

AMENDMENT TWO TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
LOS ALTOS COMMUNITY FOUNDATION

THIS AMENDMENT TO THE AGREEMENT, entered into this ____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and LOS ALTOS COMMUNITY FOUNDATION, hereinafter called "Contractor;"

W I T N E S S E T H:

WHEREAS, pursuant to Government Code Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for the purpose of assisting San Mateo County become an Age Friendly Community; and

WHEREAS, the parties wish to amend the Agreement to replace Exhibit A (rev. 10/15/2019) with Exhibit A (rev. 1/21/2021);

WHEREAS, the parties wish to amend the Agreement to replace Exhibit B (rev. 10/15/2019) with Exhibit B (rev. 1/21/2021);

WHEREAS, the parties wish to amend the term of the contract to July 1, 2018, through June 30, 2022 and increase contract amount by \$115,000 with maximum obligation no greater than \$347,000.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:

1. Section 2, Paragraph 1 of the agreement is amended to read as follows:

In consideration of the payments set forth in this Agreement and in Exhibit B (rev. 1/21/2021), Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A (rev. 1/21/2021).

2. Section 3, Paragraph 1 of the agreement is amended to read as follows:

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A (rev. 1/21/2021), County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B (rev. 1/21/2021). County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. Contractor's failure to deliver services by the timeline would constitute a breach. In no event shall County's total fiscal obligation under this Agreement exceed THREE HUNDRED AND FORTY-SEVEN THOUSAND DOLLARS (\$347,000). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed.

3. Section 4, Paragraph 1 of the agreement is amended to read as follows:

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2018, through June 30, 2022.


4. Exhibit A (rev. 10/15/2019) is replaced by Exhibit A (rev. 1/21/2021).

5. Exhibit B (rev. 10/15/2019) is replaced by Exhibit B (rev. 1/21/2021).

6. All other terms and conditions of the agreement dated July 26, 2018 and first amendment dated December 4, 2019, between the County and Contractor shall remain in full force and effect.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO WORK WILL COMMENCE UNTIL THIS DOCUMENT HAS BEEN SIGNED BY THE COUNTY PURCHASING AGENT OR AUTHORIZED DESIGNEE.

For Contractor:

 47B0D8528B6F431...	1/29/2021	Adin Miller
_____ Contractor Signature	_____ Date	_____ Contractor Name (please print)

For County:

_____ Purchasing Agent Signature (Department Head or Authorized Designee) County of San Mateo	_____ Date	<u>Lisa Mancini, Director, Aging & Adult Services</u> Purchasing Agent Name (please print) (Department Head or Authorized Designee) County of San Mateo
		_____ Purchasing Agent or Authorized Designee Job Title (please print) County of San Mateo

**EXHIBIT A (Rev. 1/21/2021)
DESCRIPTION OF SERVICES**

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following:

BACKGROUND

The Center for Age-Friendly Excellence (CAFÉ), a project of the Los Altos Community Foundation (LACF), is advancing the understanding of Age-Friendly cities and communities using the World Health Organization's (WHO) evidence-based criteria of eight domains of livability. CAFÉ drives transformational change to create healthy, active, sustainable, and inclusive communities for all generations. CAFÉ promotes policies, programs, and services that improve the quality of life as we age, and enhance respect, understanding, and engagement in our diverse, multigenerational communities.

Los Altos Community Foundation (LACF), through its Center for Age-Friendly Excellence (CAFÉ), will provide technical assistance, consultation, applied research access, community organizing synergy, coordination of the assessment process, and will write the official application to be submitted to the World Health Organization (WHO) for three San Mateo County cities to receive the Global Age-Friendly Communities designation. Throughout this process, CAFÉ helps communities be intentional about the global Age-Friendly initiative and develop plans, infrastructure funding ideas, and programs to successfully implement projects and initiatives in WHO's eight domains:

- Outdoor spaces and buildings
- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

The deliverables, milestones, and timelines are set for the period immediately following contract execution. Contract execution shall be defined as the date when County has delivered to the Contractor a copy of the executed Agreement. If Contractor does not complete the deliverables listed by the date specified, a breach of agreement has occurred, and subject to the discretion of the County, the Contractor may not be entitled to payment amount itemized in Exhibit B. Any requests for extension of dates must be submitted in writing to the County and approved at the County's discretion.

