

**SECOND AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES**

THIS SECOND AMENDMENT TO THE AGREEMENT, entered into this ____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Edgewood Center for Children and Families, 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 on June 11, 2013 for child abuse prevention and intervention services in the amount of \$99,318 for the term of July 1, 2013 through June 30, 2016; and

WHEREAS, on March 4, 2014, the parties amended the agreement to add a 3% Cost of Living Adjustment (COLA) as approved by the Board of Supervisors on December 10, 2013, Resolution 072915, increasing the amount of funds by \$2,483 for a new total obligation of \$101,801; and

WHEREAS, the parties wish to extend the services under this agreement by two years in order to allow for the continuation of services while the County issues a Request for Proposals (RFP) which will align services with newly developed Human Services Agency (HSA) Systems Improvement Plan (SIP) requirements for Calendar Years 2018-2023; and

WHEREAS, the parties wish to further amend the agreement to extend the term to June 30, 2018 and add funds in the amount of \$66,212 for a new total obligation not to exceed \$168,013.

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

- 1. Section 2 – Contract Term** of the agreement is amended to read as follows:

The term of this Agreement shall be from **July 1, 2013 to June 30, 2018** unless terminated earlier by the County.

- 2. Section 3 – Payments** of the agreement is amended to read as follows:

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 Exhibits A2 (revised 1/2014) and A3. 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. The County reserves the right to withhold payment if the 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 **ONE HUNDRED SIXTY EIGHT THOUSAND THIRTEEN DOLLARS (\$168,013)**.

3. Exhibit A1 (revised 5/2016) replaces Exhibit A1 in its entirety and is attached hereto.
4. Exhibit A3 is added to this agreement and is attached hereto.
5. All other terms and conditions of the agreement dated June 11, 2013 and subsequent amendments 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

EDGEWOOD CENTER FOR CHILDREN AND FAMILIES
Monica Hendrix, Executive Director San Mateo Region



Contractor's Signature

Date: 5/16/14

Scope of Work

July 1, 2013 through June 30, 2018

In consideration of the payment set forth in Exhibits A2 (revised 1/2014) and A3, Contractor shall provide the following services. All payments under this Agreement must directly support services specified in this Agreement. Contractor will provide child abuse prevention and intervention services to the San Mateo County Human Services Agency as follows:

I. Services

Contractor shall provide the following annual services:

A. Parent Partner Program:

1. The Parent Partner Program offers 1:1 mentoring and coaching to support parenting skills, case management goals, parent leadership training workshops and support groups, all in collaboration with a multidisciplinary clinical treatment team. Specifically, the Parent Partner Program will:
 - a. Provide intensive outreach and service collaboration including the family partner and the treatment team
 - b. Administer the Child & Adolescent Needs & Strengths (CANS) measurement tool
 - c. Assist in coaching positive parenting practices, explore and build social connections in the community
 - d. Facilitate ongoing family support groups
 - e. Conduct weekly home visits
 - f. Offer comprehensive parent leadership training series
 - g. Strengthen, expand and sustain formal and informal community support systems
 - h. Support parents/caregivers in leadership opportunities and activities in the community

In addition to providing the aforementioned services, Contractor will also:

2. Attend all monthly Children's Collaborative Action Team (CCAT) meetings during the contract period.

3. Provide an annual presentation pertaining to the respective services provided under this contract at a CCAT meeting to be determined by the Contractor and the CCAT Chair.
4. Participate in a Peer Review process to be determined by the CCAT Program Manager.
5. Administer client satisfaction surveys
6. Attend quarterly training sessions during the contract period determined by the Contractor, CCAT Chair, and CCAT Program Manager.

II. Program Outcomes:

A. Contractor agrees to the following outcomes:

1. Short Term Outcomes:

- a. A minimum of 25 parents will engage in at least 3 peer mentor coaching sessions with the family partner in the first year of the program.
- b. A minimum of 25 parents will participate in a parent leadership training series in the first year of the program.

2. Intermediate Outcomes:

- a. 80% of parents receiving coaching support will report an increased understanding and utilization of positive parenting and discipline skills after 6 months.
- b. 80% of parents who attend parent leadership training will report an increase in personal skills in the areas of conflict management, positive communication and self-advocacy.
- c. 80% of parents receiving coaching support will report an increase in the number of external support connections they have after 6 months.

3. Long Term Outcomes:

- a. 90% of participants will experience no reoccurrence of abuse/neglect within 1 year of services.
- b. Of those parents who complete the parent leadership training series, each year 2-3 will identify as peer-leaders who seek to become mentors in the system.

