

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
PYRAMID ALTERNATIVES**

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Pyramid Alternatives, 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 comprehensive school-based program called Strengthen Our Youth on December 13, 2011 for the term of July 1, 2011 through June 30, 2014, in the amount of \$338,037; and

WHEREAS, the parties wish to amend the Agreement to increase the funding amount by \$112,680 to \$450,717 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. 07/01/2012)
2. Original Exhibit B (Payment Schedule) is replaced with Revised Exhibit B1 (rev. 07/01/2012)
3. Original Exhibit C (Program Monitoring) is replaced with Revised Exhibit C1 (rev. 07/01/2012)
4. **All other terms and conditions of the agreement dated December 13, 2011 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

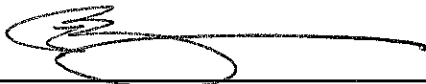
By: _____
President, Board of Supervisors, San Mateo
County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

Pyramid Alternatives



Contractor's Signature

Date: 11/14/12

EXHIBIT A1

**PYRAMID ALTERNATIVES
SERVICES
JULY 1, 2011 – JUNE 30, 2014**

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

Overview of Services

In accordance with provisions of the California Youth Services Act, Juvenile Probation and Camps Funding, pertaining to the qualifying services, Pyramid Alternatives, Inc. (Pyramid) shall provide a comprehensive school-based program called Strengthen Our Youth (SOY). The program shall be consistent with best practices by placing a high value on consultation, collaboration, and joining with youth, families, teachers, probation, and agency partners to identify, assess, and plan the appropriate level of intervention to develop assets in at-risk youth.

This approach to school-based and outpatient intervention shall include: 1) prevention and early intervention in schools; and 2) parent engagement. Contractor shall provide services using the philosophy of Youth Asset Development and other evidence-based practices. Based on the Contractor's assessment of the referred youth, Contractor will strive toward short- and long-term outcomes demonstrating program effectiveness with clients served.

| <u>Annual Program Costs</u> | <u>Year One</u> | | <u>Year Two and Three</u> | |
|-----------------------------|-----------------|------------|---------------------------|------------|
| Staffing Costs | | | | |
| Mental Health Clinician 1 | 0.4 FTE | \$21,450. | 0.59 FTE | \$31,863. |
| Mental Health Clinician 2 | 0.4 FTE | \$21,450. | 0.59 FTE | \$31,863. |
| Mental Health Clinician 3 | 0.4 FTE | \$20,625. | 0.59 FTE | \$31,863. |
| Mental Health Clinician 4 | 0.23 FTE | \$12,057. | 0.51 FTE | \$27,599. |
| Mental Health Clinician 5 | 0.07 FTE | \$5,328. | 0.07 FTE | \$5,328. |
| Program Manager | 0.4 FTE | \$25,200. | 0.5 FTE | \$31,440. |
| Clinical Director | 0.08 FTE | \$5,880. | 0.11 FTE | \$8,220. |
| Total Cost of Staff | | \$111,990. | | \$168,176. |
| Materials | | | | |
| AOD Prevention Education | | \$200. | | \$200. |
| Parent Support Group | | \$289. | | \$289. |
| Campus Outreach | | \$200. | | \$354. |
| Total Cost of Materials | | \$689. | | \$843. |
| Total Cost | | \$112,679. | | \$169,019. |

Unduplicated Clients Served

Contractor shall provide services to 500 unduplicated clients for each year of the contract from July 1, 2011 through June 30, 2014.

Location of Services

School services shall be provided at South San Francisco High School in South San Francisco, Fernando Rivera Intermediate School in Daly City, Ben Franklin Intermediate School in Daly City, and Half Moon Bay High School in Half Moon Bay. A parent support group in Spanish will be provided in South San Francisco at the Community Learning Center.

Projected Number of Youth Served per Site (Annually)

Half Moon Bay High School, Half Moon Bay

Alcohol and Drug Education and Prevention Presentations: 200

Campus Outreach: 50

Individual or group Counseling and/or Assessment: 60

South San Francisco High School, South San Francisco

Individual or group Counseling and/or Assessment: 30

Fernando Rivera Middle School, Daly City

Alcohol and Drug Education and Prevention Presentations: 200

Campus Outreach: 50

Individual or group Counseling and/or Assessment: 60

Ben Franklin Intermediate School, Daly City

Alcohol and Drug Education and Prevention Presentations: 180

Campus Outreach: 50

Individual or group Counseling and/or Assessment: 60

Projected Number of Family members Served per Site

Spanish Language Parent Support Group: 40

Specific Program Services

1. **Alcohol and Drug Education and Prevention Presentations** are classroom presentations presented over a period of 3 weeks to all incoming 6th, 7th, or 9th graders. Total hours of service per year: 108
2. **Counseling and Assessment** begins with a comprehensive assessment followed by weekly individual or group counseling sessions, throughout the school year. Our groups focus on asset development related to group specific topics. Counselors also provide some family counseling at school sites. Total hours of service per year: 2323

