’s contact information, including, without limitation, Consultant’s mailing address, telephone number, facsimile number and email address. The letter shall be signed in blue ink by an authorized representative of the Consultant.

## **7.3 Signature Affidavit:**

Each Statement of Qualification must contain a signed and completed Signature Affidavit which is attached to this RFQ as Attachment A. The Signature Affidavit must be signed by an authorized representative of the Consultant. Signature authorization on the Signature Affidavit shall constitute a warranty, the falsity of which shall entitle the County to pursue any and all remedies authorized by law. Receipt of all Addenda, if any, must be acknowledged on the bottom of the Signature Affidavit.

## **7.4 Table of Contents:**

Statements of Qualification shall include a comprehensive table of contents that identifies submitted material by sections 1.0 through 8.0 in the order listed above and any subsections thereof with sequential page numbers.

## **7.5 Business Profile:**

Statements of Qualification shall include a clear and concise narrative which identifies the Consultant’s ability to provide the types of services specified in this RFQ.

- A. Company Overview.** The Business Profile must include an overview of the business structure and operation of the Consultant's firm. The company overview should include, at a minimum the following items:
1. The Consultant's business name, physical location, mission statement, legal business status, such as partnership, corporation, limited liability company or sole proprietorship, and the Consultant's current staffing levels.
  2. A detailed description of the Consultant's current and previous business activities, including, without limitation:
    - a. The history of the Consultant's firm, including the date when the firm was founded and how innovation and high quality performance is fostered thereby.
    - b. The number of years the Consultant has been operating under the present business name, and any prior business names under which the Consultant has provided services equivalent to those set forth in this RFQ.
    - c. The number of years the Consultant has been providing services equivalent to those set forth in this RFQ.
    - d. The total number of government agencies for which the Consultant has provided services equivalent to those set forth in this RFQ.
  3. A detailed description of any litigation regarding the provision of services equivalent to those set forth in this RFQ that has been brought by or against the Consultant, including the nature and result of such litigation.
  4. A detailed description of any fraud convictions related to public contracts, if applicable.
  5. A detailed description of any current or prior debarments, suspension or other ineligibility to participate in public contracts, if applicable.
  6. A detailed description of any violations of local, state and/or federal industry or regulatory requirements, if applicable.
  7. A detailed description of any controlling or financial interest the Consultant has in any other firms or organizations, or whether the Consultant's firm is owned or controlled by any other firm or organization. If the Consultant does not hold a controlling or financial interest in any other firms or organizations, that must be stated.
- B. Overview of Qualifications and Experience.** The Business Profile must include an overview of the Consultant's qualifications and experience regarding the provision of services equivalent to those set forth in this RFQ. The overview of the Consultant's qualifications and experience should include, at a minimum, the following items:
1. A detailed summary of the Consultant's overall experience regarding the provision of services equivalent to those set forth in this RFQ for public agencies.
  2. A detailed description of the Consultant's knowledge of the requirements pertaining to

the provision of services for locally funded projects, including, without limitation, local Cannabis Business Regulations.

3. The number of staff that are currently providing services equivalent to those set forth in this RFQ.
4. A detailed summary of the qualifications and experience of staff members that are currently providing services equivalent to those set forth in this RFQ, including job titles, responsibilities, special training, licenses, and certifications.
5. Identification of the Consultant's management team and other key personnel, including, without limitation, an organizational chart and resumes of each staff member that may provide services equivalent to those set forth in this RFQ pursuant to a project specific Consultant Services Agreement.
6. A detailed summary of the Consultant's management expertise and approach, and how such expertise and approach will assure staff continuity and timely performance of services equivalent to those set forth in this RFQ.

#### 7.6 **References:**

- A. **Reference Data Sheet.** Statements of Qualification shall include a Reference Data Sheet containing present and past performance information from a minimum of three (3) former clients, preferably government agencies, if possible, to whom the Consultant has provided services equivalent to those set forth in this RFQ within the past five (5) years. A Reference Data Sheet is attached to this RFQ as Attachment B.
- B. **Required Information.** The performance information provided with each reference must be clearly correlated to the types of services and responsibilities set forth in this RFQ. Each reference must include, at a minimum, all of the following information:
  1. The name and contact information for the current contact person of each referenced client.
  2. The dates of project commencement and completion for each referenced client.
  3. A detailed description of the services performed for each referenced client, including, without limitation, the time period in which such services were delivered.
  4. A detailed description of how the provision of services rendered by the Consultant led to accomplishment of each referenced client's project objectives.
  5. A detailed description of the contract amount and outcome of each referenced client's project.
  6. A verification that all information provided in the Reference Data Sheet is true and correct to the best of the Consultant's knowledge.