Within 4 months after contract execution

1. Staff recruitment
 - a. Recruit and train city field staff in the WHO Age-Friendly process
2. Develop assessment: survey and demographics
 - a. Assign field staff to City #1 and gather demographic data
 - b. Develop a plan for qualitative (focus group) city needs assessment
 - c. Gather existing quantitative data on the eight Age-Friendly domains in city
 - d. Develop community organizing plan for city

3. Develop marketing plan messaging. Marketing and Social Media Lead will:
 - a. Develop marketing plan for Age-Friendly presentation to Core Team
 - b. Develop plan to educate and engage cities and County elected officials on Age-Friendly strategies and outreach.
 - c. Provide information and updates from the cities for the Age-Friendly website, social media, and other online/offline marketing materials.

4. Age-Friendly network development
 - a. Identify officials and community leaders of city and determine key stakeholders.
 - b. Give Age-Friendly presentation to senior commissions and city councils; CAFÉ leadership to present to two community organizations
 - c. Confirm point person for city (Recreation Department or Senior Center)
 - d. Identify taskforce to oversee the Age-Friendly focus groups, program and services selection, and application process
 - e. Begin planning for Age-Friendly focus groups
 - f. Assist taskforce/determine focus group participants; schedule date/time to conduct focus groups.
 - g. Confer with County to establish a Core Leadership Team (Core Team) that will meet monthly to advise and support the Age-Friendly project.
 - h. Attend and advise one Core Team meeting per month.

Within 6 months after contract execution

1. Continue assessment: survey and demographics
 - a. Assign CAFÉ field staff to *two additional cities*; gather demographic data
 - b. Develop a plan for qualitative city needs assessment (focus groups) for each city
 - c. Gather existing quantitative data on the eight Age-Friendly domains
 - d. Develop community organizing plan for each city

2. CAFÉ will conduct Age-Friendly focus groups in City #1 on senior residents, industry professionals, or others who represent a large demographic within that city; will record information from discussions.
 - a. Identify gaps and assist in developing initiatives per the eight Age-Friendly domains

3. Prioritize and implement marketing plan
 - a. Core Team will review the CAFÉ Age-Friendly marketing plan and prioritize recommendations for implementation
 - b. Marketing plan will be implemented upon Core Team approval of plan and prioritized recommendations

4. Age-Friendly Network development (Cities #2 and #3)
 - a. Identify officials and community leaders of cities; determine key stakeholders
 - b. Give Age-Friendly presentation to senior commission and city council; CAFÉ leadership to present to community organizations in both cities
 - c. Confirm point person for each city (Recreation Department or Senior Center)
 - d. Identify taskforce to oversee the Age-Friendly focus groups, program and services selection, and application process

- e. Begin planning for Age-Friendly focus groups
- f. Assist City #3 taskforce/determine focus group participants; schedule dates/times and locations to conduct focus groups
- g. Attend and advise one Core meeting per month
- h. Coordinate technical assistance to City #1, #2, and #3

Within 9 months after contract execution

1. Continue assessment: survey and demographics
 - a. Assist City #2 taskforce to determine focus group participants; schedule dates/times and locations to conduct focus groups
 - b. CAFÉ will conduct Age-Friendly focus groups in City #3 for senior residents, industry professionals, or others who represent a large demographic within that city; will record information from discussions, and will identify gaps and develop initiatives per the eight Age-Friendly domains
2. Continue to implement marketing plan
 - a. CAFÉ Marketing and Social Media Lead implements marketing plan's top priorities
3. Age-Friendly Network Development
 - a. CAFÉ will present Age-Friendly presentations to community organizations
 - b. Attend and advise one Core meeting per month

