



# Contract Review Sheet

HR-3825-20 (2)

Contract for Services #: HR-3825-20 Amendment #: 2

Contact: Toby Giddings Department: Human Resources

Phone #: x5047 Date Sent: Monday, July 19, 2022

Title: EAP Services for County Employees

Contractor's Name: Canopy Wellbeing

Term - Date From: December 17, 2020 Expires: December 31, 2022

Contract Total: \$ 95,000.00 Amendment: \$ 40,000.00 New Total: \$ 135,000.00

☐ Incoming Funds ☐ Federal Funds ☐ Reinstatement ☐ Retroactive ☒ Amendment greater than 25%

Source Selection Method: Exemption Rule/Statute: MCPCR 50-0150

Description of Services or Grant Award

Amendment 2 is to add funds to cover services through the remainder of the contract.

Desired BOC Session Date: 8/10/2022 BOC Planning Date: 7/28/2022

Files submitted in CMS: 7/20/2022 Printed packet & copies due in Finance: 7/26/2022

BOC Session Presenter(s) Lori Klemesen

## FOR FINANCE USE

Date Finance Received: 7/19/2022 Date Legal Received: \_\_\_\_\_

Comments: Y

## REQUIRED APPROVALS

DocuSigned by:  
Camber Schlag  
C5B2F3DF257F444...  
7/19/2022  
Finance - Contracts Date

DocuSigned by:  
Carnie Graham  
C56F30E42D03469...  
7/25/2022  
Contract Specialist Date

DocuSigned by:  
Jane E Vetto  
D0CFC5B04B9F483...  
7/21/2022  
Legal Counsel Date

DocuSigned by:  
Jan Fritz  
DC16351248DE4EC...  
7/23/2022  
Chief Administrative Officer Date



## MARION COUNTY BOARD OF COMMISSIONERS

**Board Session Agenda Review Form**

Meeting date: 8/10/2022

Department: Human Resources

Agenda Planning Date: 7/28/2022

Time required: 5

☐ Audio/Visual aids

Contact: Toby Giddings

Phone: x5047

Department Head Signature:

DocuSigned by:  
Lori Klemsen  
06E037F46FC74DB...

**TITLE**

EAP Services for County Employees

**Issue, Description & Background**

Amendment 2 is to add funds to cover services through the remainder of the contract.

**Financial Impacts:**

Original contract \$95,000.00. Amendment 2 adds \$40,000.00 for a new contract total of \$135,000.00

**Impacts to Department & External Agencies****Options for Consideration:**

- 1) Approve Amendment 2 to add funds to HR-3825-20.
- 2) Do not approve Amendment 2
- 3) Take no action at this time

**Recommendation:**

Approve Amendment 2 to add funds to HR-3825-20.

**List of attachments:**

Contract Review Sheet  
Amendment 2 to HR-3825-20

**Presenter:**

Lori Klemsen

*Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)*

**Copies to:**

Toby Giddings - tgiddings@co.marion.or.us



Marion County  
OREGON

**AMENDMENT 2 to HR-3825-20**  
**the CONTRACT FOR SERVICES**  
**between**  
**MARION COUNTY AND CANOPY WELLBEING**

This Amendment No. 2 to the Contract for Services (as amended from time to time, the "Contract"), dated December 15, 2020 between Marion County, a political subdivision of the State of Oregon, hereafter called County, and Canopy Wellbeing, formerly Cascade Centers, Inc., hereafter called Contractor.

The Contract is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by brackets):

**2. CONSIDERATION.**

A. The maximum, not-to-exceed compensation payable to Contractor under this Contract, which includes any allowable expenses, is \$135,000.00 [\$95,000.00].

**EXHIBIT A**  
**STATEMENT OF WORK**

**2. COMPENSATION.** The total amount available for payment to Contractor under Exhibit A, section 2.A and for authorized reimbursement to Contractor under Exhibit A, section 2.C is \$135,000.00 [\$95,000.00].

Except as expressly amended above, all other terms and conditions of the original contract are still in full force and effect. Contractor certifies that the representations, warranties and certifications contained in the original Contract are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

**MARION COUNTY SIGNATURES  
BOARD OF COMMISSIONERS:**

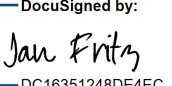
Chair	Date
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Commissioner	Date
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Commissioner	Date
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Authorized Signature:  <div style="font-size: small; margin-top: 2px;">             DocuSigned by:              06E037F46FC74DB...           </div>	7/19/2022
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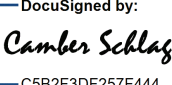
Department Director or designee	Date
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Authorized Signature:  <div style="font-size: small; margin-top: 2px;">             DocuSigned by:              DC16351248DE4EC...           </div>	7/23/2022
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Chief Administrative Officer	Date
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Reviewed by Signature:  <div style="font-size: small; margin-top: 2px;">             DocuSigned by:              D0CFC5B04B9F483...           </div>	7/21/2022
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Marion County Legal Counsel	Date
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Reviewed by Signature:  <div style="font-size: small; margin-top: 2px;">             DocuSigned by:              C5B2F3DF257F444...           </div>	7/19/2022
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Marion County Contracts & Procurement	Date
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**CANOPY WELLBEING SIGNATURE**

