



## BANNOCK COUNTY COMMISSIONERS' – MEETING

### Commissioners' Agenda

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The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

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### **Thursday, December 11, 2025**

**1:00 PM** Business Meeting (action items)

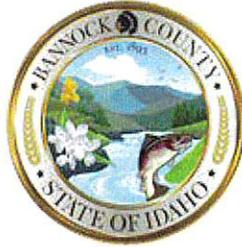
#### **Work Session Agenda:**

- Ashley Bringham, D6 Treatment, regarding signature on Independent Contractor Agreement for Professional or Consultant Services (requested 10 minutes) (action item)

#### **Claims Agenda:**

- Board of Ambulance District: Invoices and Commissioner Report
- Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Payroll Report
- Alcohol Licenses and Permits
- Certificate of Residency Approval
- Mileage Reimbursement Requests
- Technology Request Form
- Memorandum Authorization for Accounts Payable
- Cardholder User Agreement and Authorization

**1:15 PM** Interview for Snow Groomer Committee with Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)



FOR COMMISSION OFFICE USE:	
DATE _____	TIME _____

## Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

**Email this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by 5:00 PM the Wednesday prior to the scheduled meeting.**

Name/Department: Ashley Bringhurst/D6 Trean  Phone/Email: ashley.bringhurst.d6@gmail.com

Item to be considered: Contract

Informational background:

Contract for services with the Juvenile Corrections

1. What meeting are you requesting? 12/9/20
2. How much time will be needed for this agenda item? 10 minutes
3. Is Commission action requested (decision, approval, signature, or guidance)? Signature
4. Does this request involve a contract, agreement, external funding source, or award acceptance? YES
5. What is the potential financial impact of this request? Loss of finances if
6. Have all supporting documents been included with this form? YES
7. Will you be using presentation software or have other presentation needs? (if YES, provide presentation with this form) NO
8. Name and contact information for others who should be invited to attend:

Ashley Bringhurst and Jason Dye



## INDEPENDENT CONTRACTOR AGREEMENT FOR PROFESSIONAL OR CONSULTANT SERVICES

### State of Idaho Department of Juvenile Corrections

This agreement (“Agreement”) is effective as of **January 1, 2026**, and will extend through **December 31, 2026**. Upon mutual, written agreement the parties may renew, extend or amend this Agreement. This Agreement is between the **Idaho Department of Juvenile Corrections**, 954 W. Jefferson St., Boise, ID 83720, (the “Client”), and Bannock County/D6 Treatment, 1001 N. 7<sup>th</sup> Ave. Ste. 260, Pocatello, ID 83201 (the “Independent Contractor”).

Whereas, the Client desires to engage the Independent Contractor to perform certain services for the Client, pursuant to the terms and conditions stated in this Agreement.

The Client enters into this Agreement pursuant to authority delegated to it by the Idaho Division of Purchasing, and by the authority granted to it in Title 20, Chapter 5, Idaho Code.

NOW THEREFORE, in consideration of the foregoing and the mutual promises and covenants herein contained, the parties agree as follows:

1. *Services to be rendered.* The Client desires that the Independent Contractor perform, and the Independent Contractor agrees to perform the following: **Intake Evaluation (CANS), Comprehensive Diagnostic Assessment (CDA), Individual Counseling, Family Counseling, Group Counseling, Case management** for juveniles in the custody of and/or transitioning out of the Juvenile Correction Centers in St. Anthony, Nampa, and Lewiston, Idaho, or an in Custody Residential Treatment provider. When the Client requires services under this Agreement for these juveniles, the Client will order services using an Idaho Department of Juvenile Corrections form DJC-191-11 (a “191”) (Referral for External Clinical and Post-Custody Services; see the attached Exhibit A). The 191 form will identify the services to be performed and that they are to be performed under this Agreement, which has contract number Contract # 155-26. On the 191 form, the Client may also request that the Independent Contractor attend various meetings and may require the Independent Contractor to administer certain assessments relating to the needs of the juveniles to whom services are to be provided. No services under this Agreement may be provided by the Independent Contractor unless the Independent Contractor has received a completed and signed 191 form. Multiple 191 forms may be issued during the term of the Agreement, Contract # 155-26. For any assessments administered by the Independent Contractor,

completed assessment results must be submitted to the Client within forty-five (45) days of the initial assessment.

