

**AGREEMENT BETWEEN
SAN DIEGO UNIFIED PORT DISTRICT
and
ROBERT HALF INTERNATIONAL, INC.
for
TIER 1 SERVICE DESK SUPPORT
AGREEMENT NO. 175-2019RH**

The parties to this Agreement are the SAN DIEGO UNIFIED PORT DISTRICT, a public corporation (District) and ROBERT HALF INTERNATIONAL, INC., a Delaware Corporation (Service Provider). This agreement is only applicable to, and the only Robert Half International, Inc. divisions obligated under this Agreement is Robert Half Technology division with office located at 2613 Camino Ramon, San Ramon, CA 94583. To the extent that services are performed in the State of Nevada, then this agreement shall include Service Provider's subsidiary, Robert Half Nevada Staff, Inc. The parties agree to the following:

1. **SCOPE OF SERVICES.** Service Provider shall furnish all technical and professional labor, and materials to satisfactorily comply with Attachment A, Scope of Services, attached hereto and incorporated herein, as requested by District. Service Provider shall keep the Executive Director of the District or their designated representative informed of the progress of said services at all times.
2. **TERM OF AGREEMENT.** This Agreement shall commence on September 15, 2019 and shall terminate on September 14, 2022, subject to earlier termination as provided below. Two 1-year options may be granted at the District's sole discretion. Option Year One, if granted, shall commence September 15, 2022, and shall terminate on September 14, 2023. Option Year Two, if granted, shall commence on September 15, 2023, and shall terminate on September 14, 2024.
3. **COMPENSATION.** For performance of services rendered pursuant to this Agreement and as further described in Attachment B, Compensation and Invoicing, attached hereto and incorporated herein; District shall compensate Service Provider based on the following, subject to the limitation of the maximum expenditure provided herein:

- a. **Maximum Expenditure.** The maximum expenditure under this Agreement shall not exceed \$412,800. Option Year One, if granted, shall not exceed \$93,600.00. Option Year Two, if granted, shall not exceed \$93,600.00. The maximum expenditure under this agreement with option years is not to exceed \$600,000.00. Said expenditure shall include without limitation all sums, charges, reimbursements, costs and expenses provided for herein. Service Provider shall not be required to perform further services after compensation has been expended. In the event that the Service Provider anticipates the need for services in excess of the maximum Agreement amount, the District shall be notified in writing immediately. District must approve an amendment to this Agreement before additional fees and costs are incurred.
- b. **Payment Procedure.** For work performed on an hourly basis, Service Provider agrees to assign the person with the mutually agreeable hourly rate who is fully competent to provide the services required. If Service Provider finds it necessary to have work, which would usually be performed by personnel with a lower rate, performed by personnel paid at the higher hourly rate, Service Provider shall make good faith efforts to minimize cost increases.
- c. **Progress Documentation.** Service Provider shall provide District progress reports in a format and on a schedule as District directs. Progress reports shall include a description of work completed, cumulative dollar costs incurred, anticipated work for the next reporting period, percentage of work complete, and the expected completion date for remaining work. The report shall identify problem areas and important issues that may affect project cost and/or schedule. The report shall present actual percent completion versus planned percent completion.

d. **Additional Services; Task Authorizations**

- (1) Additional services may be required for the completion of the services specified in this Agreement. For performance of Additional Services, District shall compensate Service Provider using the terms and conditions in Attachment B, Compensation and Invoicing. With Additional Services the maximum amount of this agreement shall not exceed \$600,000.00. If Additional Services are required, they shall be undertaken by Service Provider only upon issuance of a Task Authorization (TA), Exhibit A, attached hereto and incorporated herein, for said services. Notwithstanding the above, Service Provider will have no obligation to perform beyond the not to exceed amounts.
- (2) An estimate of the level of effort shall be submitted to the District and negotiated for each Task Authorization. Pricing of each Task Authorization shall be governed by the cost and pricing information attached hereto and made a part of this Agreement as Attachment B, Compensation and Invoicing.
- (3) A Task Authorization shall not be considered effective until the Task Authorization form has been signed by District.
- (4) Service Provider shall bill for Additional Services in accordance with the terms of payment, including the documentation required in this Agreement. In addition, invoices for Additional Services shall cite the appropriate Task Authorization (TA) number.

4. **RECORDS**

- a. Service Provider shall maintain full and complete records of the cost of services performed under this Agreement. Such records shall be open to inspection of District at all reasonable times in the City of San Diego and

such records shall be kept for at least three (3) years after the termination of this Agreement.

- b. Such records shall be maintained by Service Provider for a period of three (3) years after completion of services to be performed under this Agreement or until all disputes, appeals, litigation or claims arising from this Agreement have been resolved, whichever is later.
- c. Service Provider understands and agrees that District, at all times under this Agreement, has the right to review project documents and work in progress and to audit financial records, whether or not final, which Service Provider or anyone else associated with the work has prepared or which relate to the work which Service Provider is performing for District pursuant to this Agreement regardless of whether such records have previously been provided to District. Service Provider shall provide District at Service Provider's expense a copy of all such records within five (5) working days of a written request by District. District's right shall also include inspection at reasonable times of the Service Provider's office or facilities, which are engaged in the performance of services pursuant to this Agreement. Service Provider shall, at no cost to District furnish reasonable facilities and assistance for such review and audit. Service Provider's failure to provide the records within the time requested shall preclude Service Provider from receiving any compensation due under this Agreement until such documents are provided.

5. **SERVICE PROVIDER'S SUB-CONTRACTORS**

- a. It may be necessary for Service Provider to sub-contract for the performance of certain technical services or other services for Service Provider to perform and complete the required services; provided, however, all Service Provider's sub-contractors shall be subject to prior written approval by District. The Service Provider shall remain responsible to District for any and all services and obligations required under this

Agreement, whether performed by Service Provider or Service Provider's sub-contractors. Service Provider shall compensate each Service Provider's sub-contractors in the time periods required by law. Any Service Provider's sub-contractors employed by Service Provider shall be independent Service Providers and not agents of District. Service Provider shall insure that Service Provider's sub-contractors satisfy all substantive requirements for the work set forth by this Agreement, including insurance and indemnification.