#### 7.7 **Evidence of Insurability and Business Licenses:**

All Consultants shall submit evidence of eligibility for all insurances required by the sample

Consultant Services Agreement attached hereto Attachment C. However, additional insurance should not be purchased until the Consultant has been awarded a Consultant Services Agreement. In addition, all Consultants shall certify the possession of any and all licenses and/or certifications required for the provision of services equivalent to those set forth in this RFQ.

### **7.8 Exceptions, Objections and Requested Changes:**

Consultants should carefully review the terms and conditions of this RFQ. Any exceptions, objections or requested changes to this RFQ shall be clearly stated and explained in the Statement of Qualification with supporting rationale. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the referenced portion of this RFQ. Protests based on any exception, objection or requested change to this RFQ shall be considered waived and invalid by the County if the exception, objection or requested change is not clearly identified and explained in the Statement of Qualification.

### **7.9 Required Attachments:**

Statements of Qualification that do not contain each of the following attachments may be rejected by the County:

- **Attachment 1 – Signature Affidavit** (See Section 7.3)
- **Attachment 2 – Reference Data Sheet** (See Section 7.6)
- **Attachment 3 – Staff Resumes for Key Personnel** (See Section 7.5(B)(5))

### **8.0 EVALUATION CRITERIA AND REVIEW PROCESS:**

After the Statements of Qualification are received and opened by the County, the County and the Project Trellis Committee will review and evaluate all Statements of Qualification for responsiveness to this RFQ, in order to determine whether the Consultant possesses the qualifications necessary for the satisfactory performance of services equivalent to those set forth in this RFQ. In doing so, the County may directly request clarifications of Statements of Qualification from one or more Consultants.

In evaluating the Statements of Qualification, the County will employ a one hundred (100) point competitive evaluation system with consideration given to each of the following categories:

- **Business Profile and References – 30 points:** The Consultant's experience in providing services equivalent to those set forth in this RFQ for government agencies of comparable size.
- **Staffing levels – 30 points:** The Consultant's ability to provide key personnel familiar with providing services equivalent to those set forth in this RFQ.
- **Location – 10 points:** The Consultant's ability to provide staff from offices located in or near Humboldt County.
- **Ability to Provide High-Quality Services – 30 points:** The overall impression of the Consultant's ability to provide services equivalent to those set forth in this RFQ.

All Statements of Qualification will be evaluated by an RFQ Evaluation Committee made up of County staff members and The Project Trellis Committee. Consultants may be requested to make presentations in accordance with direction from the County. Any delay caused by a Consultant's failure to respond to

direction from the County may lead to a rejection of the Statement of Qualification. All contacts made with the County during the evaluation process shall be through Humboldt County Public Works Deputy Director, Tony Seghetti (see Section 9.1 for contact information). Attempts by a Consultant to contact any other County representative during the evaluation process may lead to rejection of the Statement of Qualification.

The evaluation and selection process is designed to award the procurement to Consultants with the best combination of attributes based upon the above-referenced evaluation criteria. Accordingly, Statements of Qualification will be evaluated against the evaluation criteria set forth in this RFQ and not against other Statements of Qualification. Consultants will be placed in the Pool of Potential Consultants based upon a total review and evaluation of each Statement of Qualification.

The County reserves the right to request clarifications and conduct interviews with any or all Consultants. The purpose of any such request for clarifications or interviews shall be to ensure full understanding of the Statement of Qualification. If clarifications are made as a result of such discussions the Consultant shall put such clarifications in writing. Conflict resolution shall be handled by County staff upon receiving a written statement from the Consultant about this RFQ process.

