

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
APPLIED SURVEY RESEARCH**

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 2013, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Applied Survey Research, 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 providing research services on July 1, 2011 through December 31, 2014, in the amount of \$180,000; and

Whereas, the parties wish to amend the Agreement to increase the funding amount by \$67,373 to \$247,373 for the term of July 1, 2011 through June 30, 2014.

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

1. Original Exhibit A (Scope of Work) is replaced with Revised Exhibit A1 (rev. 07/01/12)
2. Original Exhibit B (Payment Schedule) is replaced with Revised Exhibit B1 (rev. 07/01/12)
3. Original Exhibit C (Program Monitoring) is replaced with Revised Exhibit C1 (rev. 07/01/12)
4. **All other terms and conditions of the agreement dated January 1, 2012, between the County and Contractor shall remain in full force and effect.**

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
President, Board of Supervisors, San Mateo
County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

Applied Survey Research



Contractor's Signature

Date: _____ March 19, 2013

EXHIBIT A1

**APPLIED SURVEY RESEARCH
SERVICES
JULY 1, 2011 – DECEMBER 31, 2014**

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

Applied Survey Research shall provide research services to evaluate the effectiveness of grantees receiving JPCF and JJCPA funding in San Mateo County. Delivery of the program includes the cost of staff, materials, and research.

		YEAR 1	YEAR 2	YEAR 3
	Activity	Hours	Hours	Hours
A	Initial Planning	99	16	16
1	Review proposals/reports of funded projects and draft matrix of measurable factors per/across grantees			
2	Conduct planning meeting with Probation staff regarding core client and service data required from all grantees, as well JJCPA data			
3	Conduct up to three meetings with grantees to gain overview of their programs, discuss ways to capture required client, service and school outcome data (probation database, access database, their own databases)			
4	Create overall master evaluation plan. Communicate plan to grantees and ensure readiness to implement. (Year 2 and 3, revise/refine)			
B	Client/ Service Data	36	78	120
1	Create or identify methods for grantees to collect the mandated client and service data. ACCESS Data Base: Update ACCESS Data Base as necessary. Install ACCESS Data Base and train as needed. For those that want to use own database, provide list of required variables and ensure those data can be exported to ASR			
2	Provide on-going support, monitoring and feedback as needed			
3	Collect and conduct cleaning and analysis of participant data once a year.			
C	JJCPA Outcome Evaluation (5 grantees)	52	132	162
1	Meet with previous evaluator to be trained in JJCPA database, cleaning procedures, etc. Have follow up discussions as needed (e.g., to get database updated)			
2	Monitor grantee entry on a quarterly basis (8 hours per quarter)			
3	Conduct cleaning and analysis of JJCPA data once a year.			

		YEAR 1	YEAR 2	YEAR 3
	Activity	Hours	Hours	Hours
D	Probation Entry/ Re-Entry Outcome Evaluation	84	256	208
1	Planning: Meet with County ISD staff to identify ways that Probation's database can export 1) the JJCPA data and 2) recidivism data for Year 2. Follow up includes creating the queries/syntax needed			
2	Data Collection: Work with Probation to request data exports from Probation for data analysis and first entry/re-entry			
3	Conduct cleaning and analysis of probation data			
E	Youth Asset Outcome Evaluation	60	188	198
1	Plan the design of a small SPRING pilot of youth outcome assessments, including tool(s). Includes review of past JPCF evaluation survey and review of other tools. Year 2 is to finalize implementation plan, Year 3 is to refine only as needed			
2	Purchase of tool(s)			
3	Monitor the implementation of pre/post PILOT assessments with two grantees in Year 1. Monitor launch with additional grantees in Year 2 and 3.			
4	Conduct data entry and analysis once a year			
F	Family Functioning Outcome Evaluation	28	54	100
1	Plan the design of a small SPRING pilot family outcome assessments, including tool (s). Year 2 is to finalize implementation plan, Y3 is to refine only as needed.			
2	Purchase of tool (s)			
3	Monitor implementation post family surveys (approx 100 forms) (additional grantees in Year 2 and 3)			
4	Conduct data entry and analysis once a year			
G	Education Outcomes Evaluation	0	0	152
1	In Year 3, identify key schools from which to gather data on grantees' participants, and secure MOUs			
2	Provide list of required fields to district(s) and gather data from them (up to 2 districts or 4 schools)			
3	Collect and conduct cleaning and analysis of school data once			
H	Qualitative Information	38	97	62
1	Discuss with grantees the option of conducting adult, youth or provider interviews, key discussion questions to be covered, and sample selection			
2	Conduct and transcribe interviews (3 hours ea, or 10 individual) or discussion group (5 hours each, or 6 groups)			
3	Review and summarize top themes from interviews or discussion groups			

