

**SECOND AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
PUENTE DE LA COSTA SUR**

THIS SECOND AMENDMENT TO THE AGREEMENT, entered into this ____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Puente de la Costa Sur, 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 18, 2013 for child abuse prevention and intervention services in the amount of \$270,000 for the term of July 1, 2013 through June 30, 2016; and

WHEREAS, on March 3, 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 \$6,750 for a new total obligation of \$276,750; 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 \$180,000 for a new total obligation not to exceed \$456,750.

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

1. Section 1 – Exhibits and Attachments of the agreement is amended to read as follows:

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A1—Scope of Work

Exhibits B (revised 1/2014) and B1—Payments and Rates

Exhibit C—504 Compliance

Exhibit D—Child Abuse Prevention and Reporting
Exhibit E—Fingerprinting Certification Form
Exhibit F—Contractor's Declaration Form

2. **Section 2 – Services to be performed by Contractor** of the agreement is amended to read as follows:

In consideration of the payments set forth herein and in Exhibits B (revised 1/2014) and B1, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A1.

3. **Section 3 – Payments** 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 herein and in Exhibit A1, County shall make payment to Contractor based on the rates and in the manner specified in Exhibits B (revised 1/2014) and B1. 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 the County's total fiscal obligation under this Agreement exceed **FOUR HUNDRED FIFTY SIX THOUSAND SEVEN HUNDRED FIFTY DOLLARS** (\$456,750).

4. **Section 4 – Term and Termination** is amended to read as follows:

Subject to compliance with all terms and conditions, the term of this Agreement shall be from **July 1, 2013 through June 30, 2018**.

5. Exhibit A1 replaces Exhibit A in its entirety and is attached hereto.
6. Exhibit B1 is added to this agreement and is attached hereto.
7. All other terms and conditions of the agreement dated June 18, 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

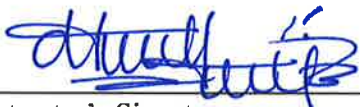
By: _____
President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

PUENTE DE LA COSTA SUR



Contractor's Signature Rita Mancera

Date: 5/16/14

Scope of Work
July 1, 2013 through June 30, 2018

In consideration of the payment set forth in Exhibits B (revised 1/2014) and B1, 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. Provide child abuse prevention workshops to high school students
- b. Early identification of children and adolescents at risk, through meetings with school staff, counselors, and teachers
- c. Provide individual, couple, family, and group counseling sessions
 1. Psycho-educational bilingual parenting groups
 2. In maternal depression
 3. Mandated reporter training
- d. Crisis response services for students, teachers, and principals

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

- e. Attend all monthly Children's Collaborative Action Team (CCAT) meetings during the contract period.
- f. 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.
- g. Participate in a Peer Review process to be determined by the CCAT Program Manager.
- h. Administer client satisfaction surveys
- i. 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. 30 bilingual parents will attend parent groups, focusing on basic parenting skills, child abuse prevention, and domestic violence prevention:
 - a. 50% of the parents will self-report greater understanding of child abuse prevention
 - b. 50% of students will self-report an increased awareness of child abuse symptoms, signs and indicators.
2. Attend 55 team meetings or teacher consultations in local schools to identify at-risk school aged children. Teams will be comprised of a counselor, teacher, student, and parent that care for the child's needs: educational, psycho-social, and familial.
3. Families will be provided with one-on-one, couple, or family counseling
 - a. 90% of participants will gain insight and understanding of their mental health needs
 - b. 70% of participants attending four or more sessions will report a decrease of mental health symptoms
 - c. 80% of mothers will report an overall decrease in maternal depression.
4. Contractor will coordinate and provide 100 crisis interventions for students, teachers, and principals.
 - a. 100% of crisis interventions will occur within 24 hours of notification
 - b. 80% of intervention meetings will result in the youth being referred for needed services.

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 /or 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 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 monthly fixed rate of \$7,500 upon receipt and approval of invoices. Costs shall not exceed NINETY THOUSAND DOLLARS (\$90,000) 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 monthly invoices for each Fiscal Year as follows:
 - FY 2016-17 (July 2016-June 2017) Invoices are due the 15th of each month.
 - § Monthly Payroll \$6,225.00 and Monthly Operational Expenses \$1,275.00
 - FY 2017-18 (July 2017-June 2018) Invoices are due the 15th of each month.
 - § Monthly Payroll \$6,225.00 and Monthly Operational Expenses \$1,275.00
- In no event shall all taxes, services, and fees exceed the total amount of **FOUR HUNDRED FIFTY SIX THOUSAND SEVEN HUNDRED FIFTY DOLLARS** (\$456,750).
- Invoices shall be sent to HSA_CFScontracts@smcgov.org with a copy to the contract manager.