- b. Service Provider shall also include a clause in its Agreements with Service Provider's sub-contractors which reserves the right, during the performance of this Agreement and for a period of three (3) years following termination of this Agreement, for a District representative to audit any cost, compensation or settlement resulting from any items set forth in this Agreement. This clause shall also require Service Provider's sub-contractors to retain all necessary records for a period of three (3) years after completion of services to be performed under this Agreement or until all disputes, appeals, litigation or claims arising from this Agreement have been resolved, whichever is later.

6. **COMPLIANCE**

- a. In performance of this Agreement, Service Provider and Service Provider's sub-contractors shall comply with the California Fair Employment and Housing Act, the American with Disabilities Act, and all other applicable federal, state, and local laws prohibiting discrimination, including without limitation, laws prohibiting discrimination because of age, ancestry, color, creed, denial of family and medical care leave, disability, marital status, medical condition, national origin, race, religion, sex, or sexual orientation. Service Provider shall comply with the prevailing wage provisions of the Labor Code, and the Political Reform Act provisions of the Government Code, as applicable.

- b. Service Provider shall comply with all Federal, State, regional and local laws, and district Ordinances and Regulations applicable to the performance of services under this Agreement as exist now or as may be added or amended.
7. **INDEPENDENT ANALYSIS.** Service Provider shall provide the services required by this Agreement and arrive at conclusions with respect to the rendition of information, advice or recommendations, independent of the control and direction of District, other than normal contract monitoring provided, however, Service Provider shall possess no authority with respect to any District decision.
8. **ASSIGNMENT.** This is a personal services Agreement between the parties and Service Provider shall not assign or transfer voluntarily or involuntarily any of its rights, duties, or obligations under this Agreement without the express written consent of Executive Director (President/CEO) of District in each instance.
9. **INDEMNIFY, DEFEND, HOLD HARMLESS**
- a. **Duty to Indemnify, duty to defend and hold harmless.** To the fullest extent provided by law, Service Provider agrees to defend, indemnify and hold harmless the District, its agents, officers or employees, from and against any claim, demand, action, proceeding, suit, liability, damage, cost (including reasonable attorneys' fees) or expense for, including but not limited to, damage to property, the loss or use thereof, or injury or death to any person, including Service Provider's officers, agents, subcontractors, employees, ("Claim"), caused by, arising out of, or related to the performance of services by Service Provider as provided for in this Agreement, or failure to act by Service Provider, its officers, agents, subcontractors and employees. The Service Provider's duty to defend, indemnify, and hold harmless shall not include any Claim arising from the active negligence, sole negligence or willful misconduct of the District, its agents, officers, or employees or the District's breach of this agreement.

- b. The Service Provider further agrees that the duty to indemnify, and the duty to defend the District as set forth in 9.a, requires that Service Provider pay all reasonable attorneys' fees and costs District incurs associated with or related to enforcing the indemnification provisions, and defending any Claim arising from the services of the Service Provider provided for in this Agreement.
- c. The District may, at its own election, conduct its defense, or participate in the defense of any Claim related in any way to this Agreement. If the District chooses at its own election to conduct its own defense, participate in its own defense or obtain independent legal counsel in defense of any Claim arising from the services of Service Provider provided for in this Agreement, Service Provider agrees to pay all reasonable attorneys' fees and all costs incurred by District only if Service Provider fails to fulfill its duty to defend.

10. **INSURANCE REQUIREMENTS**

- a. Service Provider shall at all times during the term of this Agreement maintain, at its expense, the following minimum levels and types of insurance:
 - (1) Commercial General Liability (including, without limitation, Contractual Liability, Personal Injury, Advertising Injury, and Products/Completed Operations) coverages, with coverage at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence Form CG 0001) with limits no less than one million dollars (\$1,000,000) per Occurrence and two million dollars (\$2,000,000) Aggregate for bodily injury, personal injury and property damage.
 - (a) The deductible or self-insured retention on this Commercial General Liability shall not exceed \$5,000 unless District has

approved of a higher deductible or self-insured retention in writing.

- (b) The Commercial General Liability policy shall be endorsed to include the District; its agents, officers and employees as additional insureds in the form as required by the District. An exemplar endorsement is attached (Exhibit B, Certificate of Insurance, attached hereto and incorporated herein).
 - (c) The coverage provided to the District, as an additional insured, shall be primary and any insurance or self-insurance maintained by the District shall be excess of the Service Provider's insurance and shall not contribute to it.
 - (d) The Commercial General Liability policy shall be endorsed to include a waiver of transfer of rights of recovery against the District ("Waiver of Subrogation").
- (2) Commercial Automobile Liability (Owned, Scheduled, Non-Owned, or Hired Automobiles) written at least as broad as Insurance Services Office Form Number CA 0001 with limits of no less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation, statutory limits, is required of the Service Provider and all sub-consultants (or be a qualified self-insured) under the applicable laws and in accordance with "Workers' Compensation and Insurance Act", Division IV of the Labor Code of the State of California and any Acts amendatory thereof. Employer's Liability, in an amount of not less than one million dollars (\$1,000,000) each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee. This policy shall be endorsed to include a waiver of subrogation endorsement, where permitted by law.

- (4) Professional Liability insurance in the amount of \$1,000,000 per claim and \$1,000,000 aggregate.
 - (a) At the end of the agreement period, Consultant shall maintain, at its own expense, continued Professional Liability insurance of not less than five (5) years, in an amount no less than the amount required pursuant to this Agreement.
 - (b) Alternately, if the existing Professional Liability is terminated during the above referenced five-year period, Consultant shall maintain at its own expense, "tail" coverage in the same minimum amount as set forth in this paragraph.
 - (c) All coverages under this section shall be effective as of the effective date of this Agreement or provide for a retroactive date of placement that coincides with the effective date of this Agreement.
 - (5) Umbrella or Excess Liability insurance with limits no less than one million dollars (\$1,000,000) per occurrence and aggregate. This policy must provide excess insurance over the same terms and conditions required above for the General Liability, Automobile Liability and Employer's Liability policies.
- b. Service Provider shall furnish District with certificates of insurance coverage for all the policies described above upon execution of this Agreement and upon renewal of any of these policies. A Certificate of Insurance in a form acceptable to the District, an exemplar Certificate of Insurance is attached as Exhibit B and made a part hereof, evidencing the existence of the necessary insurance policies and endorsements required shall be kept on file with the District. Except in the event of cancellation for non-payment of premium, in which case notice shall be 10 days, all such policies must be endorsed so that the insurer(s) must notify the

District in writing at least 30 days in advance of policy cancellation. Service Provider shall also provide notice to District prior to cancellation of, or any change in, the stated coverages of insurance.

