

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
Working Partnerships USA**

THIS AMENDMENT TO THE AGREEMENT, entered into this ____ day of _____, 20 ____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Working Partnerships USA], 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 consultant services for the ALLIES program on March 10, 2014 through September 1, 2015; and

WHEREAS, the parties wish to amend the Agreement to include additional tasks and activities and increase the maximum amount by \$180,276 for an amount not to exceed \$260,276.

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

1. The original contract payment amount was \$80,000. With this amendment, the contract now exceeds \$100,000 and therefore,

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that a contractor shall have and adhere to a written policy providing that its employees, to the extent they live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85.

Section 3, "Payments", of the agreement is amended to read as follows:

- Payments. In consideration of the services rendered in accordance with all terms,

conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, County shall make payment to Contractor in the manner specified herein and in Exhibit A. 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. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed two hundred sixty thousand dollars two hundred and seventy six (\$260,276).

2. Revised Exhibit A is replaced in its entirety with Revised Exhibit A, (revised 7/16/14), a copy is attached to this amendment and referenced here. Exhibit B (as of 7/16/14) is added to this amendment.
3. **All other terms and conditions of the agreement dated March 10th, between the County and Contractor shall remain in full force and effect.**

Revised Exhibit A (July 16, 2014)

In consideration of the terms set forth in Exhibit B, WPUSA will provide the following services, in addition to the Description of Services in the original March 2014 Agreement:

- A flowchart that shows inputs, outputs, and the roles of key personnel and infrastructure to provide an overview of how the Coordinated Assessment and Referral Systems (CARS) will work for pilot agencies – one initial flowchart for the test of CARS and one final flowchart for improved CARS following test.
- A list, to be submitted to CMTI (technology consultant for TAP 7.0), of the pilot team's desired data fields and other parameters for creation of the CARS technology tool.
- Feedback to CMTI, gathered from the pilot agencies, to inform the improvement of the CARS.
- Companion pieces to support pilot agency staff utilization of the CARS technology tool, such as protocols for conducting assessments of language skills or career goals – one initial set of companion pieces for test of CARS and one final set for improved CARS following test.
- Capacity-building tools or trainings for pilot agencies to build their internal readiness to modify their policies, practices and systems as needed to incorporate the usage of the CARS.
- Documentation, to be submitted to program evaluator, such as meeting materials and pilot agency feedback on the collaboration process and outcomes, as requested by evaluator and agreed to in writing by contractor.
- Exit memorandum offering recommendations for future work of pilot teams and usage of CARS.
- Conduct research to complete asset map research for additional 47 to 60 organizations (task as outlined in Phase I contract for TAP 1.0).
- Prepare for, organize (meeting logistics and communications to pilot team members), facilitate, document and follow up on pilot team meetings. There will be one pilot team for San Mateo County and one for Santa Clara County. The total number of pilot agencies for both counties will not exceed 18. Pilot teams will typically meet monthly.
- Prepare any documents need for pilot team meetings; record and write up minutes for each pilot team meeting.
- Coordinate pilot agency engagement with the development, testing and improvement of the CARS via individual communication and support as needed.
- Conduct research to support the pilot teams' development of CARS, such as identifying model collaboratives and systems of coordinated assessment and referral, or researching applicable laws and policies.

- Communicate as needed with other project lead partners to ensure coordination of the work of these partners: Silicon Valley ALLIES, technology consultant CMTI and program evaluator West Ed.
- Internal coordination and project management, including tracking progress on deliverables, ensuring contract compliance, and accounting.
- Meet as needed with SV ALLIES project director, project advisor, and grant oversight committees to provide updates on deliverables and tasks and implementation of CARS process.

Exhibit B

In consideration of the services provided in the original Description of Services and the additional tasks and services described in the revised Exhibit A, and subject to the terms of the Agreement dated March 10, 2014, the County shall pay WPUSA for the tasks and activities identified in revised Exhibit A.

Services will be billed monthly according to the tasks and activities completed for that month. The contractor will describe (on the invoice) the tasks completed and list the corresponding number of hours worked for those tasks/activities. The total dollar amount for all tasks/activities will not exceed \$260,276.

Invoices must be sent to:

County Manager's Office (Department)
Workforce and Economic Development (Division)
Fiscal Management Unit
Attention: Diana Lao, Senior Accountant
2500 Middlefield Rd.
Redwood City, CA 94063

The contract amount will not exceed \$260,276. The payment terms are net 30.

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

Working Partnerships USA


Contractor's Signature

Date: 6/13/2014