Authorized Signature:	Date
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Title:	
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**AMENDMENT No. 1**

**CASCADE CENTERS SUBSCRIPTION AGREEMENT**

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

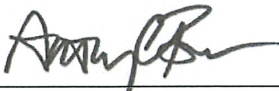
This is an Amendment to **Cascade Centers Subscription Agreement**, dated January 1, 2021, by and between Marion County, under the laws of the State of Oregon, hereinafter referred to as "Customer" or "Employer" and Cascade Centers Inc, whose address is 7180 SW Fir Loop Ste 100 Portland OR 97223.

This amendment replaces Exhibit A, Statement of Work, of the Agreement to modify the following:

1. Rate changes from \$3.05 to \$3.10 per employee per month.
2. Effective date of Amendment is January 1, 2022

All other terms and conditions shall remain unchanged and in full force and effect.

**CASCADE CENTERS INC.**

By 

Name Anthony Brown

Title CEO


7180 SW Fir Loop Suite 100


Portland OR 97223

Date: September 24, 2021

**MARION COUNTY SIGNATURE**

Authorized Signature:  10/25/2021  
Department Director or designee Date

Authorized Signature:  10/29/21  
Chief Administrative Officer Date

Reviewed by Signature:  10/27/21  
Marion County Legal Counsel Date

Reviewed by Signature:  10/25/21  
Marion County Contracts & Procurement Date

**EXHIBIT A  
STATEMENT OF WORK**

**1. STATEMENT OF SERVICES.** Contractor shall perform Services as described below.

- A. **GENERAL INFORMATION.** This Agreement governs the provision of certain EAP services offered by Cascade (the "Service" or "Services") to Customer and sets forth the terms and conditions under which those Services will be delivered.

This Agreement applies to the County and County employees' and eligible family members access to, and use of, all or part of any service of Cascade Centers.

**B. REQUIRED SERVICES, DELIVERABLES AND DELIVERY SCHEDULE**

The County agrees to assist Cascade Centers in the performance of services as follows:

- i. Designate employee who will act as liaison with Cascade Centers
- ii. Provide Cascade Centers with a current total number of employees eligible for EAP services on a monthly basis.
- iii. To give prompt notice to Cascade Centers whenever Employer observes or otherwise becomes aware of any deficiency in the proposed delivery of services.
- iv. To distribute EAP promotional materials and schedule orientation sessions/supervisory training as appropriate.
- v. To provide Cascade Centers with current health plan benefit information annually or as changes occur

Cascade EAP Services Included	Cost
<p><b>Diagnosis and Treatment Planning:</b> Up to six paid counseling sessions per family member per year. Sessions available face-to-face, telephonic or live online virtual sessions through secure video or chat. Intake, evaluation, short term problem solving, and referral to community resources for problems including, but not limited to, substance abuse, relationships, mental/emotional, and work related.</p> <p><b>24/7/365 crisis telephone coverage:</b> Staffed by professional counselors.</p> <p><b>Promotional Materials:</b> Printed materials include brochures, wallet cards, and posters with tear offs. Electronic materials include newsletter and flyers.</p> <p><b>EAP services:</b></p> <ul style="list-style-type: none"><li>• Career Development Services</li><li>• Wellbeing Text Support</li><li>• Life Coaching</li><li>• Gym Membership Discounts</li><li>• Will Kit Questionnaire</li><li>• Pet Parent Resources</li><li>• Concierge and resource retrieval services (caregiver, childcare, eldercare and other activities of daily living) provided within 3-5 business days</li><li>• Housing Support, relocation and home ownership program</li></ul> <p><b>Work/Family/Life Balance Services</b></p> <ul style="list-style-type: none"><li>• <i>Legal/Mediation:</i> Each covered member is eligible for one (1) initial 30-minute office or telephone consultation per separate legal/mediation matter (limit three per year). Discount of 25% from the attorney's/mediator's normal hourly rate thereafter.</li><li>• <i>Financial:</i> Each covered member is eligible to receive telephonic financial coaching from certified financial consultants.</li><li>• <i>Identity Theft Services:</i> 60-minute free consultation with a highly trained <i>Fraud Resolution Specialist™ (FRS)</i>.</li></ul> <p><b>Interactive EAP Website</b></p> <ul style="list-style-type: none"><li>• Self-Assessments</li><li>• Videos</li><li>• Webinars</li><li>• Legal Resource Center</li></ul>	<p><b>\$3.10 per employee per month for 2022</b></p>