- c. The Certificate of Insurance must delineate the name of the insurance company affording coverage and the policy number(s) specifically referenced to each type of insurance, either on the face of the certificate or on an attachment thereto. If an addendum setting forth multiple insurance companies or underwriters is attached to the certificate of insurance, the addendum shall indicate the insurance carrier or underwriter who is the lead carrier and the applicable policy number for the CGL coverage.
- d. Furnishing insurance specified herein by the District will in no way relieve or limit any responsibility or obligation imposed by the Agreement or otherwise on Service Provider or Service Provider's sub-contractors or any tier of Service Provider's sub-contractors.

11. **ACCURACY OF SERVICE PROVIDER'S ON SITE SERVICES ONLY.** Service Provider shall be responsible for the technical accuracy of its services and documents resulting therefrom and District shall not be responsible for discovering deficiencies therein. Service Provider shall correct such deficiencies without additional compensation, by for hourly series re-performing up to forty hours of services without additional compensation. Furthermore, Service Provider expressly agrees to reimburse District for up to forty hours times the regular bill rate for the temporary hourly employee associated with costs incurred as a result of such deficiencies. Service Provider shall make decisions and carry out its responsibilities hereunder in a timely manner and shall bear all costs incident thereto so as not to delay the District, the project, or any other person related to the project, including the Service Provider or its agents, employees, or subcontractors.

12. **INDEPENDENT CONTRACTOR.** Service Provider and any agent or employee of Service Provider shall act in an independent capacity and not as officers or employees of District. The District assumes no liability for the Service Provider's actions and performance, nor assumes responsibility for taxes, bonds, payments or other commitments, implied or explicit by or for the Service Provider. Service Provider shall not have authority to act as an agent on behalf of the District unless specifically authorized to do so in writing. Service Provider acknowledges that it is aware that because it is an independent contractor, District is making no deductions from its fee and is not contributing to any fund on its behalf. Service Provider disclaims the right to any fee or benefits except as expressly provided for in this Agreement.
13. **ADVICE OF COUNSEL.** The parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this Agreement, and that the decision of whether or not to seek the advice of counsel with respect to this Agreement is a decision which is the sole responsibility of each of the parties hereto. This Agreement shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Agreement. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California.
14. **INDEPENDENT REVIEW.** Each party hereto declares and represents that in entering into this Agreement it has relied and is relying solely upon its own judgment, belief and knowledge of the nature, extent, effect and consequence relating thereto. Each party further declares and represents that this Agreement is being made without reliance upon any statement or representation not contained herein of any other party, or any representative, agent or attorney of any other party.
15. **INTEGRATION AND MODIFICATION.** This Agreement contains the entire Agreement between the parties and supersedes all prior negotiations, discussion, obligations and rights of the parties in respect of each other regarding

the subject matter of this Agreement. There is no other written or oral understanding between the parties. No modifications, amendment or alteration of this Agreement shall be valid unless it is in writing and signed by the parties hereto.

16. **OWNERSHIP OF RECORDS.** Any and all materials and documents, including without limitation drawings, specifications, computations, designs, plans, investigations and reports, prepared by Service Provider pursuant to this Agreement, shall be the property of District from the moment of their preparation and the Service Provider shall deliver such materials and documents to District at the Don L. Nay Port Administration Building (located at 3165 Pacific Highway, San Diego, California 92101) whenever requested to do so by District. However, Service Provider shall have the right to make duplicate copies of such materials and documents for its own file, or other purposes as may be expressly authorized in writing by District. Said materials and documents prepared or acquired by Service Provider pursuant to this Agreement (including any duplicate copies kept by the Service Provider) shall not be shown to any other public or private person or entity, except as authorized by District. Service Provider shall not disclose to any other public or private person or entity any information regarding the activities of District, except as expressly authorized in writing by District.
17. **TERMINATION.** In addition to any other rights and remedies allowed by law, the Executive Director (President/CEO) of District may terminate this Agreement at any time with or without cause by giving thirty (30) days written notice to Service Provider of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall at the option of District be delivered by Service Provider to the Don L. Nay Port Administration Building (located at 3165 Pacific Highway, San Diego, California 92101). Termination of this Agreement by Executive Director (President/CEO) as provided in this paragraph shall release District from any further fee or claim hereunder by Service Provider other than the fee earned for services which were performed prior to termination but not yet paid. Said fee shall be calculated and based on the schedule as provided in this Agreement.

18. **DISPUTE RESOLUTION**

- a. If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and is not settled by direct negotiation or such other procedures as may be agreed, and if such dispute is not otherwise time barred, the parties agree to first try in good faith to settle the dispute amicably by mediation administered at San Diego, California, by the American Arbitration Association, or by such other provider as the parties may mutually select, prior to initiating any litigation or arbitration. Notice of any such dispute must be filed in writing with the other party within a reasonable time after the dispute has arisen. Any resultant Agreements shall be documented and may be used as the basis for an amendment or directive as appropriate.
- b. If mediation is unsuccessful in settling all disputes that are not otherwise time barred, and if both parties agree, any still unresolved disputes may be resolved by arbitration administered at San Diego, California, by the American Arbitration Association, or by such other provider as the parties may mutually select, provided, however, that the Arbitration Award shall be non-binding and advisory only. Any resultant Agreements shall be documented and may be used as the basis for an amendment or directive as appropriate. On demand of the arbitrator or any party to this Agreement, sub-contractor and all parties bound by this arbitration provision agree to join in and become parties to the arbitration proceeding.
- c. The foregoing mediation and arbitration procedures notwithstanding, all claim filing requirements of the Agreement documents, the California Government Code, and otherwise, shall remain in full force and effect regardless of whether or not such dispute avoidance and resolution procedures have been implemented, and the time periods within which claims are to be filed or presented to the District Clerk as required by said Agreement, Government Code, and otherwise, shall not be waived,

extended or tolled thereby. If a claim is not timely filed or presented, such claim shall be time barred and the above dispute avoidance and resolution procedures, whether or not implemented or then pending, shall likewise be time barred as to such claims.

