

**PROFESSIONAL SERVICES CONTRACT**

**STATE OF TEXAS**

**COUNTY OF NUECES**

THIS CONTRACT FOR PROFESSIONAL SERVICES is made by and between the County of Nueces, hereinafter called "County," the Nueces County Hospital District, hereinafter called "NCHD," and BeHealthle Consulting, LLC, hereinafter called "Consultant" for the purpose of contracting for consulting services. The County, NCHD, and the Consultant shall be collectively referred to as the "Parties."

**WITNESSETH**

**WHEREAS**, Government Code, Chapter 2254, Subchapter A, "Professional Services Procurement Act" provides for the procurement of professional services; and

**WHEREAS**, NCHD made the determination that the services contemplated herein are professional services as further interpreted by the Texas Attorney General opinions as services requiring predominantly mental or intellectual skill or belonging to a discipline requiring special knowledge or attainment and a high order of learning, skill and intelligence; and

**WHEREAS**, the NCHD and County desire to contract for professional services described as follows:

Providing consultation services and other services as described in Attachment B herein regarding the Nueces County Jail Diversion Program – Phase I and Phase II.

**NOW, THEREFORE**, the County, NCHD, and the Consultant, in consideration of the mutual covenants and agreements herein contained, do hereby mutually agree as follows:

**AGREEMENT**

**ARTICLE 1**

**SCOPE OF SERVICES TO BE PROVIDED BY COUNTY**

The County will furnish items and perform those services for fulfillment of the contract as identified in Attachment A – Services to be provided by the County, attached hereto and made a part thereof this contract.

**ARTICLE 2**

**SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT**

The Consultant shall perform those personal services for the fulfillment of the contract as identified in Attachment B – Services to be provided by the Consultant, attached hereto and made a part thereof this contract. Consultant tasks shall be completed by December 31, 2019.

**ARTICLE 3**  
**SCOPE OF SERVICES TO BE PROVIDED BY NCHD**

NCHD will furnish items and perform those services for fulfillment of the contract as identified in Attachment C – Services to be provided by the NCHD, attached hereto and made a part thereof this contract.

**ARTICLE 3**  
**CONTRACT PERIOD**

The term of this Agreement shall be from September 3, 2019 through January 5, 2020. The Consultant shall proceed with the work as authorized in writing by the County, as provided in Article 5 – Work Authorizations. This contract shall terminate at the close of business on January 5, 2020, unless extended by supplement agreement duly executed by the Parties prior to the date of termination, as provided in Article 10 – Supplemental Agreements, or otherwise terminated, as provided in Article 18 – Termination. Any work performed or cost incurred after the date of termination shall be ineligible for reimbursement.

**ARTICLE 4**  
**COMPENSATION AND METHOD OF PAYMENT**

The maximum amount payable under this contract is \$48,000.00 (\$12,000.00 monthly payments), unless modified as provided in Article 10 – Supplemental Agreements. This amount shall be due and payable upon completion of respective tasks in accordance with Attachment D, Work and Fee Schedule, herein attached and incorporated in its entirety. There will be no reimbursement for expenses or travel.

The Consultant shall prepare and submit to the County and NCHD a monthly invoice and a progress report in reasonable detail, stating the status and description of the work accomplished during the billing period.

The NCHD reserves the right to withhold payment pending verification of satisfactory work, to be determined in the reasonable discretion of NCHD.

**The County and NCHD assume no liability for work performed or costs incurred prior to the date authorized by the County to begin work, during periods when work is suspended, or subsequent to the contract completion date.**

**ARTICLE 5  
WORK AUTHORIZATIONS**

The County will issue work authorizations, in the form identified and attached hereto as Attachment D- Work Authorization, to authorize the Consultant to perform one or more tasks. The work authorization will not waive the Parties' responsibilities and obligations established in this contract. The Consultant's work authorization will be issued by the County Judge. The executed work authorization(s) shall become a part of this contract.

Upon satisfactory completion of the work authorization, the Consultant shall submit to the County and NCHD for review and acceptance the deliverables as specified in the executed work authorization.

Work included in a work authorization shall not begin until the County and the Consultant have signed the work authorization. All work must be completed on or before the completion date specified in the work authorization. The Consultant shall promptly notify the County of any event which will affect completion of the work authorization.