<p><b>LifeBalance Wellness Program:</b> Access to services in areas such as fitness, weight management, and stress reduction to help employees improve their overall health.</p> <p><b>WholeLife Directions:</b> Access to Cascade's Behavioral Health Risk Assessment which provides immediate feedback and recommendations for nine mental health domains. Includes individual report, access to evidence based self-use programs, employer aggregate report, participation/ incentive report, and <i>WholeLife Directions</i> total wellness campaign.</p> <p><b>Reporting:</b> Online utilization reporting and annual summary.</p> <p><b>Unlimited telephone management consultation</b> with an EAP representative.</p> <p><b>Unlimited management referrals</b> with follow-up to employer as needed.</p> <p><b>On-site EAP Services*: Included (six) hours can be used for</b></p> <ul style="list-style-type: none"> <li>• Employee EAP Orientations</li> <li>• Supervisor EAP Orientations</li> <li>• One-Hour EAP Seminars</li> <li>• Benefit Fairs and Open Enrollment Meetings</li> </ul>	
<p><b>Group Critical Incident Stress Debriefing:</b> Provided 48-72 hours following a traumatic event. Includes 24/7 consultation services to management pre, post and during.</p>	Included

Additional Onsite Services available	Cost
Any additional on-site EAP services beyond the allotted annual hours will be billed at	\$315.00 per hour, \$95.00 per hour travel
<b>On-Site Legal Seminars:</b> Specialized training facilitated by subject matter expert.	\$450.00 per seminar
<b>On-Site Financial Seminars:</b> Specialized training facilitated by subject matter expert.	\$450.00 per seminar
<b>On-site Organizational Development:</b> Teambuilding, conflict resolution, and other specialized training.	\$375.00 per hour \$95.00 per hour travel
<b>First Responder Services:</b> Cascade will provide on-site crisis counselors within 2 – 24 hours of notification of a traumatic event. Services include informal outreach, check- in, supportive listening, problem-solving for immediate needs, assessment of mental / emotional health, and make recommendations as needed. Cascade will also conduct phone calls as needed to ascertain mental / emotional needs for those employee(s) wishing additional EAP check-ins. Face-to-face counseling or other support services will be arranged as needed.	\$425.00 per hour \$200.00 per hour travel
<b>On-Site Individual Counseling/Grief Support:</b> Formal on-site counseling is available.	Mon – Fri 8:00 am to 5:00 pm \$375.00 per hour \$95.00 per hour travel  All other hours \$400.00 per hour \$95.00 per hour travel

\*Notes:

- A minimum attendance of ten employees for Orientations and EAP Seminars are required.
- A minimum attendance of five employees for CISD are required.
- On-site hours not utilized one year may not be carried over into the following year.
- A cancelation fee will apply for on-site services canceled within 24 hours of the scheduled event.



- C. **COMPENSATION.** The total amount available for payment to Contractor under Exhibit A, section 2.A and for authorized reimbursement to Contractor under Exhibit A, section 2.C is \$95,000.

Cascade Centers shall bill the County for the Subscription Fees on a monthly basis. Unless otherwise agreed to in writing by the Parties, Customer will pay all invoiced fees within fifteen (15) days of receipt of the applicable invoice.

D. **GENERAL PAYMENT PROVISIONS.**

Notwithstanding any other payment provision of this contract, failure of the Contractor to submit required reports when due, or failure to perform or document the performance of contracted services, may result in withholding of payments under this contract. Such withholding of payment for cause shall begin thirty (30) days after written notice is given by the County to the Contractor, and shall continue until the Contractor submits required reports, performs required services or establishes, to the County's satisfaction, that such failure arose out of causes beyond the control, and without the fault or negligence of the Contractor.

- E. **INVOICES.** Contractor shall send all invoices to County's Contract Administrator at the address specified below or to any other address as County may indicate in writing to Contractor.

**Marion County**  
**Attn: Michelle Shelton, Chief Human Resources Officer**  
**PO Box 14500**  
**Salem, OR 97309**

## **MARION COUNTY CONTRACT FOR SERVICES**

This contract is between Marion County (a political subdivision of the State of Oregon) hereinafter called County, and Cascade Centers, Inc., hereinafter called Contractor.

Contractor agrees to perform, and County agrees to pay for, the services and deliverables described in Exhibit A (the "Work").