19. **PAYMENT BY DISTRICT.** Payment by the District pursuant to this Agreement does not represent that the District has made a detailed examination, audit, or arithmetic verification of the documentation submitted for payment by the Service Provider, made an exhaustive inspection to check the quality or quantity of the services performed by the Service Provider, made an examination to ascertain how or for what purpose the Service Provider has used money previously paid on account by the District, or constitute a waiver of claims against the Service Provider by the District. The District may in its sole discretion withhold payments or seek reimbursement from the Service Provider for up to 80 hours times the regular bill rate for expenses, miscellaneous charges, or other liabilities or increased costs incurred or anticipated by the District which are the fault of or as result of work performed or negligent conduct by or on behalf of the Service Provider by the Service Provider temporary employee. Upon five (5) day written notice to the Service Provider, the District shall have the right to estimate the amount of expenses, miscellaneous charges, or other liabilities or increased costs and to request the Service Provider to pay the same; and the amount due the Service Provider under this Agreement or the whole or so much of the money due or to become due to the Service Provider under this Agreement as may be considered reasonably necessary by the District shall be retained by the District until such expenses, miscellaneous charges, or other liabilities or increased costs shall have been corrected or otherwise disposed of by the Service Provider at no expense to the District. If such expenses, miscellaneous charges, or other liabilities or increased costs are not corrected or otherwise disposed of at no expense to the District prior to completion date of the Agreement, the District is authorized to pay for such expenses, miscellaneous charges, or other liabilities or increased costs from the amounts retained as outlined above or to seek reimbursement of same from the Service Provider. It is the express intent of the

parties to this Agreement to protect the District from loss because of conduct by or on behalf of the Service Provider.

20. **COMPLIANCE WITH PREVAILING WAGE LAWS (IF APPLICABLE)**

a. Service Provider acknowledges and agrees that it is the sole and exclusive responsibility of Service Provider to: (a) ensure that all persons and/or entities (including, but not limited to, Service Provider or Subcontractors) who provide any labor, services, equipment and/or materials (collectively, "Services") in connection with any work shall comply with the requirements of California's and any other prevailing wage laws ("PWL") to the extent such laws are applicable and (b) determine whether any Services are subject to the PWL by obtaining a determination by means that do not involve the District.

b. Certified Payrolls. Service Provider acknowledges and agrees that it is the sole and exclusive responsibility of the Service Provider to insure that all certified payrolls are provided to the District. Service Provider shall submit certified payrolls electronically via the software LCPtracker.

(1) LCPtracker is a web-based system, accessed on the World Wide Web by a web browser. Service Provider will be given a Log-On identification and password to access the San Diego Unified Port District's reporting system upon Service Provider's request.

(2) The use of LCPtracker by the Service Provider is mandatory. Access to LCPtracker will be provided at no cost to the Service Provider.

(3) In order to utilize LCPtracker, the Service Provider needs a computer and internet access. A digital camera and a scanner may be useful. For more information, go to www.lcptracker.com. To

Login, go to www.lcptracker.net and from the homepage, select LOGIN and enter the Username and Password that will be provided to you by the District upon Service Provider's request.

- (4) Use of the system will entail data entry of weekly payroll information including; employee identification, labor classification, total hours worked and hours worked on this project, wage and benefit rates paid etc. The Service Provider's payroll and accounting software might be capable of generating a 'comma delimited file' that will interface with the software.
- (5) Service Provider must require all lower-tier sub participants the mandatory requirement to use LCPtracker to provide any required labor compliance documentation. Lower-tier sub participants will be given a Log-On identification and password from the Service Provider.
- (6) Training options can be provided to the Service Provider upon request.

21. **SERVICE PROVIDER/CONTRACTOR REGISTRATION PROGRAM (IF APPLICABLE)**

- a. In accordance with the provisions of Labor Code section 1771.1. (a) A contractor or subcontractor shall not be qualified to bid on; be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the

contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

- b. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
 - c. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
 - d. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
22. **CAPTIONS.** The captions by which the paragraphs of this Agreement are identified are for convenience only and shall have no effect upon its interpretation.
23. **EXECUTIVE DIRECTOR'S SIGNATURE.** It is an express condition of this Agreement that said Agreement shall not be complete nor effective until signed by either the Executive Director (President/CEO) or Authorized Designee on behalf of the District and by Authorized Representative of the Service Provider.
- a. Submit all correspondence regarding this Agreement to:

Joseph Chan
Information Technology Department
San Diego Unified Port District
P.O. Box 120488
San Diego, CA 92112-0488
Tel. (619) 686-7294
Email: jchan@portofsandiego.org

- b. The Service Provider's Authorized Representative assigned below has the authority to authorize changes to the scope, terms and conditions of this Agreement:

Wendy Atlin
Robert Half International, Inc.
10960 Wilshire Blvd. Ste 900
Los Angeles, CA 90024
Tel. (310) 869-1714
Email: wendy.atlin@roberthalf.com

- c. Written notification to the other party shall be provided, in advance, of changes in the name or address of the designated Authorized Representative.

SAN DIEGO UNIFIED PORT DISTRICT

**ROBERT HALF INTERNATIONAL,
INC.**

Keith Coffey
Chief Technology Officer

Wendy Atlin

Wendy Atlin
Vice President, Business
Development Managed Technology
Solutions

Approved as to form and legality:
GENERAL COUNSEL

By: Assistant/Deputy

A manually signed copy of this Agreement transmitted by email or any other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