2. *Independent Contractor's performance.* All work done by the Independent Contractor shall be of the highest professional standard and shall be performed to the Client's satisfaction. The detailed manner and method of performing the work is under the control of Independent Contractor, with the Client being interested only in the results obtained. Independent Contractor is an "independent contractor" as defined by law as to all work performed under this Agreement.

3. *Status.* The Independent Contractor's status under this Agreement shall be that of an independent contractor, and not that of an agent or employee of the state of Idaho (see, Idaho Code § 72-102). The Independent Contractor warrants and represents that they have complied and will comply with all federal, state and local laws regarding business permits and licenses that may be required for them to perform the work as set forth in this Agreement.

4. *Terms of payment.* The Client shall pay the Independent Contractor: Intake Evaluations (CANS) at \$21.42 per 15-minute unit / \$85.68 per hour, Comprehensive Diagnostic Assessment (CDA) at \$19.01 per 15-minute unit / \$76.04 per hour, Individual Counseling at \$20.05 per 15-minute unit / \$80.20 per hour, Group Counseling at \$9.42 per 15-minute unit / \$37.68 per hour, Family Counseling at \$110.14 per session, Case Management at \$17.91 per 15-minute unit / \$71.64 per hour, and Reintegration and Transition consultation as approved in writing by the IDJC at \$102.30 per hour. When attendance at meetings, administration of assessments or both are requested on a 191 form, the Client will pay for these at the rates listed in this section. The particular rate to be paid for meetings, administration of assessments or both, in each instance, will be identified on the 191 form.

If mileage for travel is authorized, it will be limited to the IRS Standard Mileage Rate for business purposes. Travel time shall not be included as billable time.

The Client will not reimburse for expenses pursuant to this Agreement. The Independent Contractor may invoice no more frequently than monthly. Send invoices to: AccountsPayable@idjc.idaho.gov Idaho Department of Juvenile Corrections, P.O. Box 83720, Boise, ID 83720-0285, Attn. Accounts Payable. Payment terms are Net 30.

5. *Reimbursement of expenses.* The Client shall not be liable to the Independent Contractor for any expenses the Independent Contractor pays or incurs unless otherwise agreed to in writing by the Client prior to incurring such cost or obligation.

6. *Equipment, tools, materials, or supplies.* The Independent Contractor shall supply, at its sole expense, all equipment, tools, materials or supplies to accomplish the work to be performed. This includes, but is not limited to, expenses relating to travel, lodging, and meals while performing work relating to this Agreement, unless agreed to in writing by the Client prior to the cost or expense being incurred.

7. *Federal, state and local payroll taxes.* Neither federal nor state, nor any other payroll tax of any kind, shall be withheld or paid by the Client on behalf of the Independent Contractor or its employees. In accordance with the terms of this Agreement and the understanding

of the parties, the Independent Contractor shall not be treated for tax purposes as an employee with respect to the services performed.

8. *Taxes.* The state of Idaho and the Client are generally exempt from payment of Idaho State Sales and Use Tax for property purchased for its use under the authority of Idaho Code section 63-3622 as a government instrumentality. In addition, the state of Idaho and the Client are generally exempt from payment of Federal Excise Tax under a permanent authority from the district Director of the Internal Revenue Service. If the Independent Contractor is required to pay any taxes incurred as a result of doing business with the state of Idaho or the Client, it shall be solely responsible for the payment of those taxes.

9. *Fringe benefits.* Because the Independent Contractor is engaged in its own independent contract business, it is not eligible for, nor entitled to, and shall not participate in, any of the Client's or the state of Idaho's pension, health or other fringe benefit plans.

10. *Notice to the Independent Contractor regarding its tax duties and liabilities.* The Independent Contractor shall be responsible for paying all employment-related taxes and benefits, such as federal and state income tax withholding, social security contributions, worker's compensation and unemployment insurance premiums, health and life insurance premiums, pension contributions and similar items. The Independent Contractor shall indemnify the state of Idaho and hold it harmless from any and all claims for taxes (including but not limited to social security taxes), penalties, attorneys' fees and costs that may be made or assessed against the state of Idaho arising out of Independent Contractor's failure to pay such taxes, fees or contributions.

11. *Sovereign Immunity.* Nothing contained herein shall be deemed to constitute a waiver of the state of Idaho's sovereign immunity, which immunity is hereby expressly retained.