Within 12 months after contract execution

1. Continue demographics assessment.
 - a. CAFÉ will conduct Age-Friendly focus groups in City #2 for senior residents, industry professionals, or others who represent a large demographic within that city; will record information from discussions, and will identify gaps and develop initiatives per the eight Age-Friendly domains
 - b. CAFÉ will compile, analyze, and interpret focus group findings and program data/feedback per focus group
 - c. CAFÉ will prepare a report for each city (per focus group) outlining takeaways and lessons learned as well as provide assistance to the cities in determining potential Age-Friendly projects.
 - d. Report data will be used in the application to WHO.
2. Age-Friendly Network development (City #1, #2, and #3)
 - a. CAFÉ will attend and advise one Core Team meeting per month;
 - b. Work with cities to outline draft their WHO applications for review by city specific Age-Friendly taskforce; taskforce works with City Mayor for letter endorsing Age-Friendly designation
 - c. Develop a list of project priorities based on the analysis of the unmet needs from the focus group qualitative (and quantitative, if applicable) data
 - d. Complete and send Global Network for Age-Friendly Cities and Communities (GNAFCC) application to WHO pending letter from each city's Mayor endorsing Age-Friendly designation (responsibility of obtaining letter rests with each city's Age-Friendly taskforce.)

Within 15 months after contract execution

1. Age-Friendly Network development (City #1, #2, and #3)

- a. CAFÉ will attend and advise one Core Team meeting per month;
- b. Work with cities to outline draft their WHO applications for review by city specific Age-Friendly taskforce; taskforce works with City Mayor for letter endorsing Age-Friendly designation
- c. Develop a list of project priorities based on the analysis of the unmet needs from the focus group qualitative (and quantitative, if applicable) data
- d. Complete and send Global Network for Age-Friendly Cities and Communities (GNAFCC) application to WHO pending letter from each city's Mayor endorsing Age-Friendly designation (responsibility of obtaining letter rests with each city's Age-Friendly taskforce.)

REPORTING SCHEDULE

Report #	Deliverables	By When*
1	<ul style="list-style-type: none"> • Gather baseline quantitative data on each of the eight (8) age-friendly domains in and develop community organizing plan for City #1. • Develop and present marketing plan for City #1 for Age-Friendly presentation to Core Team. 	Within 4 months of contract execution
2	<ul style="list-style-type: none"> • Gather baseline quantitative data on each of the eight (8) age-friendly domains in and develop community organizing plan for City #2 and #3. • Develop and present marketing plan for City #2 and City #3 for Age-Friendly presentation to Core Team. 	Within 6 months of contract execution
3	<ul style="list-style-type: none"> • Conduct two (2) Age-Friendly presentations to community organizations in City #1, #2, and #3 to continue age-friendly network development. • Implement marketing plan based on Core Team approval and prioritization of recommendations. 	Within 9 months of contract execution
4	<ul style="list-style-type: none"> • Aggregate, analyze and interpret focus group finds across all three (3) cities and prepare a report including list of project priorities based on the analysis of unmet needs identified by focus groups. • Assist each city in identifying up to three (3) potential age-friendly projects for implementation. 	Within 12 months of contract execution
5	<ul style="list-style-type: none"> • Confirmed submission receipt of Age Friendly Community application from the World Health Organization for City #1 in San Mateo County. 	Within 15 months of contract execution
6	<ul style="list-style-type: none"> • Confirmed submission receipt of Age Friendly Community application from the 	Within 15 months of contract execution

	World Health Organization for City #2 in San Mateo County.	
7	<ul style="list-style-type: none">• Confirmed submission receipt of Age Friendly Community application from the World Health Organization for City #3 in San Mateo County, and;• Deliver to County on a USB flash drive all documents and files pertaining to work performed under this agreement.	Within 15 months of contract execution

EXHIBIT B (Rev. 1/21/2021)
PAYMENTS AND RATES

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

Payment will be made in 2 installments:

- 1). Advance of \$50,000 will be issued upon execution of contract.
- 2). Remaining balance will be paid out upon completion of all deliverables.

*Contract execution shall be defined as the date when County has delivered to the Contractor a copy of the executed Agreement. If Contractor does not complete the deliverables listed by the date specified in the reporting schedule under exhibit A, a breach of agreement has occurred, and subject to the discretion of the County, the Contractor may not be entitled to the full contract amount. Any requests for extension of "By When" dates must be submitted in writing to the County and approval is subject to the County's discretion.