ATTACHMENT A SCOPE OF SERVICES

San Diego Unified Port District

- A. **High Level Requirements.** Service Provider will work with the District's personnel to improve operational coverage for the District's IT help desk. This includes 24 hours a day, seven days a week for Tier 1 services.
1. Documented success in service desk support.
 2. Software/Hardware break/fix troubleshooting
 3. Password unlock/resets
 4. Troubleshooting experience with Windows, Microsoft Office 365 Suite
 5. Service Provider will use the District's ticketing system.
- B. **Knowledge Transfer.** The District will be responsible for supplying staff to support the knowledge transfer of the District's computing and technical environment to the Service Provider's staff. The District will provide individual network accounts with email access and remote capability to the vendor technicians.
- C. **Adequate Staffing.** Service Provider shall be responsible to provide adequate staffing that have a high enough level of expertise to meet the needs of the District's operational needs related to help desk services.
- D. **Pre-Screening requirements and confidentiality.**
1. Must comply to CA CJIS requirements (FBI and CA DOJ)
 2. Pass a background check and fingerprinting
- E. **DEFINITIONS FOR RHT'S SERVICE DESK SERVICES:**
1. "RHT" shall mean Service Provider for purposes of this Attachment A.
 2. "Client" shall mean the District for purposes of this Attachment A.
 3. "Assigned Individual" or "Staff" mean the individual(s) assigned by RHT to provide Services.
 4. "Client Data" means materials and data provided to RHT by Client or its authorized agents for the provision of the Services.
 5. "Covered Subject Matters" shall mean the description of services outlined in the Schedule 1 attached to the applicable Statement of Work (as defined herein).
 6. "Service Desk" means the portion of space in the Las Vegas Services Center identified by RHT as the Service Desk.
 7. "Las Vegas Services Center" means the leased premises located at 1050 E. Flamingo Road Suite E-320, Las Vegas NV, 89119.
 8. "RHT Materials" means the machines, Software (as defined below), call center phone lines, data connections, networking equipment and other materials provided by RHT or its subcontractors. RHT retains all right, title and interest in and to all RHT Materials.

9. "RHT Project Coordinator" means the individual identified as such in the Statement of Work.
10. "Covered Subject Matters" shall mean the Tier 1 service areas as outlined in this Attachment A Scope of Services.
11. "SDR" means a service desk representative employed by, or subcontracted by, RHT to provide the Services.
12. "Knowledge Base" means the questions and answers relating to the Covered Subject Matters which are utilized by the SDRs.
13. "Script" means the dialogue that a caller hears when calling the Service Desk and speaking with a SDR.
14. "Voice Network" means the Client's machines, associated attachments, accessories and features, software, lines and cabling, including the toll-free number(s), used for inbound and outbound voice traffic by users of the Services.
15. "Service Tiers"
 - i. "Tier 1" – generally acts as a filter for calls into the Service Desk and provides basic support, installation and troubleshooting, such as password resets, printer configurations, break/fix instructions, software installations, ticket routing and escalation to Tier 2. May also escalate to the Client's IT application support or call for outside vendor maintenance (Tier 4), as needed. Tier 1 Staff gathers and analyzes information about the user's issue and determines the best way to address their issue, which may include escalation of the issue to another tier. Tier 1 may also provide support for identified Tier 2 and Tier 3 issues where configuration solutions have already been documented.
 - ii. "Tier 2" – Tier 2 staff generally handles advanced support, break/fix, configuration issues, troubleshooting and software installations. SDRs handle escalated issues that Tier 1 support is not equipped to handle. Tier 2 Staff may escalate to other tiers, including Tier 3, depending on the issue and Client needs. Charges are Client's responsibility.
 - iii. "Tier 3" – Tier 3 staff handles any issues not addressed by Tier 1 or Tier 2, including server system issues. Systems can be either infrastructure or application based.
 - iv. "Tier 4" – Tier 4 issues require support that is provided by another vendor of the Client.

F. The Knowledge Base, the Script and Processes for the Service Desk

Services. The parties shall be jointly responsible for the creation and maintenance of the Knowledge Base, the Script, and process-es used to provide the Services hereunder, including, but not limited to, the processes used for training and educating the SDRs on the use of the Knowledge Base (collectively, the "Processes"); provided, however, Client shall have the sole re-sponsibility for the final approval of the contents of the Knowledge Base and the Script and the structure of the Process-es, which approval shall be deemed to include a representation that the Knowledge Base, the Script and the Processes are factually accurate and complete. The parties shall be jointly responsible for the

creation and maintenance of the Knowledge Base, the Script, and processes used to provide the Services hereunder, including, but not limited to, the processes used for training and educating the SDRs on the use of the Knowledge Base (collectively, the "Processes"). Client shall have the sole responsibility for the final approval of the contents of the Knowledge Base and the Script and the structure of the Processes, which approval shall be deemed to include a representation that the Knowledge Base, the Script and the Processes are factually accurate and complete.

- G. Modifications or Amendment of the Knowledge Base, the Script and Processes.** Client shall provide RHT with 30 days prior written notice before taking any action or making modification relating, directly or indirectly, to the Covered Subject Matters, or taking any action or inaction which might reasonably cause the Knowledge Base, the Script or Processes to become inaccurate or incomplete in any respect (collectively, a "Change").

The parties shall be jointly responsible and shall use commercially reasonable efforts to modify or amend the Knowledge Base, the Script or Processes required by a Change; provided, however, Client shall have the sole responsibility for the final approval of the revised contents of the Knowledge Base and the Script and the structure of the Processes, which approval shall be deemed to include a representation that the Knowledge Base, the Script and the Processes are factually accurate and complete to adequately address the Change. RHT shall be relieved of its obligation to provide the Services to the extent that such Change affects the provision of the Services until such time as the Knowledge Base, the Script and the Processes are modified or amended to address such Change pursuant to this Section. In the event that RHT recommends modifying or amending the Knowledge Base, the Script or the Processes, it will present such recommendations to the Client. Client shall confirm its approval of the recommended modification or amendment in writing (email is sufficient) to RHT.

Client shall promptly notify RHT upon becoming aware of any inaccuracy or incompleteness in the Knowledge Base, the Script or Processes. Promptly upon notification of such inaccuracy or incompleteness, the parties shall use commercially reasonable efforts to modify the Knowledge Base, the Script or the Processes to address such inaccuracy and/or incompleteness. RHT shall be relieved of its obligation to provide the Services to the extent that any such inaccuracy or incompleteness affects the provision of the Services until such time as the Knowledge Base, the Script and the Processes are modified or amended to address such Change pursuant to this Section.

H. Detailed Scope of Engagement for Service Desk Services.

1. Based on information obtained from Client, RHT will deploy a Service Desk team of SDRs to receive calls regarding the Covered Subject Matters.
2. Provide helpdesk coverage at the Las Vegas Services Center (which will include both phone and email coverage) twenty-four hours a day, seven days a week.