1. **TERM.** This Contract is effective on the date it has been signed by all parties and all required County approvals have been obtained. Customer's subscription to the Service shall commence on the Effective Date and shall continue for 24 months (the "Term"). This Contract expires on December 31, 2022.

2. **CONSIDERATION.**

A. The maximum, not-to-exceed compensation payable to Contractor under this Contract, which includes any allowable expenses, is \$95,000.00. County will not pay Contractor any amount in excess of the not-to-exceed compensation of this Contract for completing the Work, and will not pay for Work performed before the date this Contract becomes effective or after the termination of this Contract. If the maximum compensation is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.

B. Interim payments to Contractor shall be made in accordance with the payment schedule and requirements in Exhibit A.

3. **COMPLIANCE WITH STATUTES AND RULES.**

A. County and the Contractor agree to comply with the provisions of this contract and all applicable federal, state, and local statutes and rules.

Unless otherwise specified, responsibility for all taxes, assessment, and any other charges imposed by law upon employers shall be the sole responsibility of the Contractor. Failure of the Contractor or the County to comply with the provisions of this contract and all applicable federal, state, and local statutes and rules shall be cause for termination of this contract as specified in sections concerning recovery of funds and termination.

County's performance under this Contract is conditioned upon Contractor's compliance with the obligations intended for contractors under ORS 279B.220, 279B.225 (if applicable to this Contract), 279B.230 and 279B.235 (if applicable to this Contract), which are incorporated by reference herein.

B. Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. For the purposes of this Section, "tax laws" includes all the provisions described in subsection 27. C. (i) through (iv) of this Contract.

- i. Any violation of subsection B of this section shall constitute a material breach of this Contract. Further, any violation of Contractor's warranty, in subsection 27.3 of this Contract, that Contractor has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state also shall constitute a material breach of this Contract. Any violation shall entitle the County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract, at law, or in equity, including but not limited to:

- a. Termination of this Contract, in whole or in part;



- b. Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Contractor, in an amount equal to State's setoff right, without penalty; and
- c. Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. The County shall be entitled to recover any and all damages suffered as the result of Contractor's breach of this Contract, including but not limited to direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing services.

C. These remedies are cumulative to the extent the remedies are not inconsistent, and the County may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

**4. CIVIL RIGHTS, REHABILITATION ACT, AMERICANS WITH DISABILITIES ACT and TITLE VI OF THE CIVIL RIGHTS ACT.** Contractor agrees to comply with the Civil Rights Act of 1964, and 1991, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, and Title VI as implemented by 45 CFR 80 and 84 which states in part, No qualified person shall on the basis of disability, race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which received or benefits from federal financial assistance.

**5. TIME IS OF THE ESSENCE.** Contractor agrees that time is of the essence in the performance of this Contract.

**6. FORCE MAJEURE.** Neither County nor Contractor shall be responsible for any failure to perform or for any delay in the performance of any obligation under this Contract caused by fire, riot, acts of God, terrorism, war, or any other cause which is beyond the breaching party's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate the cause of Contractor's delay or breach and shall, upon the cessation of the cause, continue performing under this Contract. County may terminate this Contract upon written notice to Contractor after reasonably determining that the delay or breach will likely prevent successful performance of this Contract.

**7. FUNDING MODIFICATION.**

A. County may reduce or terminate this contract when state or federal funds are reduced or eliminated by providing written notice to the respective parties.

B. In the event the Board of Commissioners of the County reduces, changes, eliminates, or otherwise modifies the funding for any of the services identified, the Contractor agrees to abide by any such decision including termination of service.

**8. RECOVERY OF FUNDS.** Expenditures of the Contractor may be charged to this contract only if they (1) are in payment of services performed under this contract, (2) conform to applicable state and federal regulations and statutes, and (3) are in payment of an obligation incurred during the contract period.

Any County funds spent for purposes not authorized by this contract and payments by the County in excess of authorized expenditures shall be deducted from future payments or refunded to the County no later than thirty (30) days after notice of unauthorized expenditure or notice of excess payment.

Contractor shall be responsible to repay for prior contract period excess payments and un-recovered advanced payments provided by the County. Repayment of prior period obligations shall be made to the County in a manner agreed on.

**9. ACCESS TO RECORDS.**

A. Contractor shall permit authorized representatives of the County, State of Oregon, or the applicable audit agencies of the U.S. Government to review the records of the Contractor as they relate to the contract services in order to satisfy audit or program evaluation purposes deemed necessary by the County and permitted by law.

B. Contractor agrees to establish and maintain financial records, which indicate the number of hours of work provided, and other appropriate records pertinent to this contract shall be retained for a minimum of three (3) years after the end of the contract period. If there are unresolved audit questions at the end of the three-year period, the records must be maintained until the questions are resolved.