12. *Insurance.* For the duration of this Agreement, the Independent Contractor shall maintain in effect a policy of general liability insurance with a minimum coverage of \$1,000,000, naming the Client as an additional insured. Insurance must be provided to the Independent Contractor by companies properly licensed to do business in Idaho. Evidence of the required insurance shall be provided to the Client upon request. Failure to provide proof of coverage at any time during the term of this Agreement may result in termination of this Agreement by the Client.

Additionally, the Independent Contractor shall maintain commercial automobile insurance in the amount of \$1,000,000 per occurrence. Evidence of the required insurance shall be provided to the Client upon request. Failure to provide proof of coverage at any time during the term of this Agreement may result in termination of this Agreement by the Client. (If the Independent Contractor's employees will drive their own personal vehicles in the course of providing services under this Agreement, the Independent Contractor must identify this before the Agreement is executed, and must sign a Client-provided memorandum, which will become Exhibit B to this Agreement.)

13. *Client Not Responsible for Worker's Compensation.* Because the Independent Contractor is engaged in its own independent contracting business and is not an employee of the Client, the Client will not obtain worker's compensation insurance for the Independent Contractor or its employees. The Independent Contractor agrees to obtain worker's compensation coverage

as required by law for itself and employees, and to furnish a copy of its certificate of workers' compensation insurance to the Client upon request. Failure to provide proof of insurance may be cause to terminate this Agreement.

14. *Termination.* Either party may terminate the Agreement, with or without cause, at any time by giving fifteen (15) days' written notice to the other. Notwithstanding a termination, the Independent Contractor's obligations to provide follow-up services on work currently in progress shall remain in effect until such services are completed. Payment will be prorated according to work completed if termination is requested before the Agreement expires.

15. *Notices.* Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the other party or by certified mail, return receipt requested, or by e-mail with proof of receipt to the other party at the other party's address stated above. Either party may change its address by giving notice of the change in accordance with this paragraph.

16. *No Authority to Bind Client.* The Independent Contractor has no authority to enter into contracts or agreements on behalf of the Client. This Agreement does not create a partnership between the parties and nothing contained in this Agreement shall be interpreted to create an employer-employee, master-servant, or principal-agent relationship between the Client and Independent Contractor in any respect.

17. *Assignment.* The Independent Contractor shall not assign this Agreement, or its rights, obligations, or any other interest arising from the Agreement, or delegate any of its performance obligations, without the express written consent of the Administrator of the Division of Purchasing and the Idaho Board of Examiners. Transfer without such approval shall cause the annulment of this Agreement, at the option of the state of Idaho. All rights of action, however, for any breach of this Agreement are reserved to the state of Idaho. (Idaho Code Section 67-5726[1]).

18. *Subcontracting.* Unless otherwise allowed by the Client in this Agreement, the Independent Contractor shall not, without written approval from the Client, enter into any subcontract relating to the performance of this Agreement or any part thereof. Approval by the Client of the Independent Contractor's request to subcontract or acceptance of or payment for subcontracted work by the Client shall not in any way relieve the Independent Contractor of any obligation under this Agreement. The Independent Contractor shall be and remain liable for all damages to the Client caused by negligent performance or non-performance of work under this Agreement by the Independent Contractor's subcontractor or its sub-subcontractor. Except where the Client has approved in writing the Independent Contractor's subcontract with other insurance provisions, the Independent Contractor must require all of its subcontractors under this Agreement to purchase and maintain the insurance coverage set forth in this Agreement for the Independent Contractor in connection with the performance of work by the approved subcontractor.

19. *Waiver.* The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

20. *Modification.* No change, modification, or waiver of any term of this Agreement shall be valid unless it is in writing and signed by both the Client and the Independent Contractor.

21. *Entire agreement.* This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements or understandings between the Client and the Independent Contractor.

22. *Attorneys' Fees.* In the event a lawsuit of any kind is instituted under this Agreement or to obtain performance of any kind under this Agreement, the prevailing party shall be awarded such additional sums as the court may adjudge for reasonable attorneys' fees and to pay all costs and disbursements incurred therein.

23. *Applicable law.* This Agreement shall be governed by, construed, and enforced in accordance with, the laws of Idaho without regard to its conflicts of law principles. The parties hereto consent to the jurisdiction of the state courts of Ada County in the state of Idaho in the event of any dispute with respect to this Agreement.

24. *Legal Compliance.* Independent Contractor agrees to comply with all applicable requirements of federal and state statutes, rules, and regulations.

25. *Sufficient Appropriation.* Services provided under this Agreement may be paid for by the Client using funds appropriated by the legislature of the state of Idaho, may be paid for by the Client using funds federal grants or both.