**ARTICLE 6  
PROGRESS**

The Consultant shall, from time to time during the progress of the work, confer with the County and NCHD. The Consultant shall prepare and present such information as may be pertinent and necessary, or as may be requested by the County or NCHD, in order to evaluate features of the work. Upon request by the County, the Consultant shall make presentations to the Commissioners Court.

At the request of the County or the Consultant, conferences shall be held at the Consultant's office, the County's office, or at other locations designated by the County. These conferences shall also include an evaluation of the Consultant's services and work when requested by the County.

Should the County determine that the progress in production of the work does not satisfy the work schedule, the County will review the work schedule with the Consultant to determine corrective action needed.

The Consultant shall promptly advise the County and NCHD in writing of events which have a significant impact upon the progress of work, including:

- (1) problems, delays, or adverse conditions which will materially affect the ability to attain contract objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods; this disclosure will be accompanied by a statement of the action taken, or contemplated, and any County assistance needed to resolve the situation; and

(2) favorable developments or events which would enable meeting the work schedule goals sooner than anticipated.

**ARTICLE 7  
SUSPENSION**

The County may suspend the work, but not terminate the contract, by giving written notice a minimum of two (2) calendar days prior to the date of suspension. The two (2) day notice may be waived if approved in writing by County and Consultant.

The work will be reinstated and resumed in full force and effect within one (1) calendar days of receipt of written notice from the County to resume the work. The one (1) day notice may be waived if approved in writing by both parties.

If the County suspends the work, the contract period, as determined in Article 3 – Contract Period, is not affected and the contract will terminate on the date specified unless the contract is amended as provided in Article 10 – Supplemental Agreements.

**ARTICLE 8  
ADDITIONAL WORK**

If the Consultant determines that any work it has been directed to perform is beyond the scope of this agreement and constitutes extra work, it shall promptly notify the County and NCHD in writing. In the event the County and NCHD determines that such work constitutes extra work and exceeds the maximum amount payable, NCHD shall so advise the Consultant and a supplemental agreement may be executed, as provided in Article 10 – Supplemental Agreements.

The Consultant shall not perform any additional work or incur any additional costs prior to the execution, by the Parties, of a supplemental agreement. The County and NCHD shall not be responsible for actions by the Consultant or any costs incurred by the Consultant relating to additional work not directly associated with the performance of the work authorized in this contract or as amended.

**ARTICLE 9  
CHANGES IN WORK**

If the County finds it necessary to request changes to previously satisfactorily completed work or parts thereof which involve changes to the original scope of services or character of work under the contract, the Consultant shall make such revisions if requested and as directed by the County and NCHD. This will be considered additional work and paid for as specified under Article 8 – Additional Work.

The Consultant shall make such revisions to the work to correct errors appearing therein, when required to do so by the County. No additional compensation will be paid for the correction of errors.

#### **ARTICLE 10 SUPPLEMENTAL AGREEMENTS**

The terms of this contract may be modified by supplemental agreement if the County and NCHD determines that there has been a significant change in the scope, complexity, or character of the service to be performed, or the duration of the work. Additional compensation, if appropriate, shall be identified as provided in Article 4 – Compensation and Method of Payment.

Any supplemental agreement must be executed by the Parties within the contract period specified in Article 3 – Contract Period.

**No claim for extra work done or materials furnished shall be made by the Consultant until full execution of the supplemental agreement and authorization to proceed is issued by the County. The County reserves the right to withhold payment pending verification of satisfactory work performed to be determined in the NCHD's reasonable discretion.**

#### **ARTICLE 11 PUBLIC INFORMATION ACT**

All data, basic sketches, charts, calculations, plans, specifications, and other documents created or collected under the terms of this contract are the exclusive property of the County and shall be furnished to the County upon request. All documents prepared by the Consultant and all documents furnished to the Consultant by the County shall be delivered to the County upon completion or termination of this contract. NCHD shall be provided a copy of any such documents. The Consultant, at its own expense, may retain copies of such documents or any other data which it has furnished the County under this contract. Release of information will be in accordance with the Texas Public Information Act.

#### **ARTICLE 12 PERSONNEL, EQUIPMENT AND MATERIAL**

The Consultant shall furnish and maintain, at its own expense, office space for the performance of all services, and adequate and sufficient personnel and equipment to perform the services as required.