3. **Case Management** supports our clients throughout the school year in accessing a variety of services including resources related to housing, tutoring, food, healthcare, transit, and other related issues. Case management units are also allocated for client follow-up, treatment planning, and notes. Total hours of service per year: 684
4. Our **Spanish language Parent Support Group** meets for two hours weekly throughout the year in South San Francisco once a week in the evening. Total hours of service per year: 144
5. **Campus Outreach** increases awareness of social and emotional issues related to adolescence and helps to increase the visibility of counseling services available on campus. Outreach activities usually take place in the evening, during lunch, or after school for a total of 3 weeks during the school year. Total hours of service per year: 36
6. **Collateral Contact** allows our counselors ongoing contact with parents, teachers, school psychologists, and administrators to strengthen our clients' support systems throughout the school year. Each counselor is allocated 3.5 hours of weekly collateral contact throughout the school year. Total hours of service per year: 564
7. The **Program Manager** coordinates program delivery with school principals, maintains program records, and acts as a liaison between the funder and service providers. This is a .5 FTE position throughout the school year. Total hours of service per year: 1048
8. Our counselors utilize **Planning and Evaluation** time to create and organize curriculum, which helps them to spend time at the school focused on direct service. Planning and evaluation time is scheduled during school breaks that occur during the school year, and for the week following the last week of school, as well as prior to the new school year. In addition to curriculum counselors allocate time to completing student evaluations, reviewing treatment goals and student files. Total hours of service per year: 640
9. Strengthen Our Youth counselors receive 1 hour of regularly scheduled weekly individual **Clinical Supervision** to help address mental health and AOD related issues. Total hours of service per year: 235
10. Counselors maintain accurate records in the JPCF database by utilizing 1 hour per week of regularly scheduled **Data Collection**. Total hours of service per year: 293
11. SOY Consultation for program development, trouble shooting and case conferencing. Total hours of service per year: 90

Hours of service per year: 6,165

EXHIBIT B1**PYRAMID ALTERNATIVES
PAYMENTS AND RATES**

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 **FOUR HUNDRED FIFTY THOUSAND SEVEN HUNDRED SEVENTEEN DOLLARS AND ZERO CENTS (\$450,717.00)** for the term of the contract.
- B. The maximum amount of the annual payment July 1, 2011 to June 30, 2012 shall be **ONE HUNDRED TWELVE THOUSAND SIX HUNDRED SEVENTY NINE DOLLARS AND ZERO CENTER (\$112,679.00)**. The maximum amount of the annual payment July 1, 2012 to June 30, 2014 shall be **ONE HUNDRED SIXTY NINE THOUSAND NINETEEN DOLLARS AND ZERO CENTS (\$169,019.00)**, per year.
- C. Payments for July 1 2011 to June 30, 2012 shall be made according to the following schedule:

| Service | Hours/Year | Rate/Hour | Total Amount/Year |
|--|------------|-----------|-------------------|
| Alcohol or Drug Prevention and Education presentations-BFIS, FRIS, HMBHS | 108 | \$26 | \$2,808 |
| Counseling and Assessment-BFIS, FRIS, HMBHS, SSFHS | 1,483 | \$26 | \$38,558 |
| Case Management- BFIS, FRIS, HMBHS, SSFHS, Pyramid Offices | 456 | \$26 | \$11,856 |
| Parent Support Group-South San Francisco | 144 | \$37 | \$5,328 |
| Campus Outreach Events-BFIS, FRIS, HMBHS, SSFHS | 36 | \$26 | \$936 |
| Collateral Contact- BFIS, FRIS, HMBHS, SSFHS, Pyramid Offices | 336 | \$26 | \$8,736 |
| Program Management- BFIS, FRIS, HMBHS, SSFHS, Pyramid Offices | 840 | \$30 | \$25,200 |
| Planning and Evaluation- BFIS, FRIS, HMBHS, SSFHS, Pyramid Offices | 320 | \$26 | \$8,320 |
| Clinical Supervision-Pyramid Offices | 168 | \$35 | \$5,880 |

| | | | |
|--|--------------|-----------------|---------------------|
| Data Collection-Pyramid Offices | 168 | \$26 | \$4,368 |
| Other Direct Costs—Alcohol and Drug Prevention Education Materials | | | \$200 |
| Other Direct Costs—Parent Support Group Materials | | | \$289 |
| Other Direct Costs—Campus Outreach Activity Materials | | | \$200 |
| TOTAL | 4,059 | \$284.00 | \$112,679.00 |