25.1 *Sufficient Appropriation by Legislature Required.* It is understood and agreed that the Client is a governmental entity, and this Agreement shall in no way or manner be construed so as to bind or obligate the state of Idaho beyond the term of any particular appropriation of funds by the legislature of the state of Idaho as may exist from time to time. The Client reserves the right to terminate this Agreement if, in its sole judgment, the legislature of the state of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the Client to continue payment. Any such termination shall take effect on ten (10) days' notice and be otherwise effective as provided in this Agreement. It is understood and agreed that the payments provided for shall be paid from legislative appropriations.

25.2 *Fiscal Necessity and Non-Appropriation.* It is understood and agreed that the Client is a governmental entity, and the Client's payments shall be paid from federal funding sources. This Agreement shall in no way be construed so as to bind the Client beyond the terms of any particular appropriation or award of funds by the United States Congress, United States Department of Justice, or any other applicable federal agency or entity, as may exist from time to time, or beyond the term of any particular approval of spending authority of federal funds by the Legislature or Executive Department of the state of Idaho. The Client reserves the right to terminate this Agreement, in whole or in part (or any order placed under it), if, in its sole judgment, the United States Congress, the United States Department of Justice, or other applicable federal agency or entity, withdraws or freezes the state of Idaho's federal funding or fails, neglects, or refuses to appropriate or provide sufficient funds, including any sequestration of funds pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985 (Pub. Law 99-177, Title II) and/or the Budget Control Act of 2011 (Pub. Law 112-25), or any similar federal law, as may be required to continue payments under this Agreement. The Client shall not be required to transfer funds

between accounts if funds are reduced or unavailable.

The Client further reserves the right to terminate this Agreement if, in its sole judgment, the Legislature or Executive Department of the state of Idaho withdraws or freezes the Client's spending authority regarding the federal funds required to continue payments under this Agreement.

Any termination pursuant to this section shall take effect on ten (10) days' written notice to the Independent Contractor. Upon any such termination, all affected future rights and liabilities of the parties shall cease, and the Client shall not be liable for any penalty, expense, or liability, or for general, special, incidental, consequential or other damages resulting therefrom.

26. *Officials, Agents and Employees of Client Not Personally Liable.* It is agreed by and between the parties hereto that in no event shall any official, officer, employee or agent of the state of Idaho be in any way liable or responsible for any covenant or agreement, whether expressed or implied, nor for any statement, representation or warranty made in or in connection with this Agreement. In particular, and without limitation of the foregoing, no full-time or part-time agent or employee of the Client shall have any personal liability or responsibility under this Agreement, and the sole responsibility and liability for the performance of this Agreement and all of the provisions and covenants contained in this Agreement shall rest in and be vested with the state of Idaho.

27. *License.* In connection with the performance of the Independent Contractor's obligations under this Agreement, the Independent Contractor will provide a license to the state of Idaho for the use of the Independent Contractor's copyrighted intellectual property including art, drawings and illustrations. This license shall permit the state of Idaho to use such intellectual property in relation with this Agreement only. All other rights to Independent Contractor's intellectual property are expressly reserved.

28. *Public Records.* The Independent Contractor recognizes that the Client is subject to the Idaho Public Records Laws, Chapter 1, Title 74 Idaho Code. Notwithstanding any provision of this Agreement to the contrary, the Client may comply with the Idaho Public Records Laws.

29. *Alternative Dispute and Contested Hearings.* In accordance with Idaho Code title 67, chapter 52, the Office of Administrative Hearings shall conduct adjudicatory hearings, mediations, and arbitrations on behalf of the Client.

30. *Limitation of Liability.* Notwithstanding any provision in this Agreement to the contrary, the Independent Contractor's liability for damages to the Client for any cause whatsoever is limited to the damages provided for in this Agreement; provided, however, that the following shall not be subject to the foregoing limitations:

- a. Patent and copyright indemnity required by this Agreement;
- b. Liquidated damages assessed under this Agreement;
- c. Claims for personal injury, including death;

- d. Claims for damage to real property or tangible or intangible property arising from the Independent Contractor's acts or omissions under this Agreement;
- e. The insurance coverage required by this Agreement;
- f. Damages arising from the negligence or willful misconduct of the Independent Contractor, its employees, its subcontractors, or its agents; and,
- g. Government fines and penalties not imposed by the state of Idaho.