#### **ARTICLE 13 SUBCONTRACTING**

The Consultant shall not assign, subcontract, or transfer any portion of the work under this contract. All work under this contract shall be performed by Consultant personally.

**ARTICLE 14  
EVALUATION OF WORK**

The County and NCHD and its authorized representatives shall have the right at all reasonable times to review or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed. If a review or evaluation is being made on the premises of the Consultant, the Consultant shall provide all reasonable facilities and assistance for the safety and convenience of the County/NCHD representatives in the performance of their duties. If funds by other agencies or entities are to be used for payment of the services under this contract, the Consultant's services and work may be subject to periodic review and approval by other agencies or entities, including city, county, state, and/or federal agencies.

**ARTICLE 15  
SUBMISSION OF REPORTS**

All applicable study reports shall be submitted in preliminary form for review by the County before a final report is issued. The County's comments on the Consultant's preliminary report shall be addressed in the final report. No study reports are herein required for performance of services requested.

**ARTICLE 16  
COMPUTER DOCUMENTS AND INFORMATION EXCHANGE**

All computer files must be compatible with the County's computer systems without conversion or modifications and must plot consistent with any reproducible plots submitted.

All plots and graphics media provided by the Consultant shall be delivered to the County. Final payment for the work associated with this contract will not be made until the files furnished by the Consultant have been demonstrated to be usable in the required formats.

**ARTICLE 17  
VIOLATION OF CONTRACT TERMS / BREACH OF CONTRACT**

Material violations of the contract terms or material breach of contract, after the expiration of the requisite notice and cure period, by either party shall be grounds for termination of the contract by the opposite party and any increased cost arising from the breaching party's default, breach of contract, or violation of contract terms shall be paid by the breaching party. This agreement shall not be considered as specifying the

exclusive remedy for any default, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

In the event of any material violation or material breach of the requirements or provisions of this contract by either party, the non-breaching party shall send the breaching party written notification, by certified mail, return receipt requested, asserting the existence of such breach in reasonable detail. Following its receipt of such written notice, the breaching party shall have a period of thirty (30) days in which to either contest the existence of such breach or to cure such breach if it is of a nature which can be cured within the thirty (30) days. In the event such breach is of the nature which is incapable of being cured within the thirty (30) days, and if the breaching party is diligently attempting to cure the breach, the breaching party shall be deemed to be in compliance with this paragraph. If the breaching party fails to cure such breach within the thirty (30) days (or such longer period as agreed to by the parties), then the breaching party shall be deemed to be in violation of this contract and the non-breaching party may pursue any and all remedies available pursuant to this contract or at law or in equity.

## **ARTICLE 18 TERMINATION**

This contract shall terminate at the close of business on January 5, 2020, unless extended as provided in Article 10 – Supplemental Agreements.

This contract may be terminated before the stated termination date by any of the following conditions:

1. By mutual agreement and consent, in writing, of all parties;
2. By the County or NCHD, by notice in writing to the Consultant as a consequence of failure by the Consultant to perform the services set forth herein in a satisfactory manner;
3. By any party, upon the failure of the other party to fulfill its obligations as set forth herein;
4. By the County or NCHD, for reasons of its own and not subject to the mutual consent of the Consultant upon not less than thirty (30) calendar days written notice to the Consultant; and
5. By written notice from the County or NCHD upon satisfactory completion of all services and obligations described herein.

Should the County or NCHD terminate this contract as herein provided, no fees other than fees due and payable at the time of termination shall thereafter be paid to the Consultant. In determining the value of the work performed by the Consultant prior to

termination NCHD shall be the sole judge. Compensation for work at termination will be based on a percentage of the work completed at that time. Should the County or NCHD terminate this contract under Item 4 of the above paragraph, the amount charged during the thirty (30) calendar day notice period shall not exceed the amount charged during the preceding thirty (30) calendar days.

If the Consultant defaults in the performance of this contract or if the County or NCHD terminates this contract for fault on the part of the Consultant, NCHD will give consideration to the actual costs incurred by the Consultant in performing the work to the date of default, the amount of work which was satisfactorily completed to the date of default, the value of the work which is usable to the County and NCHD, the cost to the NCHD of employing another to complete the work required and the time required to do so, and other factors which affect the value to the County and NCHD of the work performed at the time of default.

Any fees collected by Consultant will be reimbursed to NCHD for work not provided prior to termination of agreement.