**10. REPORTING REQUIREMENTS.** Contractor shall provide County with periodic reports at the frequency and with the information prescribed by County. Further, at any time, County has the right to demand adequate assurances that the services provided by Contractor shall be in accordance with the Contract. Such assurances provided by the Contractor shall be supported by documentation in Contractor's possession from third parties.

**11. CONFIDENTIALITY OF RECORDS.**

A. Contractor shall not use, release or disclose any information concerning any employee, client, applicant or person doing business with the County for any purpose not directly connected with the administration of County's or the Contractor's responsibilities under this Contract except upon written consent of the County, and if applicable, the employee, client, applicant or person.

B. Contractor shall ensure that its agents, employees, officers and subcontractors with access to County and Contractor records understand and comply with this confidential provision.

C. If Contractor receives or transmits protected health information, Contractor shall enter into a Business Associate Agreement with County, which shall become part of this Contract, if attached hereto.

D. Client records shall be kept confidential in accordance with ORS 179.505, OAR 309-11-020, 45 CFR 205.50 and 42 CFR Part 2 as applicable.

**12. INDEMNIFICATION AND INSURANCE.**

A. Contractor shall defend, save, indemnify, and hold harmless the County, its officers, agents, and employees from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorney fees, resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this Contract. Contractor shall have control of the defense and settlement of any claim that is subject to this section. However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of either County or any department of County, nor purport to act as legal representative of either County or any of its departments, without first receiving from County Legal Counsel authority to act as legal counsel for the County, nor shall Contractor settle any claim on behalf of County without the approval of County Legal Counsel. County may, at its election and expense, assume its own defense and settlement.

B. Contractor shall obtain the insurance required under section 23 prior to performing under this Contract and shall maintain the required insurance throughout the duration of this Contract and all warranty periods.

C. County, pursuant to applicable provisions of ORS 30.260 to 30.300, maintains a self-insurance program that provides property damage and personal injury coverage.

**13. EARLY TERMINATION.** This Contract may be terminated as follows:

A. County and Contractor, by mutual written agreement, may terminate this Contract at any time.

B. County in its sole discretion may terminate this Contract for any reason on 30 days written notice to Contractor.

C. Either County or Contractor may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination the party seeking termination shall give to the other party written



notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.

D. Notwithstanding section 13C, County may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation or non-renewal of any license, permit or certificate that Contractor must hold to provide services under this Contract.

**14. PAYMENT ON EARLY TERMINATION.** Upon termination pursuant to section 13, payment shall be made as follows:

A. If terminated under 13A or 13B for the convenience of the County, the County shall pay Contractor for Work performed prior to the termination date if such Work was performed in accordance with the Contract. County shall not be liable for direct, indirect or consequential damages. Termination shall not result in a waiver of any other claim County may have against Contractor.

B. If terminated under 13C by the Contractor due to a breach by the County, then the County shall pay the Contractor for Work performed prior to the termination date if such Work was performed in accordance with the Contract.

C. If terminated under 13C or 13D by the County due to a breach by the Contractor, then the County shall pay the Contractor for Work performed prior to the termination date provided such Work was performed in accordance with the Contract less any setoff to which the County is entitled.

**15. INDEPENDENT CONTRACTOR.**

A. The Contractor is a separate and independently established business, retains sole and absolute discretion over the manner and means of carrying out the Contractor's activities and responsibilities for the purpose of implementing the provisions of this contract, and maintains the appropriate license/certifications, if required under Oregon Law. This contract shall not be construed as creating an agency, partnership, joint venture, employment relationship or any other relationship between the parties other than that of independent parties. The Contractor is acting as an "independent contractor" and is not an employee of County, and accepts full responsibility for taxes or other obligations associated with payment for services under this contract. As an "independent contractor", Contractor will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties for the duration of the contract.

B. SUBCONTRACTING/NONASSIGNMENT. No portion of the Contract may be contracted or assigned to any other individual, firm or entity without the express and prior approval of the County.

**16. GOVERNING LAW AND VENUE.** This Contract shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Contract shall be in the Circuit Court of Marion County. All rights and remedies of the County shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of the County according to law.

**17. OWNERSHIP AND USE OF DOCUMENTS.** All documents, or other material submitted to the County by Contractor shall become the sole and exclusive property of the County. All material prepared by Contractor under this Contract may be subject to Oregon's Public Records Laws.

**18. NO THIRD PARTY BENEFICIARIES.**

A. County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms.



B. Nothing in this contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.

**19. SUCCESSORS IN INTEREST.** The provisions of this Contract shall be binding upon and inure to the benefit of the parties and their successors and approved assigns.