## **9.0 MODIFICATION AND CORRECTION:**

### **9.1 Requests for Clarification or Correction:**

Consultants shall be responsible for meeting all of the requirements and conditions set forth in this RFQ. If a Consultant discovers any ambiguity, conflict, discrepancy, omission or other error in this RFQ, a written request for clarification or correction should be submitted to the County at the following address:

COUNTY: County of Humboldt- County Administrative Office, Economic Development  
Division  
Attention: Peggy Murphy, Economic Development Specialist  
520 E Street  
Eureka, CA 95501  
Email: ProjectTrellis@co.humboldt.ca.us

Requests for clarification or correction and any other questions pertaining to this RFQ must be received by the County before **5:00 p.m. PST on April 30, 2021**. All responses to such requests for clarification or correction and written questions shall be issued by the County on or before **May 7, 2021**.

### **9.2 Addenda:**

Any modifications to this RFQ shall be made by written Addenda. Addenda to this RFQ, if necessary, will be distributed via mail, email or facsimile to all Consultants by the County and will be posted on the County's website. Addenda issued by the County interpreting or modifying any portion of this RFQ shall be incorporated into the Consultant's Statement of Qualification. The Addenda Cover Sheet shall be signed and dated by the Consultant and submitted to the County with the Statement of Qualification. Any oral communications concerning this RFQ by County personnel are not binding on the County and shall in no way modify this RFQ or the obligations of the County or any Consultants.

## **10.0 CANCELLATION OF THE REQUEST FOR QUALIFICATIONS PROCESS:**

The County hereby reserves the right to modify or cancel the RFQ process at any time after the issuance of this RFQ, but prior to the time that specific consulting firms are placed in the Pool of Potential Consultants, if the County determines, in its sole discretion, that doing so is in the best interests of the County. This RFQ does not commit the County to place any Consultant in the Pool of Potential Consultants, or to award a project specific Consultant Services Agreement to any Consultant.

**REQUEST FOR QUALIFICATIONS – NO.1120-275-PTEquity**  
**Project Trellis Local Equity Program Cannabis Small Business Consulting Services**

**ATTACHMENT A – SIGNATURE AFFIDAVIT**  
**(Submit With Proposal)**

<b>REQUEST FOR QUALIFICATIONS – NO.1120-275-PTEquity</b> <b>SIGNATURE AFFIDAVIT</b>	
<b>NAME OF FIRM:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP</b>	
<b>CONTACT PERSON:</b>	
<b>PHONE #:</b>	
<b>FAX #:</b>	
<b>EMAIL:</b>	

Government Code Sections 6250, et seq., the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Statement of Qualification, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Statement of Qualification; that this Statement of Qualification has been independently arrived at without collusion with any other Consultant, competitor or potential competitor; that this Statement of Qualification has not been knowingly disclosed prior to the opening of Statements of Qualification to any other Consultant or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above named firm and hereby agrees to all the terms, conditions, and specifications required by the County in this Request for Qualifications and declares that the attached Statement of Qualification is in conformity therewith.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

This firm hereby acknowledges receipt / review of the following Addendum(s), if any  
Addendum # [ ] Addendum # [ ] Addendum # [ ] Addendum # [ ]

**REQUEST FOR QUALIFICATIONS – NO.1120-275-PTEquity  
Project Trellis Local Equity Program Cannabis Small Business Consulting Services**

**ATTACHMENT B – REFERENCE DATA SHEET  
(Submit With Proposal)**

<b>REFERENCE DATA SHEET</b>	
Provide a minimum of three (3) references with name, address, contact person and telephone number whose scope of business or services is similar to those of Humboldt County (preferably in California). Previous business with the County does not qualify.	
<b>NAME OF AGENCY:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>CONTACT PERSON:</b>	<b>EMAIL:</b>
<b>PHONE #:</b>	<b>FAX #:</b>
<b>Department Name:</b>	
<b>Approximate County (Agency) Population:</b>	
<b>Number of Departments:</b>	
<b>General Description of Scope of Work:</b>	
<b>NAME OF AGENCY:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>CONTACT PERSON:</b>	<b>EMAIL:</b>
<b>PHONE #:</b>	<b>FAX #:</b>
<b>Department Name:</b>	
<b>Approximate County (Agency) Population:</b>	
<b>Number of Departments:</b>	

<b>General Description of Scope of Work:</b>		
<b>Applicant Tracking System Implementation Date:</b>		
<b>NAME OF AGENCY:</b>		
<b>STREET ADDRESS:</b>		
<b>CITY, STATE, ZIP:</b>		
<b>CONTACT PERSON:</b>		<b>EMAIL:</b>
<b>PHONE #:</b>		<b>FAX #:</b>
<b>Department Name:</b>		
<b>Approximate County (Agency) Population:</b>		
<b>Number of Departments:</b>		
<b>General Description of Scope of Work:</b>		