The termination of this contract and payment of an amount in settlement as prescribed above shall extinguish all rights, duties, and obligations of the County and NCHD and the Consultant under this contract except the obligations set forth in Articles 11, 14, 18, 19, 20, 21 and 22 of this contract. If the termination of this contract is due to the failure of the Consultant to fulfill its contract obligations, the County may take over the project and prosecute the work to completion. In such case, the Consultant shall be liable to the County and NCHD for any additional cost occasioned to the County and NCHD.

## **ARTICLE 19 COMPLIANCE WITH LAWS**

The Consultant shall comply with all applicable Federal, State, and local laws, statutes codes, ordinances, rules, and regulations, and the orders and decrees of any court, or administrative bodies or tribunals, in any manner affecting the performance of this contract, including, without limitation licensing laws and regulations. When required, the Consultant shall furnish the County with satisfactory proof of its compliance.

Additionally, Consultant agrees to abide by any security protocols required by the Nueces County Sheriff when visiting the Nueces County Jail(s). The Nueces County Sheriff may deny access to such jail(s) in his sole discretion should he determine it to be a security risk.

It is expressly understood by the County and Consultant, that from the date of award of the contract to one year after termination or expiration of contract term, it is prohibited for any county official or employee thereof, to receive gifts described by Section 5.02 of the County Personnel or Civil Service Rules, and/or campaign or political contributions



regardless of amount from Consultant or principal owners of said Consultant. County Official is defined as those individuals described as county and precinct officers in Subchapter B of Chapter 152 of the Local Government Code. Consultant is furthermore prohibited from making political campaign or personal contributions to candidates for county and precinct office from the date of award of contract to one year after termination or expiration of contract term. It is also prohibited for Consultant to contribute to employee associations or for the benefit of groups of employees.

**ARTICLE 20  
INDEMNIFICATION**

**THE CONSULTANT SHALL SAVE HARMLESS THE COUNTY AND NCHD AND ITS OFFICERS AND EMPLOYEES FROM ALL CLAIMS AND LIABILITY DUE TO ACTIVITIES OF ITSELF, ITS AGENTS, OR EMPLOYEES PERFORMED UNDER THIS CONTRACT AND WHICH ARE CAUSED BY OR RESULT FROM ERROR, OMISSION, OR NEGLIGENT ACT OF THE CONSULTANT OR OF ANY PERSON EMPLOYED BY THE CONSULTANT. THE CONSULTANT SHALL ALSO SAVE HARMLESS THE COUNTY AND NCHD FROM ANY AND ALL EXPENSE, INCLUDING, BUT NOT LIMITED TO, ATTORNEY FEES WHICH MAY BE INCURRED BY THE COUNTY AND NCHD IN LITIGATION OR OTHERWISE RESISTING SAID CLAIM OR LIABILITIES WHICH MAY BE IMPOSED ON THE COUNTY AND NCHD AS A RESULT OF SUCH ERROR, OMISSION, OR NEGLIGENT ACTIVITY BY THE CONSULTANT, ITS AGENTS, OR EMPLOYEES.**

**ARTICLE 21  
CONSULTANT'S RESPONSIBILITY**

The Consultant shall be responsible for the accuracy of its work and shall promptly make necessary revisions or corrections resulting from its errors, omissions, or negligent acts without compensation.

**ARTICLE 22  
RETENTION, AVAILABILITY OF RECORDS AND AUDIT REQUIREMENTS**

The Consultant shall maintain all books, documents, papers, accounting records, and other evidence pertaining to cost incurred and shall make such materials available at its office during the contract period and for four (4) years from the date of final payment under this contract or until pending litigation has been completely and fully resolved, whichever occurs last. The County and NCHD or any of its duly authorized representatives shall have access during normal business hours to any and all books, documents, papers, and records of the Consultant which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, transcriptions, and for checking the amount of work performed by the Consultant.

**ARTICLE 23  
SUCCESSORS AND ASSIGNS**

The Consultant and the County and NCHD do hereby bind themselves, their successors, executors, administrators, and assigns to each other party of this agreement and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this contract.

The Consultant shall not assign, subcontract, or transfer its interest in this contract.

**ARTICLE 24  
SEVERABILITY**

In the event any one or more of the provisions contained in this contract, for any reason, shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and; this contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**ARTICLE 25  
PRIOR CONTRACT SUPERSEDED**

This contract constitutes the sole agreement of the parties hereto and supercedes any prior understandings or written or oral contracts between the parties respecting the subject matter defined herein.