3. Provide a Service Desk line which will be forwarded from the Client's Voice Network, each for the exclusive use of Client's users.
 4. RHT's SDR will provide service desk support based on the following provisions:
 - i. The RHT team will create tickets for every incident communicated via phone or e-mail in Client's ticket tracking tool. The Client currently uses Samanage as its ticket tracking tool.
 - ii. Each call will be responded to based on the protocol outlined the Script.
 - iii. Any issues that are not on the Script will be logged in the tracking tool and RHT will request the Client provide additional information. Any amendments to the Script will be made by the Client and will be implemented by RHT within ten days of the modification.
 5. The parties agree to meet monthly to discuss the service performance.
- I. **PROJECT ASSUMPTIONS FOR SERVICE DESK SERVICES.** This Scope of Services is based upon the following assumptions (the "Project Assumptions"):
1. RHT will provide the Service Desk and the RHT Materials. All other materials will be provided by the Client.
 2. RHT will have no access to, and Client will not provide to RHT, protected health information, personally identifiable information or other sensitive data.
 3. Client acknowledges and agrees that timely and successful completion of all Services requires Client's punctual and accurate participation. Client will immediately address any issues raised by RHT and ensure that its actions will not delay the Services.
 4. RHT will have no responsibility for loss or damage to data handled under this SOW.
 5. Client will handle and be responsible for all support issues outside of Tiers 1 and 2 without the involvement of RHT.
 6. There is a preexisting Knowledge Base maintained by the Client that is accurate and complete and is sufficient to provide the Tier 1 Services. Such Knowledge Base will be provided to RHT.
 7. Client has provided written notice to RHT of any known initiatives that may impact the Services.
 8. Client will inform RHT of any initiatives that become known at a later date that may impact the Services by providing at least 30 days' notice of the initiative and will work with RHT to develop Service desk solutions to address the initiative, including providing any existing issues and any product information available.
 9. Support will only be provided in English.
 10. The average number of monthly Tier 1 support tickets is currently less than 1000 per month. The number of support tickets in any one month is not anticipated to be more than 10% of such average. If the parties determine that the ticket volumes have substantially changed, the parties agree to negotiate changes to this Scope of Services in good faith.

J. Additional Terms for RHT's Service Desk

1. Circumstances may arise where, because of a default on RHT's part or other liability, you are entitled to recover damages from RHT. Regardless of the basis on which you are entitled to claim damages from RHT (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), RHT's liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to six months of charges under the applicable Statement of Work.
2. Under no circumstances is RHT liable for special, incidental or indirect damages or for any consequential damages (including lost profits, business, revenue, goodwill, or anticipated savings), even if informed of the possibility.
3. Client agrees that RHT may use subcontractors to provide Services, and Client's use of the software and infrastructure, if any, is subject to the terms and conditions of the applicable agreements between RHT and its subcontractors. Client agrees that RHT shall not be liable for any loss, damage, expense, harm, business interruption or inconvenience resulting from the use of RHT's Materials. Client agrees to defend, indemnify and hold harmless RHT (including its respective employees, officers and directors) with respect to any claim, demand or liability that may arise out of the use of RHT's Materials.
4. RHT will, at all times, maintain sole and absolute control over the Las Vegas Services Center. Client agrees that it shall have no right to exercise any control over the Las Vegas Services Center, including the Service Desk. Client's designated representative for the Services will be permitted to utilize space within the Service Desk for the duration of the assignment described in the Statement of Work. Client acknowledge that such right to use the Las Vegas Services Center is ancillary to the Services provided under this Agreement, and this Agreement does not convey any interest in the Las Vegas Services Center or the Service Desk. Client further agrees that such rights will automatically terminate upon the expiration or earlier termination of the Services.
5. **RHT MAKES NO WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, (I) ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PURPOSE AND (II) ANY WARRANTIES RELATING TO THE LAS VEGAS SERVICES CENTER, THE BUILDING IN WHICH IT IS SITUATED, AND THE BUILDING SERVICES ASSOCIATED WITH THE LAS VEGAS SERVICES CENTER (E.G., RHT MAKES NOT WARRANTIES REGARDING THE PHYSICAL AND LOGICAL SECURITY OF THE BUILDING (INCLUDING THE SECURITY OF ANY INTERNET CONNECTIONS PROVIDED IN CONNECTION WITH THE LAS VEGAS SERVICES CENTER)).**
6. Client will indemnify, defend and hold RHT and its affiliates and their respective directors, officers, employees, vendors, subcontractors, and contractors (collectively, the "RHT Parties") harmless from and against

any and all losses, damages or liabilities (including costs, expenses and reasonable attorneys' fees) resulting from or related to Client's negligence or breach of this Attachment A.

7. Client may be provided access to software products ("Software") for use in connection with the Services. Any Software is licensed and not sold, and RHT grants Client a limited, personal non-sublicensable, non-transferable, non-exclusive license to use the Software only for the Customer's internal use and solely as necessary to receive the Services during the terms of the SOW.
8. Client shall not (or permits others to): (i) license, sub-license, sell, resell, rent, lease, transfer, distribute or time share the Services or RHT Materials or make it available in a service bureau; (ii) creative derivative works based on the RHT Materials; (iii) disassemble, reverse engineer or decompile the RHT Materials; (iv) access the Services or RHT Materials in order to build a competing product or service; (v) use the Services or RHT Materials to send viruses or other harmful computer code; or (vi) interfere with the integrity of the Services or RHT Materials.

K. **Staff Augmentation Services.** Service Provider's staff augmentation services performed at the District's facilities will consist of the assignment of analyst(s) with an hourly bill rate to be determined on a case by case basis and outlined in the applicable Statement of Work. If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate. Conversion fees, if any, would be outlined in the Statement of Work. The District will provide day to day direction and oversight for all Service Provider personnel assigned to the District on a staff augmentation basis. Staff augmentation personnel will present a weekly time sheet to District for its review, verification, and approval each week.

**ATTACHMENT B
COMPENSATION & INVOICING
San Diego Unified Port District**

1. COMPENSATION

a. For the satisfactory performance and completion of the services under this Agreement, District shall pay Service Provider compensation as set forth hereunder.