**REQUEST FOR QUALIFICATIONS – NO.1120-275-PTEquity  
Project Trellis Local Equity Program Cannabis Small Business Consulting Services**

**ATTACHMENT C – CONSULTANT COMPETANCIES AND SPECILATIES**

The County of Humboldt-County Administrative Office, Economic Development Division, will be contracting with numerous different consultants to create a pool of consultants available to help equity applicants and licensees through one on one consultation services. It is not required that consultants are able to perform each type of consultation service, but it is required that consultants identify which services they are able to perform. Please indicate in the table below which services you, the consultant, specialize in, are capable of performing, but do not necessarily specialize in, or do not perform at all.

<b>CONSULTANT COMPETANCIES AND SPECILATIES</b>			
<b>CONSULTATION TYPE</b>	<b>Specialty</b>	<b>Capable</b>	<b>Does not perform</b>
Business planning			
Human resource management			
Bookkeeping and accounting practices and systems.			
Loan application preparation			
Capital procurement services			
Site location services			
Compliance			
Formation and administration of Road Maintenance Associations			
Formation of agricultural cooperatives, or cannabis cooperatives.			
Taxes			
Legal Services			
Professional Services			
Other (please specify)			

**REQUEST FOR QUALIFICATIONS – NO.1120-275-PTEquity  
Project Trellis Local Equity Program Cannabis Small Business Consulting Services**

**ATTACHMENT D – SAMPLE CONSULTANT SERVICES AGREEMENT**

**AGREEMENT FOR CONSULTANT SERVICES  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
[NAME OF CONSULTANT]  
FOR  
CANNABIS SMALL BUSINESS CONSULTING SERVICES FOR  
County of Humboldt Project Trellis Local Equity Program  
Project No.1120-275PTEquity**

This standard agreement terms and conditions (“Agreement”) between the County of Humboldt (“COUNTY”) and \_\_\_\_\_ (“CONTRACTOR”) for provision of services is effective from \_\_\_\_\_ to \_\_\_\_\_

1. **SUBJECT OF AGREEMENT:** CONTRACTOR shall provide goods and/or services to COUNTY as set forth in Exhibit A – Description of Services and Schedule of Rates
  
2. **TERMINATION:**
  - A. **Termination for Cause.** COUNTY may, in its sole discretion, immediately terminate this Agreement, if CONTRACTOR fails to adequately provide the goods and/or services required hereunder, fails to comply with the terms or conditions set forth herein or violates any local, state or federal law, regulation or standard applicable to its performance herein.
  
  - B. **Termination without Cause.** COUNTY may terminate this Agreement without cause upon written notice which states the effective date of the termination.
  
  - C. **Compensation upon Termination.** In the event this Agreement is terminated, CONTRACTOR shall be entitled to compensation for uncompensated services provided pursuant to the terms and conditions set forth herein through, and including, the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this Agreement by CONTRACTOR.
  
3. **COMPENSATION and PAYMENT:**
  - A. The maximum amount payable for all services provided pursuant to this Agreement is \$50,000. CONTRACTOR agrees to provide all services required under this Agreement for an amount not to exceed such maximum dollar amount. The specific rates and costs applicable to this Agreement are set forth in Exhibit A – Description of Services and Schedule of Rates, which is attached hereto and incorporated herein by reference.

B. CONTRACTOR shall submit to COUNTY invoices itemizing all services provided, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement. Payment for approved charges shall be made within sixty (60) days after receipt of approved invoices.

**4. NOTICES:**

Any and all notices required to be given pursuant to the terms and conditions of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested to the respective addresses set forth on the Signature Page of this Agreement. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

**5. CONFIDENTIAL INFORMATION:**

In the performance of this Agreement, CONTRACTOR may receive information that is confidential under local, state or federal law. CONTRACTOR hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards.

**6. NON-DISCRIMINATION COMPLIANCE:**

In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors hereunder, shall not unlawfully discriminate in the provision of services or goods or against any employee or applicant for employment because of: race; religion or religious creed; color; age, over forty (40) years of age, sex; including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing set forth herein shall be construed to require the employment of unqualified persons.