**20. MERGER CLAUSE.** This Contract and the attached exhibits constitute the entire agreement between the parties.

A. All understandings and agreements between the parties and representations by either party concerning this Contract are contained in this Contract.

B. No waiver, consent, modification or change in the terms of this Contract shall bind either party unless in writing signed by both parties.

C. Any written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.

**21. WAIVER.** The failure of any Party to enforce any provision of this Contract shall not constitute a waiver by that Party or any other provision. Waiver of any default under this Contract by any Party shall not be deemed to be a waiver of any subsequent default or a modification of the provisions of this Contract.

**22. REMEDIES.** In the event of breach of this Contract, the Parties shall have the following remedies:

A. If terminated under 13C by County due to a breach by the Contractor, the County may complete the Work either itself, by agreement with another Contractor, or by a combination thereof. If the cost of completing the Work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the Contractor shall pay to the County the amount of the reasonable excess.

B. In addition to the remedies in sections 13 and 14 for a breach by the Contractor, County also shall be entitled to any other equitable and legal remedies that are available.

C. If County breaches this Contract, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.

**23. INSURANCE.**

A. **REQUIRED INSURANCE.** Contractor shall obtain at Contractor's expense the insurance specified in this section prior to performing under this Contract and shall maintain it in full force and at its own expense throughout the duration of this Contract and all warranty periods. Contractor shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in Oregon and that are acceptable to County:

i. **WORKERS COMPENSATION.** All employers, including Contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Contractor shall require and ensure that each of its subcontractors complies with these requirements.

ii. **PROFESSIONAL LIABILITY.** Covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Contract. Contractor shall provide proof of insurance of not less than the following amounts as determined by the County:

☒ Required by County    ☐ Not required by County.

- ☒ \$1,000,000 Per occurrence limit for any single claimant; and
- ☐ \$2,000,000 Per occurrence limit for multiple claimants
- ☐ Exclusion Approved by Risk Manager

iii. COMMERCIAL GENERAL LIABILITY. Covering bodily injury, death and property damage in a form and with coverages that are satisfactory to the County. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence basis. Contractor shall provide proof of insurance of not less than the following amounts as determined by the County:

☒ **Required by County**   ☐ **Not required by County.**

**Bodily Injury/Death:**

- ☒ \$1,000,000 Per occurrence limit for any single claimant; and
- ☒ \$2,000,000 Per occurrence limit for multiple claimants
- ☐ Exclusion Approved by Risk Manager
- ☐ \$500,000 Per occurrence limit for any single claimant
- ☐ \$1,000,000 Per occurrence limit for multiple claimant

iv. AUTOMOBILE LIABILITY INSURANCE. Covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Contractor shall provide proof of insurance of not less than the following amounts as determined by the County:

☒ **Required by County**   ☐ **Not required by County.**

**Bodily Injury/Death:**

- ☒ Oregon Financial Responsibility Law, ORS 806.060 (\$25,000 *property damage*/\$50,000 *bodily injury* \$5,000 *personal injury*).
- ☒ \$500,000 Per occurrence limit for any single claimant; and
- ☐ \$1,000,000 Per occurrence limit for multiple claimants
- ☐ Exclusion Approved by Risk Manager

B. ADDITIONAL INSURED. The Commercial General Liability insurance required under this Contract shall include Marion County, its officers, employees and agents as Additional Insureds but only with respect to Contractor's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

C. NOTICE OF CANCELLATION OR CHANGE. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without 30 days written notice from this Contractor or its insurer(s) to County. Any failure to comply with the reporting provisions of this clause shall constitute a material breach of Contract and shall be grounds for immediate termination of this Contract by County.

D. CERTIFICATE(S) OF INSURANCE. Contractor shall provide to County Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Contract. The Certificate(s) must specify all entities and individuals who are endorsed on the policy as Additional Insured (or Loss Payees). Contractor shall pay for all deductibles, self-insured retention and self-insurance, if any.

**24. NOTICE.** Except as otherwise expressly provided in this contract, any communications between the parties hereto or notices to be given hereunder shall be given in writing, to Contractor or County at the



address or number set forth below or to such other addresses or numbers as either party may hereafter indicate in writing. Delivery may be by personal delivery, or mailing the same, postage prepaid.

A. Any communication or notice by personal delivery shall be deemed delivered when actually given to the designated person or representative.