**ARTICLE 26  
NOTICES**

All notices to either party by the other, required under this contract, shall be personally delivered or mailed to such party at the following respective address:

**COUNTY**

County Judge  
901 Leopard St., Rm. 303  
Corpus Christi, Texas 78401

**CONSULTANT**

BeHealthle Consulting, LLC  
17934 Resort View  
San Antonio, Texas 78255

**NCHD**

Administrator  
555 N. Carancahua, Suite 950  
Corpus Christi, Texas 78401

**ARTICLE 27  
GOVERNING LAW AND VENUE.**

This Agreement shall be construed under and in accord with the law of the State of Texas. Venue shall be in Nueces County, Texas.

**ARTICLE XX  
SIGNATORY WARRANTY**

The undersigned signatory for the Consultant hereby represents and warrants that the signatory is an officer of the organization for which he or she has executed this contract on behalf of the firm.

IN WITNESS WHEREOF, the County, NCHD, and the Consultant have executed these presents in duplicate.

**COUNTY OF NUECES**

By:   
County Judge

Date: 9/3/19

**CONSULTANT:**

By: 

Date: 9/3/2019

**NUECES COUNTY HOSPITAL DISTRICT**

By:   
Jonny F. Hipp, Administrator

Date: 9/3/2019

**ATTEST:**

\_\_\_\_\_  
**County Clerk**

**List of Attachments:**

Attachment A – Services to be Provided by the County  
Attachment B – Services to be Provided by the Consultant  
Attachment C – Services to be Provided by the NCHD  
Attachment D - Work and Fee Schedule  
Attachment E – Work Authorization

ATTACHMENT A  
Services to be Provided by the County

The following services are anticipated to be provided by Nueces County:

1. Provision of work spaces and facilities when Consultant on site in Nueces County.
2. Facilitation and coordination of services.
3. Identify County liaison to serve as point of contact for Consultant to facilitate as necessary their execution of services.
4. Introduction of Consultant to Nueces Center for Mental Health and Intellectual Disabilities' (NCMHID) representatives.
5. Identify stakeholders and assist with introductions.
6. Identify County liaison to work with Consultant and MHID.

ATTACHMENT B  
Services to be Provided by Consultant

**Phase 1: Community Assessment & Stakeholder Input**

- A. Deliverable #1 – Community Collaborative Program Assessment.
- a. Objective. Perform an assessment of the existing Nueces County Community Collaborative Program, including Jail Diversion Program, Crisis Intervention Team, Mobile Crisis Outreach, and Jail-Based Competency Restoration (the “Program”) in diversion of low-level offenders with high service utilization away from unnecessary criminal justice involvement and into better system of treatment and care.
  - b. Work To Be Performed:
    - i. Perform an internal Program analysis to identify the different ways in which the Program creates and/or fails to create value for consumers and prospective consumers.
    - ii. Evaluate pre-service, point-of-service, and after-service delivery; culture; structure; and strategic resources to identify strengths and weaknesses.
    - iii. Community Collaborative Program Assessment Report including findings and recommendations.
- B. Deliverable #2 – Health Outcomes: Opioid Task Force.
- a. Objective. Facilitate development of a shared vision, operating principles, and desired outcomes for the Program.
  - b. Work To Be Performed:
    - i. Engage identified stakeholders in the strategic planning process to include development of guiding principles, benchmarks, and data collection activities.
    - ii. Facilitate stakeholder input around access to mental health and substance use services to identify the needs, gaps, and possible solutions to address the issues identified, to include the feasibility of a Mental Health Crisis Restoration Facility or other needed crisis responses in the community.

**Phase 2: Strategic Plan Preparation**

- A. Deliverable #3 –Strategic Plan.
- a. Objective. Prepare a strategic plan for the Program, including vision/mission statement, strengths, weaknesses, opportunities, and threats matrix, goals, key performance indicators, target population, industry analysis, competitive analysis and advantage, business development plan, human resources, operations plan, and financial projections.
  - b. Work To Be Performed.
    - i. Facilitate strategic planning and implementation discussions to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are aligned toward common goals, and establish agreement around intended outcomes/results.