31. *Confidentiality.* The Client may disclose information to the Independent Contractor that it regards as proprietary or confidential ("Confidential Information"). Independent Contractor shall use such Confidential Information only in the performance of its services under this Agreement and shall not disclose Confidential Information given to it by the Client to any third party except with the Client's prior written consent or under a valid order of a court or governmental agency of competent jurisdiction and only then upon timely notice to the Client. The Client may require that Independent Contractor agree in writing to the obligations contained in this section. The confidentiality obligation contained in this section shall survive termination of this Agreement.

32. *Data Ownership.* The Client owns and retains full right and title, and unrestricted access to its Confidential Information. The Independent Contractor shall not collect, access, or use the Client's Confidential Information except in the course of providing services provided under this Agreement. Except as expressly allowed by the terms of this Agreement, no information regarding the Client's use of the Independent Contractor's services may be disclosed, provided, rented, or sold to any third party for any reason unless required by law or regulation or by order of a court of competent jurisdiction. Upon the Client's request, the Independent Contractor shall return or destroy the Client's Confidential Information, whichever is requested by the Client. The requirements of this section shall survive the termination or expiration of this Agreement.

33. *Right to Contract with Other Vendors.* The Client reserves the right to enter into agreements for the same or similar services identified in this Agreement with other vendors. Reasons for this need may include but are not limited to factors such as regional service accessibility, youth and family preference for specific providers, service availability within required timeframes, or other logistical or administrative considerations that impact service delivery as outlined in the aftercare treatment plan.

34. *Mandatory Reporting.* Pursuant to Idaho Code § 16-1605, all providers are mandated reporters, therefore, the Independent Contractor must report suspected child abuse, neglect or both within twenty-four (24) hours to law enforcement when the Independent Contractor has reason to believe that a child may have been the victim of abuse or neglect. The Independent Contractor shall not investigate suspected child abuse or neglect. Privileged communication between professional and client is not grounds for failure to report. Failure to report suspected incidents of child abuse or neglect is a misdemeanor.

35. *Background Checks.* Individuals providing services under this Agreement must pass a background check that includes all of the following:

35.1 The Fingerprint-based Criminal Background Check, completed by Idaho State Police.

35.2 The Name-based Criminal Background Check, completed by Idaho State Police.

35.3 The National Sex Offender Registry Check, completed by the Independent Contractor.

35.4 The Child Protection Registry Check, completed by Idaho Department of Health and Welfare.

35.5 Idaho Department of Transportation driving record check completed by the Independent Contractor.

Individuals that have passed a background check that includes all of the above within five (5) years prior to the date that this Agreement is fully executed do not have to pass another background check of this kind while providing services under this Agreement.

The Independent Contractor must retain documentation demonstrating that all of its employees that provide services to juveniles under this Agreement have passed the background check required in this section. This documentation must be made available to the Client upon its request. For each individual, the Independent Contractor must retain the documentation for at least three (3) years after the individual is no longer employed by the Independent Contractor or three (3) years after the termination or expiration of this Agreement, whichever is later.

Additionally, the Independent Contractor grants permission to the Client to independently verify that background checks have been completed, such as by the Client contacting the Idaho Department of Health and Welfare's Background Check Unit.

36. *Severability.* If any part of this Agreement is declared invalid or becomes inoperative for any reason, such invalidity or failure shall not affect the validity and enforceability of any other provision.

37. *Headings.* The headings have been inserted for convenience solely and are not to be considered when interpreting the provisions of this Agreement.

38. *Counterparts.* This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

Department of Juvenile Corrections  
Signature: \_\_\_\_\_  
Amy Anderson  
Title: Division Administrator  
Date: \_\_\_\_\_

Independent Contractor  
Signature: \_\_\_\_\_  
(Print) \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Independent Contractor address, phone and email:

**Bannock County/D6 Treatment**

Ashley Bringhurst

1001 N. 7<sup>th</sup> Ave. Ste. 260

Pocatello, ID 83201

Phone: 208-242-9087

Email: [Ashley.Bringhurst.d6@gmail.com](mailto:Ashley.Bringhurst.d6@gmail.com)

For questions regarding this Agreement, contact:

Jason R. Urquhart, CPPO, CPPB

Purchasing Agent

P.O. Box 83720

Boise, ID 83720-0285

Phone: (208) 334-5100 Ext. 433

Email: [jason.urquhart@idjc.idaho.gov](mailto:jason.urquhart@idjc.idaho.gov)