(1) Service Provider shall be compensated and reimbursed by District on the basis of invoices submitted each month for services performed during the preceding month. Invoice(s) shall be Lump Sum, Fixed Fee, or Time and Materials or any combination of all three.

(a) Each invoice for Lump Sum work shall include:

Date work performed;
High-level description of the work performed

(b) Each invoice for Fixed Fee work shall include:

Date work performed;
High-level description of the work performed;
Percent of total work being invoiced;
Percent of total work completed.

(c) Each invoice for Time and Materials work shall include:

Date work performed;
High-level description of the work performed;
Hours worked by personnel classification;
Rate per personnel classification;
Total personnel cost by classification.

(2) Professional services shall be invoiced in accordance with the following Rate Schedules:

(a) Annual Support Services (billed on a monthly basis after services are rendered)

<u>DESCRIPTION</u>	<u>AMOUNT</u>
<u>Annual Rate for 24/7 E-Mail and Phone Support Services (Years 1-3)</u>	<u>\$104,040.00</u>
<u>Subtotal for Years 1-3</u>	<u>\$312,120.00</u>
<u>Annual Rate for 24/7 E-Mail and Phone Support Services – Option Year 1</u>	<u>\$93,600.00</u>
<u>Annual Rate for 24/7 E-Mail and Phone Support Services – Option Year 2</u>	<u>\$93,600.00</u>
<u>TOTAL AMOUNT</u>	<u>\$499,320.00</u>

(b) As-Needed On-Site Support Services

Labor Classification	Year 1-3 Rate	Option Years Rate
Service Desk Representative (Tier 1)	\$45.00 per hour	\$45.00 per hour
Service Desk Representative (Tier 2)	\$47.00 per hour	\$47.00 per hour

Note: The following shall be considered part of the fully burdened hourly rates stated in this Agreement: vehicle expenses, parking, tolls, film, postage, facsimiles, computer usage, printing, normal copying and document reproduction, blue print services, travel, lodging, telecommunications, photography, and all other costs and expenses incurred in completing such services.

b. **Reimbursable Expenses**

Sub-Contractor Costs	0% mark-up
Direct Costs	At Cost (zero mark-up)

Note: Reimbursement for other costs in excess of \$50.00 shall require the advance written approval by District's Project Manager. All other project related direct costs shall require appropriate documentation for reimbursement.

2. **INVOICING**

- a. **Payment Documentation.** As a prerequisite to payment for services, Service Provider shall invoice District for services performed and for reimbursable expenses authorized by this Agreement, accompanied by such records, receipts and forms as required.

- b. Service Provider shall include the following information on each invoice submitted for payment by District, in addition to the information required in Section 1, above:
- 1) Agreement No. 175-2019RH
 - 2) If applicable, the Task Authorization(s) (TA) number being charged.
 - 3) The following certification phrase, with printed name, title and signature of Service Provider's project manager or designated representative:

"I certify under penalty of perjury that the above statement is just and correct according to the terms of Document No. _____, and that payment has not been received."
 - 4) Dates of service provided
 - 5) Date of invoice
 - 6) A unique invoice number
- c. District shall, at its discretion, return to Service Provider, without payment, any invoice, which has been submitted without the above information and certification phrase.
- d. Invoices shall be mailed to the attention of: Information Technology Invoicing, San Diego Unified Port District, P.O. Box 120488, San Diego, CA 92112-0488.
- e. Should District contest any portion of an invoice, that portion shall be held for resolution, but the uncontested balance shall be processed for payment. District may, at any time, conduct an audit of any and all records kept by Service Provider for the Services. Any overpayment discovered in such an audit may be charged against the Service Provider's future invoices and any retention funds.
- f. Service Provider shall submit all invoices within thirty (30) days of completion of work represented by the request and within sixty (60) days of incurring costs to be reimbursed under the Agreement. Payment will be made to Service Provider within thirty (30) days after receipt by District of a proper invoice.

EXHIBIT A
TASK AUTHORIZATION FORM
San Diego Unified Port District

**(DEPARTMENT NAME)***San Diego Unified Port District**P.O. Box 120488**San Diego, CA 92112-0488**(619) 686-____**Fax (619) 725-____*

TASK AUTHORIZATION NO. _

(Date)

(Name)

(Title)

(Name of Company)

(Address)

(City, State, Zip)

Email:

Subject: Task Authorization for Agreement No. _ - 20_
 (Agreement Title)

You are authorized to proceed with the work described in this correspondence, in an amount not to exceed \$_____. This Task Authorization is in accordance with the terms of the subject agreement. **Please cite TA #_** on invoice(s) for this Task.

TASK DESCRIPTION

1.	Requestor:		4.	WBS or IO/ Cost Center:	
2.	Date of Request:		5.	Task Start Date:	
3.	Task Budget:	\$	6.	Task End Date:	
7.	Task Title:				

8. **Scope of Services.**

9. Contractor Staffing (If applicable)

Name	Classification	Hours
	Staff as needed per Agreement rates	

10. List of Sub-Contractors (If applicable)

N/A

11. Please acknowledge acceptance of this Task Authorization by signing below and returning via mail to _____, Contracts Administrator, at the address above.

APPROVALS**Service Provider:**

Signature: _____

Name: _____

Title: _____

Firm: _____

Date: _____

Project Manager:

Signature: _____

Name: _____

Title: Project Manager

Date: _____

Manager:

Signature: _____

Name: _____

Title: Manager

Date: _____

Director/Chief Engineer:

Signature: _____

Name: _____

Title: Director/Chief Engineer

Date: _____

EXHIBIT B

CERTIFICATE OF INSURANCE

San Diego Unified Port District

By signing this form, the authorized agent or broker **certifies** the following:

- (1) The Policy or Policies described below have been issued by the noted Insurer(s) [Insurance Company(ies)] to the Insured and is (are) in force at this time.
- (2) As required in the Insured's agreement(s) with the District, the policies include, or have been endorsed to include, the coverages or conditions of coverage **noted on page 2 of this certificate**.
- (3) Signed copies of **all** endorsements issued to effect require coverages or conditions of coverage are attached to this certificate.

Return this form to:

San Diego Unified Port District
c/o Ebix BPO
P.O. Box 100085 – 185
Duluth, GA 30096 – OR –
Email: portofsandiego@ebix.com
Fax: 1-866-866-6516

Name and Address of Insured (Consultant)

SDUPD Agreement Number: _____

This certificate applies to all operations of named insureds on District property in connection with all agreements between the District and Insured.