		YEAR 1	YEAR 2	YEAR 3
	Activity	Hours	Hours	Hours
I	Report evaluation data	0	216	300
1	Report preparation - 3 page data summary for each of the grantees (n=11), incorporating data from their own reports, and ASR data, with 5 page synthesis/dashboard across all grantees			
2	Data review meeting with grantees to discuss and interpret findings; finalize grantee reports accordingly			
3	Upload JJCPA data			
4	Draft PowerPoint presentation and share findings with JJCC			
J	Project Management	46	70	58
1	Coordination calls with Probation and monthly administrative time for billing, contracting, etc			
2	Attend the quarterly JJCC meetings (1 person x 4 meetings x 3 hours per meeting)			
	TOTAL	443	1107	1376

EXHIBIT B1

**PAYMENTS AND RATES
APPLIED SURVEY RESEARCH**

In consideration of the services provided by Contractor in Exhibit "A," County shall pay Contractor based on the following fee schedule:

- A. Contractor shall be paid for actual services provided up to a maximum amount of **Two Hundred Forty Seven Thousand, Three Hundred Seventy Three Dollars and Zero Cents (\$247,373.00)** for the term of the contract.
- B. Payments shall be made according to the following schedule:

	JJCPA / JPCF EVALUATION WORKPLAN	YEAR 1 Hours (2011/12)	YEAR 1 Cost (\$73 per hour)	YEAR 2 Hours (2012/13)	YEAR 2 Cost (\$75 per hour)
A	Initial Planning	99	\$ 7,227	16	\$ 1200
B	Client/ Service Data	36	\$ 2,628	78	\$ 5850
C	JJCPA Outcomes (5 grantees)	52	\$ 3,796	132	\$ 9900
D	Probation Entry/ Re-Entry Outcomes	84	\$ 6,132	256	\$19200
E	Youth Asset Outcomes	60	\$ 4,380	188	\$14100
F	Family Functioning Outcomes	28	\$ 2,044	54	\$ 4050
G	Education Outcomes	0	\$ -	0	\$ -
H	Qualitative Information	38	\$ 2,774	97	\$ 7275
I	Report evaluation data	0	\$ -	216	\$16200
J	Project Management	46	\$ 3,358	70	\$ 5225
		443	\$ 32,347	1107	\$83000
	Cost of Hours	443	\$ 32,047	1107	\$83000
	Cost of Forms		\$ 600		\$ 7000
	Cost amendment, Spring 2012		\$ 7,373		
			\$ 40,320		\$90,000
	TOTAL: July 1 2011 to Dec 31, 2014		Year 1		Year 2

	JJCPA / JPCF EVALUATION WORKPLAN	YEAR 3 HOURS (2013/14)	YEAR 3 Cost (\$80 per hour)	YEAR 3 Report HOURS (Fall 2014)	YEAR 3 Report Cost (\$80 per hour)
A	Initial Planning	16	\$ 1,280	0	\$ -
B	Client/ Service Data	70	\$ 5600	50	\$ 4000
C	JJCPA Outcomes (5 grantees)	102	\$ 8160	60	\$ 4800
D	Probation Entry/ Re-Entry Outcomes	208	\$ 16640	0	\$ -
E	Youth Asset Outcomes	158	\$ 12640	40	\$ 3,200
F	Family Functioning Outcomes	60	\$ 4,800	40	\$ 3,200
G	Education Outcomes	52	\$ 4160	100	\$ 8000
H	Qualitative Information	50	\$ 4,000	12	\$ 960
I	Report evaluation data	150	\$12,000	150	\$ 12,000
J	Project Management	43	\$ 3,445	15	\$ 1,168
		909	\$ 72,725	467	\$ 37,328
	Cost of Hours	909	\$ 72,725	467	\$ 37,328
	Cost of Forms		\$ 7000		
			\$79,725		\$ 37,328
	TOTAL = \$247,373 7/1/2011 to 12/31/2014				\$ 117,053
					Year 3