COA # 3211; 3212; 3213; 3231; 3232; 3233; 3220

**Exhibit A**

Idaho Department of Juvenile Corrections

REFERRAL FOR EXTERNAL CLINICAL AND POST-CUSTODY SERVICES

Region 1 (D1, D2)     Region 2 (D3, D4, D5)     Region 3 (D6, D7)

Juvenile Name: **[CLICK HERE AND TYPE]**

IJOS #: **[CLICK HERE AND TYPE]**

Current Placement of Juvenile: **[CLICK HERE AND TYPE]**

Cost Center: **[CLICK HERE AND TYPE]**

Person Requesting Services/Originator: **[CLICK HERE AND TYPE]**

1. **CONTRACT SERVICE PROVIDER NAME AND CONTACT INFORMATION:** **[CLICK HERE AND TYPE]**

Provider verified with QI, if applicable     Not applicable

2. **DATE(S) OF SERVICE:** Begin: **[CLICK HERE AND TYPE DATE]**    End: **[CLICK HERE AND TYPE DATE]**

3. **SERVICES REQUESTED:**    *\*Highlight the zero, click the F9 key to auto-calculate the costs*

Description (Type of service/how often provided)	Quantity	Unit Cost	Total Cost *	Post-Custody Svc.
<b>[CLICK HERE AND TYPE]</b>	<b>[CLICK]</b>	<b>[\$[CLICK]</b>	<b>\$ 0.00</b>	<input type="checkbox"/>
<b>[CLICK HERE AND TYPE]</b>	<b>[CLICK]</b>	<b>[\$[CLICK]</b>	<b>\$ 0.00</b>	<input type="checkbox"/>
<i>Maximum Total Cost</i>			<b>\$ 0.00</b>	

4. **COMMENTS:**

**[CLICK HERE AND TYPE]**

5. For Contracted Evaluators: Forward completed evaluation to the approving Clinical Supervisor by:

e-mail to **[CLICK HERE AND TYPE]** @idjc.idaho.gov     SmartVault **(Delete line 5 in its entirety, if not applicable)**

6. Sent to **Juvenile Placement and Transition Services Team** ([ptservices@idjc.idaho.gov](mailto:ptservices@idjc.idaho.gov)) for contract review and approval. Contract Providers Contract #: \_\_\_\_\_

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Clinical Supervisor

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Date

---

Superintendent (*Required for post-custody services*)      Date

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IDJC Director (*Required for post-custody services*)      Date

cc:      AccountsPayable@idjc.idaho.gov

Referral Originator

Service Provider

Juvenile Placement Manager and [ptservices@idjc.idaho.gov](mailto:ptservices@idjc.idaho.gov)

Case Management File

**Exhibit B to Agreement with Contract Number 155-26**

**Memorandum Regarding Personal Vehicle Use**

Our employees may drive their own personal vehicles in the course of providing services under the Agreement with contract number 155-26 ("Agreement").

Therefore, for the duration of the Agreement we will require that our employees that provide services, and drive their own personal vehicles while doing so under the Agreement obtain and maintain personal automobile insurance sufficient to cover damage to their vehicles, personal injury and liabilities in case of an automobile accident. The personal automobile insurance shall be obtained by these employees at their own expense and shall be maintained for the entire duration of the Agreement or for the duration of their employment with us, whichever ends sooner. Policies shall provide, or be endorsed to provide, all required coverage. The employee shall provide certificates of insurance or certified endorsements upon request by the Client. All insurance shall be with insurers rated A-, VII, or better in the latest Bests Rating Guide, and be in good standing and authorized to transact business in Idaho. The coverage provided by such policies shall be primary. By requiring insurance herein, the Client does not represent that coverage and limits will necessarily be adequate to protect the Independent Contractor or its employees, and such coverage and limits shall not be deemed as a limitation on the Independent Contractor's liability under any indemnities granted to the Client. Each employee's personal automobile insurance shall have limits of not less than \$1,000,000 each occurrence, and \$1,000,000 aggregate. If necessary, an umbrella or excess policy may be used to meet the limits required, providing the employee's personal automobile is listed on the underlying insurance in the umbrella or excess policy, and the umbrella or excess policy meets the requirements within this paragraph for acceptable insurers.

Independent Contractor

Signature: \_\_\_\_\_

(Print) \_\_\_\_\_

Title: \_\_\_\_\_

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