**7. NUCLEAR-FREE CLAUSE CERTIFICATION:**

By executing this Agreement, CONTRACTOR certifies that it is not a Nuclear Weapons Contractor in that CONTRACTOR is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear-Free Humboldt County Ordinance. CONTRACTOR agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor, as defined above. COUNTY may immediately terminate this Agreement if it determines that the forgoing certification is false or if CONTRACTOR subsequently becomes a Nuclear Weapons Contractor.

**8. INDEMNIFICATION:**

A. **Hold Harmless, Defense and Indemnification.** CONTRACTOR shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and

volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CONTRACTOR's negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.

- B. Effect of Insurance.** Acceptance of the insurance required by this Agreement shall not relieve CONTRACTOR from liability under this provision. This provision shall apply to all claims for damages related to CONTRACTOR's performance hereunder regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

**9. INSURANCE:**

This Agreement shall not be executed by COUNTY, and CONTRACTOR is not entitled to any rights hereunder, unless certificates of insurances, or other sufficient proof that the following provisions have been complied with, are filed with the Humboldt County Risk Manager.

- A. General Insurance Requirements.** Without limiting CONTRACTOR's indemnification obligations set forth herein, CONTRACTOR, and its subcontractors hereunder, shall take out and maintain, throughout the entire term of this Agreement and any extensions thereof, the following policies of insurance placed with insurers authorized to do business in the State of California and with a current A.M. Best's rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from, or in connection with, the activities of CONTRACTOR and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000.00) per occurrence for any one (1) incident, including, without limitation, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or be twice the required occurrence limit.
2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
3. Workers Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit not less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain or be endorsed to contain a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers.

- B. Special Insurance Requirements.** Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that

COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:

- a. Includes contractual liability.
  - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to "XCU Hazards."
  - c. Is the primary insurance with regard to COUNTY.
  - d. Does not contain a pro-rata, excess only and/or escape clause.
  - e. Contains a cross liability, severability of interest or separation of insureds clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice requirements set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
  3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer's liability.
  4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained by COUNTY are excess to CONTRACTOR's insurance and will not be used to contribute therewith.
  5. Any failure to comply with the terms and conditions of this Agreement shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.
  6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms as approved by the Humboldt County Risk Manager. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CONTRACTOR does not keep all required policies in full force and effect, COUNTY may, in addition to any other available remedies, take out the necessary insurance and deduct the cost of said insurance from the monies owed to CONTRACTOR under this Agreement.
  7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONTRACTOR shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

- C. Insurance Notices.** Any and all insurance notices required to be given pursuant to the terms and conditions of this Agreement shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

**COUNTY:** County of Humboldt  
Attention: Risk Management  
825 Fifth Street, Room 131  
Eureka, California 95501

**10. RELATIONSHIP OF PARTIES:**

It is understood that this Agreement is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation, overtime, retirement, leave or worker's compensation benefits. CONTRACTOR shall be solely responsible for the acts and omissions of its agents, officers, employees, assignees and subcontractors.

**11. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:**

- A. General legal Requirements.** CONTRACTOR agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- B. Accessibility Requirements.** CONTRACTOR agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 1135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in Section 1194.1 of Title 36 of the Code of Federal Regulations, all as may be amended from time to time.
- C. Conflict of Interest Requirements.** CONTRACTOR agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, COUNTY's Conflict of Interest Code, all as may be amended from time to time.
- D. Licensure Requirements.** CONTRACTOR agrees to comply with any and all local, state and federal licensure, certification and accreditation requirements applicable to the goods and/or services provided pursuant to the terms and conditions of this Agreement, including, without limitation, any and all applicable provisions of Sections 7000, *et seq.* of the California Business and Professions Code. CONTRACTOR hereby warrants that it has obtained, and shall maintain throughout the term of this Agreement, any and all local, state and/or federal permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement.

**12. PROVISIONS REQUIRED BY LAW:**

This Agreement is subject to any additional local, state and federal restrictions, limitations or

conditions that may affect the terms, conditions or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

**13. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:**

In the event any law, regulation or standard referred to herein is amended during the term of this Agreement, the parties agree to comply with the amended provision as of the effective date thereof.