- C. Contractor shall notify County of changes in the number of hours or type of services, in writing, in advance. Such changes shall be approved by the Chief Probation Officer or his designee. Contractor shall not be paid for services delivered in excess of those in the schedule above. Notwithstanding, the amount of the contract for the contract term shall not exceed **Two Hundred Forty Seven Thousand, Three Hundred Seventy Three Dollars and Zero Cents (\$247,373.00)**.
- D. Payment shall be made upon receipt of Contractor's quarterly invoice for actual services delivered and approved by the Chief Probation Officer or his designee within thirty (30) working days. All invoices should provide supporting documentation of units of services delivered as well as any receipts for any direct costs purchased for the program. County shall have the right to withhold payment if it determines that the quantity and quality of work performed is unacceptable.

- E. Contractor shall email invoices and activity reports to Michelle Mendez, Management Analyst at mcmendez@smcgov.org and Lu-Ann Santos, Fiscal Office Specialist at lsantos@smcgov.org. Emailed invoices and activity reports need not be signed. Contractor shall also mail original, signed, hard copies of invoices and activity reports to: Michelle Mendez, Management Analyst, San Mateo County Probation Department, 222 Paul Scannell Drive, San Mateo, CA 94402.
- F. Contractor shall submit invoices and activity reports according to the schedule below:

Service Period	Invoice Due Date	Report Content
July 1, 2011 – September 30, 2011	October 15, 2011	Services delivered
October 1, 2011 – December 31, 2011	January 15, 2012	Services delivered
January 1, 2012 – March 31, 2012	April 15, 2012	Services delivered
April 1, 2012 – June 30, 2012	July 5, 2012	Services delivered
July 1, 2012 – September 30, 2012	October 15, 2012	Services delivered
October 1, 2012 – December 31, 2012	January 15, 2013	Year One Report
January 1, 2013 – March 31, 2013	April 15, 2013	Services delivered
April 1, 2013 – June 30, 2013	July 5, 2013	Services delivered
July 1, 2012 – June 30, 2013	July 31, 2013	Services delivered
July 1, 2013 – September 30, 2013	October 15, 2013	Services delivered
October 1, 2013 – December 31, 2013	January 15, 2014	Year Two Report
January 1, 2014 – March 31, 2014	April 15, 2014	Services delivered
April 1, 2014 – June 30, 2014	July 5, 2014	Services delivered
July 1, 2013 – June 30, 2014	July 31, 2014	Services delivered
July 1, 2014 – December 31, 2014	January 15, 2015	Final Three Year Report

- H. Payment for services provided is contingent upon the availability of County, State, or Federal funds. In the event the State or the Federal government does not appropriate the necessary funds as part of either or both of their budgets, the County shall not be liable for any payment whatsoever; including but not limited to, payments that are based on County funds.

**APPLIED SURVEY RESEARCH
PROGRAM MONITORING
JULY 1, 2011 – DECEMBER 31, 2014**

Contractor shall provide a quarterly invoice that includes supporting documentation of actual units of services delivered by specific service and supporting expenditure documentation using the form attached and printed on the Contractor's letterhead. Contractor will also submit a quarterly narrative of highlights of and challenges. Contractor shall provide an annual performance outcome report using the form attached and printed on the Contractor's letterhead.

Contractor shall demonstrate the following outcomes:

- Contractor will assure that all data is collected and reported on by the deadlines imposed by the San Mateo County Probation Department, the Juvenile Justice Coordinating Council and the Corrections Standards Authority.

Performance Measure	Outcome Reporting FY 11-12	Outcome Reporting FY 12-13	Outcome Reporting FY 13-14
Reports will be submitted to Probation, the JJCC and CSA by the deadlines imposed.	100 %	100 %	100 %