B. Any communication or notice mailed shall be deemed delivered five (5) days after mailing. Any notice under this Contract shall be mailed by first class postage delivered to:

To Contractor:

Anthony Brown  
Cascade Centers, Inc  
7180 SW Fir Loop Suite 100  
Portland, Oregon 97223

To County:

Procurement & Contracts Manager  
555 Court Street NE, Suite 5232  
P.O. Box 14500  
Salem, Oregon 97309  
Fax No. 503-588-5237

**25. SURVIVAL.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in sections 2, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25 and 26.

**26. SEVERABILITY.** If any term or provision of this Contract is declared illegal or in conflict with any law by a court of competent jurisdiction, the validity of the remaining terms and provisions that shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

**27. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES.** Contractor represents and warrants to the County that:

A. Contractor has the power and authority to enter into and perform this Contract.

B. This Contract, when executed and delivered, is a valid and binding obligation of Contractor, enforceable in accordance with its terms.

C. Contractor (to the best of Contractor's knowledge, after due inquiry), for a period of no fewer than six calendar years preceding the effective date of this Contract, faithfully has complied with:

i. All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;

ii. Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor;

iii. Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and

iv. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

D. Any items delivered to the County under this Contract, and Contractor's Services rendered in the performance of Contractor's obligations under this Contract, shall be provided to the County free and clear of any and all restrictions on or conditions of use, transfer, modification, or assignment, and shall be

free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges, and encumbrances of any kind.

**28. CERTIFICATIONS AND SIGNATURE.** THIS CONTRACT MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF Contractor. The undersigned certifies under penalty of perjury both individually and on behalf of Contractor is a duly authorized representative of Contractor, has been authorized by Contractor to make all representations, attestations, and certifications contained in this Contract and to execute this Contract on behalf of Contractor.

**MARION COUNTY SIGNATURE**

Authorized Signature: Michelle Shelton 11/20/2020  
Department Director or designee Date

Authorized Signature: [Signature] 12/17/2020  
Chief Administrative Officer Date

Reviewed by Signature: [Signature] 12/15/20  
Marion County Legal Counsel Date

Reviewed by Signature: [Signature] 12/15/2020  
Marion County Contracts & Procurement Date

**CASCADE CENTERS SIGNATURE**

Authorized Signature: [Signature] 9/30/2020  
Date

Title: Vice President

## EXHIBIT A STATEMENT OF WORK

### 1. STATEMENT OF SERVICES. Contractor shall perform Services as described below.

- A. **GENERAL INFORMATION.** This Agreement governs the provision of certain EAP services offered by Cascade (the “Service” or “Services”) to Customer and sets forth the terms and conditions under which those Services will be delivered.

This Agreement applies to the County and County employees’ and eligible family members access to, and use of, all or part of any service of Cascade Centers.

### B. REQUIRED SERVICES, DELIVERABLES AND DELIVERY SCHEDULE

The County agrees to assist Cascade Centers in the performance of services as follows:

- i. Designate employee who will act as liaison with Cascade Centers
- ii. Provide Cascade Centers with a current total number of employees eligible for EAP services on a monthly basis.
- iii. To give prompt notice to Cascade Centers whenever Employer observes or otherwise becomes aware of any deficiency in the proposed delivery of services.
- iv. To distribute EAP promotional materials and schedule orientation sessions/supervisory training as appropriate.
- v. To provide Cascade Centers with current health plan benefit information annually or as changes occur

Cascade EAP Services Included	Cost
<p><b>Diagnosis and Treatment Planning:</b> Up to six paid counseling sessions per family member per year. Sessions available face-to-face, telephonic or live online virtual sessions through secure video or chat. Intake, evaluation, short term problem solving, and referral to community resources for problems including, but not limited to, substance abuse, relationships, mental/emotional, and work related.</p> <p><b>24/7/365 crisis telephone coverage:</b> Staffed by professional counselors.</p> <p><b>Promotional Materials:</b> Printed materials include brochures, wallet cards, and posters with tear offs. Electronic materials include newsletter and flyers.</p> <p><b>EAP services:</b></p> <ul style="list-style-type: none"> <li>• Tax Resolution Assistance</li> <li>• Career Development Services</li> <li>• Wellbeing Text Support</li> <li>• Life Coaching</li> <li>• Gym Membership Discounts</li> <li>• Will Kit Questionnaire</li> <li>• Pet Parent Resources</li> <li>• Concierge and resource retrieval services (caregiver, childcare, eldercare and other activities of daily living) provided within 3-5 business days</li> <li>• Housing Support, relocation and home ownership program</li> </ul> <p><b>Work/Family/Life Balance Services</b></p> <ul style="list-style-type: none"> <li>• <i>Legal/Mediation:</i> Each covered member is eligible for one (1) initial 30-minute office or telephone consultation per separate legal/mediation matter (limit three per year). Discount of 25% from the attorney’s/mediator’s normal hourly rate thereafter.</li> </ul>	<p><b>\$3.05 per employee per month for 2021</b></p> <p><b>\$3.15 per employee per month for 2022</b></p>