B. Board Level Performance Measure

Contractor understands and agrees that the services under this agreement will be evaluated by County for long-term impact based on the following performance measure table and will include this data measure in reports as required in section IV of this Exhibit.

Performance Measure	FY 2015-16 Estimated	FY 2016-17 Projected	FY 2017-18 Projected
Percentage of participants who report improved family functioning and child well-being and safety through surveys administered by Contractor.	70%	70%	70%

III. Program Monitoring

The CCAT Program Manager and Analyst will conduct a site visit at least once a year to review the program and service delivery system. Time of these visits will be arranged in advance. During these visits, activities may include but are not limited to: review of the Contractor's policies and procedures, training materials, data collection methods, participant records, discussion of submitted quarterly review reports, outcome results and trends, logic model, client progress, and providing training and technical assistance. Additionally, the Contractor is required to attend monthly CCAT meetings and provide updated reports on program activities per annual schedule.

IV. Reporting and Invoicing

- a. Contractor shall be responsible for submitting quarterly activity reports and brief mid-year and year end narrative reports utilizing the format provided by the Human Services Agency. Quarterly activity reports and brief narratives will show the program's performance and outcomes.
- b. Reports and invoices shall be sent electronically to
HSA_CFScontracts@smcgov.org with a copy to the contract manager.
- c. Payments will be processed upon receipt of Quarterly Reports.

- d. **Quarterly Reports and Invoices** are due at the same time, based on the following schedule:

<u>FY 2013-14:</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
October 15, 2013	October 15, 2014	October 15, 2015	October 15, 2016	October 15, 2017
January 15, 2014	January 15, 2015	January 15, 2016	January 15, 2017	January 15, 2018
April 15, 2014	April 15, 2015	April 15, 2016	April 15, 2017	April 15, 2018
July 15, 2014	July 15, 2015	July 15, 2016	July 15, 2017	July 15, 2018

Contractor will be responsible for submitting quarterly activity reports and brief mid-year and year end narrative reports utilizing the format provided by the Human Services Agency. Quarterly activity reports and brief narratives will show the program's performance and outcomes.

- e. The **mid-year report** is due on: January 31, 2014, January 31, 2015, January 31, 2016, **January 31, 2017, and January 31, 2018.**
- f. The **year-end report** is due on: July 31, 2014, July 31, 2015, July 31, 2016, **July 31, 2017, and July 31, 2018.**
- g. The year-end report will include the Office of Child Abuse Prevention Client data [inclusive of the following client demographic information: number of clients that are served (children, children with disabilities, parents/caregivers, parents/caregivers with disabilities, and families) and clients' ethnicity (Caucasian: non-Hispanic, Hispanic, Black, Asian, Filipino, Multiracial, and other ethnicity)], and an annual budget showing planned and actual program costs.

Payments and Rates**July 1, 2016 through June 30, 2018**

In consideration of the services provided by Contractor described in Exhibit A1 (revised 5/2016) and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

- County shall pay the Contractor a quarterly fixed rate of \$8,276.50 upon receipt and approval of invoices. Costs shall not exceed THIRTY THREE THOUSAND ONE HUNDRED SIX DOLLARS (\$33,106) annually. Contractor may transfer funds within personnel and operating expenses. Transfer of funds between personnel and operating expenses requires the approval of the CCAT Program Manager.
- Contractor shall submit quarterly invoices for each Fiscal Year as follows:

FY 2016-17 Payment Schedule:

Payroll		Operations:	
October 15, 2016	\$6,422.00	October 15, 2016	\$1,854.50
January 15, 2017	\$6,422.00	January 15, 2017	\$1,854.50
April 15, 2017	\$6,422.00	April 15, 2017	\$1,854.50
July 15, 2017	\$6,422.00	July 15, 2017	\$1,854.50
Total:	\$25,688.00	Total:	\$7,418.00

FY 2017-18 Payment Schedule:

Payroll		Operations:	
October 15, 2017	\$6,422.00	October 15, 2017	\$1,854.50
January 15, 2018	\$6,422.00	January 15, 2018	\$1,854.50
April 15, 2018	\$6,422.00	April 15, 2018	\$1,854.50
July 15, 2018	\$6,422.00	July 15, 2018	\$1,854.50
Total:	\$25,688.00	Total:	\$7,418.00

- In no event shall all taxes, services, and fees exceed the total amount of **ONE HUNDRED SIXTY EIGHT THOUSAND THIRTEEN DOLLARS (\$168,013)**.
- Invoices shall be sent to HSA_CFScontracts@smcgov.org with a copy to the contract manager.