CO LTR	TYPE OF INSURANCE	POLICY NO.	DATES	LIMITS
	Commercial General Liability <input type="checkbox"/> Occurrence Form <input type="checkbox"/> Claims-made Form Retro Date _____ <input type="checkbox"/> Liquor Liability Deductible/SIR: \$ _____		Commencement Date: Expiration Date:	Each Occurrence: \$ _____ General Aggregate: \$ _____
	Commercial Automobile Liability <input type="checkbox"/> All Autos <input type="checkbox"/> Owned Autos <input type="checkbox"/> Non-Owned & Hired Autos		Commencement Date: Expiration Date:	Each Occurrence: \$ _____
	Workers Compensation – Statutory Employer's Liability		Commencement Date: Expiration Date:	E.L. Each Accident \$ _____ E.L. Disease Each Employee \$ _____ E.L. Disease Policy Limit \$ _____
	Professional Liability <input type="checkbox"/> Claims Made Retro-Active Date _____		Commencement Date: Expiration Date:	Each Claim \$ _____ \$ _____
	Excess/Umbrella Liability		Commencement Date: Expiration Date:	Each Occurrence: \$ _____ General Aggregate: \$ _____
CO LTR	COMPANIES AFFORDING COVERAGE			A. M. BEST RATING
A				
B				
C				
D				
A. M. Best Financial Ratings of Insurance Companies Affording Coverage Must be A-VII or better unless approved in writing by the District.				
Name and Address of Authorized Agent(s) or Broker(s)			E-mail Address:	
			Phone:	Fax Number:
			Signature of Authorized Agent(s) or Broker(s)	
			Date:	

SAN DIEGO UNIFIED PORT DISTRICT**REQUIRED INSURANCE ENDORSEMENT**

<u>ENDORSEMENT NO.</u>	<u>EFFECTIVE DATE</u>	<u>POLICY NO.</u>
NAMED INSURED:		
GENERAL DESCRIPTION OF AGREEMENT(S) AND/OR ACTIVITY(IES): All written agreements, contracts and leases with the San Diego Unified Port District and any and all activities or work performed on district premises		

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The San Diego Unified Port District, its officers, agents, and employees are additional insureds in relation to those operations, uses, occupations, acts, and activities described generally above, including activities of the named insured, its officers, agents, employees or invitees, or activities performed on behalf of the named insured.
2. Insurance under the policy(ies) listed on this endorsement is primary and no other insurance or self-insured retention carried by the San Diego Unified Port District will be called upon to contribute to a loss covered by insurance for the named insured.
3. This endorsement shall include a waiver of transfer of rights of recovery against the San Diego Unified Port District ("Waiver of Subrogation").
4. The policy(ies) listed on this endorsement will apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.
5. As respects the policy(ies) listed on this endorsement, with the exception of cancellation due to nonpayment of premium, thirty (30) days written notice by certified mail, return receipt requested, will be given to the San Diego Unified Port District prior to the effective date of cancellation. In the event of cancellation due to nonpayment of premium, ten (10) days written notice shall be given.

Except as stated above, and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements or exclusions of the policy(ies) to which this endorsement applies.

(NAME OF INSURANCE COMPANY)

(SIGNATURE OF INSURANCE COMPANY AUTHORIZED REPRESENTATIVE)

MAIL THIS ENDORSEMENT AND NOTICES OF CANCELLATION:

San Diego Unified Port District
c/o Ebix BPO
P.O. Box 100085 – 185
Duluth, GA 30096 – OR –
Email to: portofsandiego@ebix.com
Fax: 1-866-866-6516

Certificate Of Completion

Envelope Id: BB6A94790FE34266AF077117FF25102A	Status: Sent
Subject: Agreement No. 175-2019RH - Robert Half International	
Source Envelope:	
Document Pages: 31	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Ryan Harris
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	3165 Pacific Highway
	San Diego, CA 92101
	rharris@portofsandiego.org
	IP Address: 207.215.153.162

Record Tracking

Status: Original	Holder: Ryan Harris	Location: DocuSign
9/4/2019 3:01:36 PM	rharris@portofsandiego.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: San Diego Unified Port District	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Wendy Atlin		Sent: 9/4/2019 4:26:11 PM
wendy.atlin@roberthalf.com		Resent: 9/10/2019 1:54:42 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	Viewed: 9/4/2019 4:53:12 PM
	Using IP Address: 204.75.126.26	Signed: 9/10/2019 2:52:36 PM

Electronic Record and Signature Disclosure:
Accepted: 9/4/2019 4:53:12 PM
ID: 21bc776d-dd2e-4407-9fa3-2c30d6c22c5e

Bill McMinn
bmcminn@portofsandiego.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Keith Coffey
kcoffey@portofsandiego.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 12/21/2018 3:51:51 PM
ID: bd4b287c-db56-42ce-869d-e40be61e380c

ODC DocuSign Group
ODCDocuSign@portofsandiego.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 11/5/2018 10:01:32 AM
ID: 2ce25280-e9c3-4a4e-bdb7-699e901f800d

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events Ryan Harris rharris@portofsandiego.org Procurement Analyst 2 Port of San Diego Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Carbon Copy Events Ryan Harris rharris@portofsandiego.org Procurement Analyst 2 Port of San Diego Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign Tracey Sandberg tsandberg@portofsandiego.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/5/2019 2:11:46 PM ID: f8fbbb75-6711-4b29-889c-f8bc23bdbc09 Joseph Chan jchan@portofsandiego.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/15/2019 9:19:16 AM ID: 48c728ce-fed6-48f4-8577-5c721fdb4e7 DocuSign Core Notify Group DocuSign_Core_Notify@portofsandiego.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/10/2019 2:52:41 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, San Diego Unified Port District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact San Diego Unified Port District:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: rsanagus@portofsandiego.org

To advise San Diego Unified Port District of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at rsanagus@portofsandiego.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from San Diego Unified Port District

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to rsanagus@portofsandiego.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with San Diego Unified Port District

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to rsanagus@portofsandiego.org and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify San Diego Unified Port District as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by San Diego Unified Port District during the course of my relationship with you.