- ii. Guide the development of focus areas to be included that impact operational design.
- iii. Determine future sustainability & program readiness for value-based reimbursement and other potential revenue streams.
- iv. Evaluate alignment of program goals, data collection efforts and reporting mechanisms with the following overarching diversion goals:
  - 1. Reduced jail populations and associated costs;
  - 2. Reduced emergency room usage and associated costs;
  - 3. More effective use of law-enforcement resources and time;
  - 4. Increased first-responder safety;
  - 5. Positive change in community culture toward behavioral health issues; and
  - 6. Improved outcomes for some of the most vulnerable people in the community.
- v. Provide a Strategic Plan. Plan will provide as follows: Prepare an Issues and Opportunities Matrix that will reflect the results of benchmarking the “issues” with our knowledge of Best Practices and experience with other jail diversion/behavioral health systems of care. Provide recommendations about how to address the issues that were identified. Provide recommendations for implementation of any new service deemed beneficial for the citizens of Nueces County based on best practices.

ATTACHMENT C  
Services to be Provided by NCHD

1. Pay fee due as per Agreement.
2. Identify a point of contact (POC) to represent and assist Consultant with obtaining relevant information, to include utilization data.

## ATTACHMENT D Work and Fee Schedule

NCHD shall compensate the Consultant for services up to the maximum contract amount of \$48,000.00 as follows.

### PHASE 1:

Deliverable #1: Community Collaborative Program Assessment

- Due October 31, 2019

Deliverable #2: Health Outcomes: Opioid Task Force

- Due October 31, 2019

### PHASE 2:

Deliverable #3: Strategic Plan

- Due December 31, 2019

Maximum Total Compensation: \$ 48,000.00 to be paid in 4 monthly installments pursuant to contract terms.



## WORK AUTHORIZATION

This work authorization is issued in accordance with the Professional Services Contract with an effective date of September 3, 2019, between Nueces County, Nueces County Hospital District and BeHealthle, LLC.

### Work Task:

Items as described on Attachment B of Professional Services Contract.

Cost: Up to \$48,000.00

Deliverables: As described on Attachment B of Professional Services Contract.

Completion date: 120 DAYS FROM SEPTEMBER 3, 2019

Deliverable #1: October 31, 2019.

Deliverable #2: October 31, 2019.

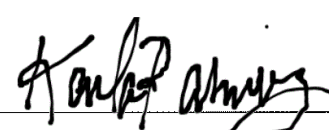
Deliverable #3: December 31, 2019.

COUNTY OF NUECES

By:   
County Judge

Date: 9/3/19

BeHEALTHLE CONSULTING, LLC

By: 

Date: 9/3/2019

NUECES COUNTY HOSPITAL DISTRICT

By:   
Jonny F. Hipp, Administrator

Date: 9/3/2019

## Certificate Of Completion

Envelope Id: FF23E46AA7BF40289019577FEC94061C	Status: Completed
Subject: Professional Services Contract NC Hospital District and BeHealthle 9-3-19.pdf	
Source Envelope:	
Document Pages: 17	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Karla Ramirez
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	karla@behealthle.com
	IP Address: 162.248.185.11

## Record Tracking

Status: Original	Holder: Karla Ramirez	Location: DocuSign
9/3/2019 4:33:21 PM	karla@behealthle.com	

## Signer Events

Signature	Timestamp
Karla Ramirez	Sent: 9/3/2019 4:33:22 PM
karla@behealthle.com	Viewed: 9/3/2019 4:33:34 PM
Karla Ramirez	Signed: 9/3/2019 4:47:34 PM
Security Level: Email, Account Authentication (None)	Freeform Signing
Signature Adoption: Drawn on Device	
Using IP Address: 72.179.166.239	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## In Person Signer Events

Signature

Timestamp

## Editor Delivery Events

Status

Timestamp

## Agent Delivery Events

Status

Timestamp

## Intermediary Delivery Events

Status

Timestamp

## Certified Delivery Events

Status

Timestamp

## Carbon Copy Events

Status

Timestamp

## Witness Events

Signature

Timestamp

## Notary Events

Signature

Timestamp

## Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	9/3/2019 4:33:22 PM
Certified Delivered	Security Checked	9/3/2019 4:33:34 PM
Signing Complete	Security Checked	9/3/2019 4:47:34 PM
Completed	Security Checked	9/3/2019 4:47:34 PM

## Payment Events

Status

Timestamps