<ul style="list-style-type: none"> <li>• <i>Financial</i>: Each employee is eligible to receive telephonic financial coaching from certified financial consultants once per year. In the event the employee continues beyond the initial free 30-day period, subsequent months are paid by the employee at a monthly fee.</li> <li>• <i>Identity Theft Services</i>: 60-minute free consultation with a highly trained <i>Fraud Resolution Specialist™ (FRS)</i>.</li> </ul> <p><b>Interactive EAP Website</b></p> <ul style="list-style-type: none"> <li>• Self-Assessments</li> <li>• Videos</li> <li>• Webinars</li> <li>• Legal Resource Center</li> </ul> <p><b>LifeBalance Wellness Program</b>: Access to services in areas such as fitness, weight management, and stress reduction to help employees improve their overall health.</p> <p><b>WholeLife Directions</b>: Access to Cascade's Behavioral Health Risk Assessment which provides immediate feedback and recommendations for nine mental health domains. Includes individual report, access to evidence based self-use programs, employer aggregate report, participation/ incentive report, and <i>WholeLife Directions</i> total wellness campaign.</p> <p><b>Reporting</b>: Online utilization reporting and annual summary.</p> <p><b>Unlimited telephone management consultation</b> with an EAP representative.</p> <p><b>Unlimited management referrals</b> with follow-up to employer as needed.</p> <p><b>On-site EAP Services*</b>: Included (six) hours can be used for</p> <ul style="list-style-type: none"> <li>• Employee EAP Orientations</li> <li>• Supervisor EAP Orientations</li> <li>• One-Hour EAP Seminars</li> <li>• Benefit Fairs and Open Enrollment Meetings</li> </ul>	
<p><b>Group Critical Incident Stress Debriefing</b>: Provided 48-72 hours following a traumatic event. Includes 24/7 consultation services to management pre, post and during.</p>	Included

Additional Onsite Services available	Cost
<b>Any additional on-site EAP services beyond the allotted annual hours will be billed at</b>	\$315.00 per hour, \$95.00 per hour travel
<b>On-Site Legal/Financial Seminars</b> : Specialized training facilitated by subject matter expert.	\$450.00 per seminar
<b>On-site Organizational Development</b> : Teambuilding, conflict resolution, and other specialized training.	\$375.00 per hour \$95.00 per hour travel
<b>First Responder Services</b> : Cascade will provide on-site crisis counselors within 2 – 24 hours of notification of a traumatic event. Services include informal outreach, check- in, supportive listening, problem-solving for immediate needs, assessment of mental / emotional health, and make recommendations as needed. Cascade	\$425.00 per hour \$200.00 per hour travel

will also conduct phone calls as needed to ascertain mental / emotional needs for those employee(s) wishing additional EAP check-ins. Face-to-face counseling or other support services will be arranged as needed.	
<b>On-Site Individual Counseling/Grief Support:</b> Formal on-site counseling is available.	Mon – Fri 8:00 am to 5:00 pm \$375.00 per hour \$95.00 per hour travel  All other hours \$400.00 per hour \$95.00 per hour travel

\*Notes:

- A minimum attendance of ten employees for Orientations and EAP Seminars are required.
- A minimum attendance of five employees for CISD are required.
- On-site hours not utilized one year may not be carried over into the following year.
- A cancelation fee will apply for on-site services canceled within 24 hours of the scheduled event.

- 2. COMPENSATION.** The total amount available for payment to Contractor under Exhibit A, section 2.A and for authorized reimbursement to Contractor under Exhibit A, section 2.C is \$95,000.

Cascade Centers shall bill the County for the Subscription Fees on a monthly basis. Unless otherwise agreed to in writing by the Parties, Customer will pay all invoiced fees within fifteen (15) days of receipt of the applicable invoice.

**D. GENERAL PAYMENT PROVISIONS.**

Notwithstanding any other payment provision of this contract, failure of the Contractor to submit required reports when due, or failure to perform or document the performance of contracted services, may result in withholding of payments under this contract. Such withholding of payment for cause shall begin thirty (30) days after written notice is given by the County to the Contractor, and shall continue until the Contractor submits required reports, performs required services or establishes, to the County's satisfaction, that such failure arose out of causes beyond the control, and without the fault or negligence of the Contractor.

**E. INVOICES.** Contractor shall send all invoices to County's Contract Administrator at the address specified below or to any other address as County may indicate in writing to Contractor.

**Marion County  
Attn: Michelle Shelton, Chief Human Resources Officer  
PO Box 14500  
Salem, OR 97309**