**14. SEVERABILITY:**

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

**15. ASSIGNMENT:**

Neither party shall delegate its duties or assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by CONTRACTOR in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

**16. AGREEMENT SHALL BIND SUCCESSORS:**

All provisions of this Agreement shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

**17. WAIVER OF DEFAULT:**

The waiver by either party of any breach of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement which may then exist on the part of CONTRACTOR. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default.

**18. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:**

No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

**19. AMENDMENTS:**

This Agreement may be amended at any time upon the mutual consent of both parties. No addition to, or alteration of, any term of this Agreement shall be valid unless made in writing and signed by an authorized representative of each party.

**20. STANDARD OF PRACTICE:**

CONTRACTOR warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CONTRACTOR's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

**21. PUBLIC RECORDS:**

It is understood that any and all information, documents and materials concerning the subject matter of this Agreement prepared and/or submitted by CONTRACTOR shall become the property of COUNTY and are subject to disclosure under the California Public Records Act, California Government Code Sections 6250, *et seq.*

**22. JURISDICTION AND VENUE:**

This Agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 and 395.

**23. SUBCONTRACTS:**

CONTRACTOR shall not subcontract any portion of services to be provided pursuant to the terms and conditions of this Agreement. CONTRACTOR shall remain legally responsible for the performance of all terms and conditions of this Agreement, including, without limitation, any and all goods and/or services provided by third parties under subcontracts, whether approved by COUNTY or not.

**24. ATTORNEYS' FEES:**

If either party shall commence any legal action, including, without limitation, an action for declaratory relief, against the other by reason of the alleged failure of the other to perform any of its obligations hereunder, the party prevailing in said action shall be entitled to recover court costs and reasonable attorneys' fees, including, but not limited to, the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

**25. SURVIVAL OF PROVISIONS:**

The duties and obligations of the parties set forth in Section 1(D) – Compensation upon Termination, Section 5 – Confidential Information and Section 8 – Indemnification shall survive the expiration or termination of this Agreement.

**26. CONFLICTING TERMS AND CONDITIONS:**

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this Agreement, the terms and conditions set forth herein shall have priority. CONTRACTOR understands and agrees that all CONTRACTOR service agreements are subordinate to this Agreement and that all CONTRACTOR service agreements shall be deemed to incorporate all the terms and conditions of this Agreement. CONTRACTOR service agreements shall not be construed as amendments to this Agreement or as authority for CONTRACTOR to increase the price of any product or service or to modify any term or condition of this Agreement.

**27. INTERPRETATION:**

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

**28. INDEPENDENT CONSTRUCTION:**

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

**29. FORCE MAJEURE:**

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

**30. ENTIRE AGREEMENT:**

This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in its entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this Agreement are hereby ratified.

**31. COUNTERPART EXECUTION:**

This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This Agreement, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement and any amendments hereto.

**32. AUTHORITY TO EXECUTE:**

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

\*\*Corporations require two signatures of the officers in the roles name below the Title lines.

**CONTRACTOR:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
SECRETARY, CHIEF FINANCIAL OFFICER, OR TREASURER

**COUNTY OF HUMBOLDT:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Humboldt County Purchasing Agent

**APPROVED AS TO FORM:** RISK MANAGER (PRE-APPROVED FORM) 1-6-2021

**ADDRESSES FOR NOTICES:**

**CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY:** Humboldt County Administrative Office – Purchasing Division  
825 Fifth Street, Room 112  
Eureka, California 95501

**ATTACHMENT:**

Exhibit A – Description of Goods and/or Services and Schedule of Rates

**REQUEST FOR QUALIFICATIONS – NO.1120-275-PTEquity  
Project Trellis Local Equity Program Cannabis Small Business Consulting Services**

**ATTACHMENT D – LIST OF EXAMPLE PROJECTS<sup>1</sup>**

Project No.	Equity Applicant/Licensee Name	Project Description	Approved hours
21-Equity-05	John Doe	HR: create standard operating procedures manual	10
21-Equity-60	Jane Doe	Bookkeeping and accounting: transfer accounting to Quickbooks	6
21-Equity-102	Johnny Doe	Tax preparation: assist applicant in tax preparation	6

<sup>1</sup>List of example projects is just for purposes of example, these are not the exact projects to be assigned. County anticipates that additional, yet unidentified, projects and or funding may potentially increase the number of projects for on-call services.