Payments for July 1 2012 to June 30, 2014 shall be made according to the following schedule:

| Service | Hours/Year | Rate/Hour | Total Amount/Year |
|--|------------|-----------|-------------------|
| Alcohol or Drug Prevention and Education presentations-BFIS, FRIS, HMBHS | 108 | \$26 | \$2,808 |
| Counseling and Assessment-BFIS, FRIS, HMBHS, SSFHS | 2323 | \$26 | \$60,398 |
| Case Management- BFIS, FRIS, HMBHS, SSFHS, Pyramid Offices | 684 | \$26 | \$17,784 |
| Parent Support Group-South San Francisco | 144 | \$37 | \$5,328 |
| Campus Outreach Events-BFIS, FRIS, HMBHS, SSFHS | 36 | \$26 | \$936 |
| Collateral Contact- BFIS, FRIS, HMBHS, SSFHS, Pyramid Offices | 564 | \$26 | \$14,664 |
| Program Management- BFIS, FRIS, HMBHS, SSFHS, Pyramid Offices | 1048 | \$30 | \$31,440 |
| Planning and Evaluation- BFIS, FRIS, HMBHS, SSFHS, Pyramid Offices | 640 | \$26 | \$16,640 |
| Clinical Supervision-Pyramid Offices | 235 | \$35 | \$8,220 |
| Data Collection-Pyramid Offices | 293 | \$26 | \$7,618 |
| SOY Consult | 90 | \$26 | \$2,340 |
| Other Direct Costs—Alcohol and Drug Prevention Education Materials | | | \$200 |

| | | | |
|---|--------------|--|---------------------|
| Other Direct Costs—Parent Support Group Materials | | | \$289 |
| Other Direct Costs—Campus Outreach Activity Materials | | | \$354 |
| TOTAL | 4,059 | | \$169,019.00 |

- D. 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 **FOUR HUNDRED FIFTY THOUSAND SEVEN HUNDRED SEVENTEEN DOLLARS AND ZERO CENTS (\$450,717.00)**.
- E. 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.
- F. 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.
- G. 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, 2011– June 30, 2012 | July 31, 2012 | Services delivered and program outcomes |
| July 1, 2012 – September 30, 2012 | October 15, 2012 | Services delivered |

| | | |
|-------------------------------------|------------------|---|
| October 1, 2012 – December 31, 2012 | January 15, 2013 | Services delivered |
| 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 and program outcomes |
| July 1, 2013 – September 30, 2013 | October 15, 2013 | Services delivered |
| October 1, 2013 – December 31, 2013 | January 15, 2014 | Services delivered |
| 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 and program outcomes |

- 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.

EXHIBIT C

**PYRAMID ALTERNATIVES
PROGRAM MONITORING
JULY 1, 2011 – JUNE 30, 2014**

Contractor agrees to participate in the San Mateo County Juvenile Justice Coordinating Council (JJCC) evaluation subcommittee and to provide both the County and the County's Evaluation Services Contractor with individual-level data on mandated and agreed-to performance measures as needed and at least twice per year.

Contractor shall provide a quarterly invoice that includes supporting documentation of actual units of services delivered by specific program 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 to the programming. 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:

- Increase engagement and connection to school
- Increase developmental assets
- Improve family functioning
- Improve educational outcomes
- Decrease alcohol and drug use

| Performance Measure | Youth Participating in Program | | |
|--|--------------------------------|----------|----------|
| | FY 11-12 | FY 12-13 | FY 13-14 |
| Percentage of projected number of students attending alcohol and drug education and prevention presentations | 85% | 85% | 85% |
| Percent of projected number of youth receiving counseling and assessment | 85% | 85% | 85% |
| Percentage of students participating in campus outreach activities | 90% | 90% | 90% |
| Percentage of projected number of family members attending Spanish Language Parent support group | 90% | 90% | 90% |