

## County of San Mateo ~ Contract Amendment

**Contract Number:**

**30000-18-D018**

**Amendment Number:**

**1**

Agreement between the County of San Mateo and **Peninsula Conflict Resolution Center**

### THE AGREEMENT IS CHANGED AS FOLLOWS

#### AGREEMENT AMOUNT:

Original Amount: \$70,900.00	Current Amount: \$70,900.00	Addition: \$16,083.33	New Amount: \$86,983.33
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#### AGREEMENT TERM:

Original Start Date: 7/1/2017	Original End Date: 6/30/2018	New Start Date: N/A	New End Date: N/A
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1. Paragraph 1. Exhibits and Attachments, of the Agreement is hereby deleted in its entirety and replaced with the following:

#### 1. EXHIBITS AND ATTACHMENTS

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A – Services (**CARON Program**)
- **Exhibit A-1 – Anger Management and Conflict Resolution Program Services**
- Exhibit B - Payments and Rates
- Attachment I - § 504 Compliance

2. Paragraph 3, Payments, of the Agreement is hereby deleted in its entirety and replaced with the following:

#### 3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in **Exhibits A and A-1**, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. 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 County's total fiscal obligation under this Agreement exceed **EIGHTY-SIX THOUSAND NINE HUNDRED EIGHTY-THREE DOLLARS AND THIRTY-THREE CENTS (\$86,983.33)**. 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 or expiration.

2. "Exhibit A-1 - Anger Management and Conflict Resolution Program Services" is hereby added to the Agreement and attached hereto and incorporated herein by reference.
3. The original "Exhibit B" to the Agreement is hereby deleted in its entirety and replaced with "Exhibit B (Revised July 2017)", attached hereto and incorporated herein by reference.

**These changes are effective as of: July 18, 2017**

**ALL OTHER PRICES, TERMS AND CONDITIONS OF THE AGREEMENT REMAIN UNCHANGED**

Contractor Signature

Date

Contractor Name (please print)

Purchasing Agent or Authorized Designee Signature  
(Department Head or Designee)  
County of San Mateo

Date

**PAM DEAL**  
Purchasing Agent or Authorized Designee Name  
(Department Head or Designee)  
County of San Mateo

Budget Unit

**DIRECTOR OF ADMINISTRATION**  
Purchasing Agent or Authorized Designee Title  
(please print)

## **EXHIBIT A-1**

### **ANGER MANAGEMENT AND CONFLICT RESOLUTION PROGRAM SERVICES**

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

*For purposes of this Exhibit A, the term "PCRC" maybe used in place of "Contractor".*

#### **1. DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

- A. The Peninsula Conflict Resolution Center (PCRC) will provide its Anger Management and Conflict Resolution program to male and female inmates participating in the Sheriff's ASPIRE Program (Access to Services and Programs to Inspire Reentry and Empowerment), including inmates assigned to the Transitional Housing Unit.
  - 1.) PCRC will focus on skill development for individuals and groups through a combination of theory, discussion, and practice-based exercises rooted in conflict resolution and restorative practices based on cultural humility, self-awareness, empathy and healing harm. PCRC employs interactive adult learning methodologies with a facilitative teaching style. Each class will offer skills building, role play practice and time to share and apply knowledge to situations in the housing unit and reentry/post-release.
    - a.) Ten (10) 1.5 hour modules with NO required sequence.
    - b.) Participants can come to any training, in any order, and work over-time to complete all ten (10) modules for complete series completion.
    - c.) Each module includes practice of self-reflection and empathy grounded in intentions of utilizing the learned skills both in the unit and upon release.
  - 2.) Series Module Overview:
    - a.) Module A: De-escalation and creative problem solving through listening techniques.
    - b.) Module B: Understanding Conflict Styles and their role in anger management.
    - c.) Module C: Exploring impact vs. intent, which allows individuals to address their own assumptions, gain introspection and increase empathy.
    - d.) Module D: Understanding underlying interests and needs in order to better communicate in tense and unfavorable situations and to prevent anger and frustration.
    - e.) Module E: Speaking so others can listen through understanding and taking responsibility for one's emotions.
    - f.) Module F: Learning one's hooks and triggers and tools to acknowledge, manage and address them to prevent altercations and other aggressive interactions.
    - g.) Module G: Techniques for deescalating and diffusing anger and frustration, starting with self-awareness and understanding brain chemistry in times of heightened anger.
    - h.) Module H: Addressing values and individual locus of control by exploring values such as respect, power etc. and connecting it to what's in participant's best interest.
    - i.) Module I: Practicing non-judgment and addressing assumptions.
    - j.) Module J: Building empathy and learning tools for perspective taking.
  - 3.) Acknowledgement of completion.
    - a.) For inmates who have completed 5 modules, PCRC will provide a form of acknowledgement and documentation of the modules completed;
    - b.) Once all 10 modules have been completed, PCRC will provide inmates an acknowledgment of overall course completion.
    - c.) PCRC will coordinate tracking and certifying with the Program Services Bureau staff to ensure compliance to their systems.

4.) Evaluation.

a.) PCRC will evaluate each class to determine ongoing opportunities for improvement.

B. Performance Measures:

1.) Number of classes/modules provided = 20

	# of Program Series	# of Classes per Program Series	Total # of Classes
Female	1	10	10
Male	1	10	10
<b>TOTAL</b>	<b>2</b>	<b>--</b>	<b>20</b>



**EXHIBIT B**  
***(Revised July 2017)***

**PAYMENTS & RATES**

*In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:*

**1. AMOUNT AND METHOD OF PAYMENT.**

A. County shall pay Contractor, for services described in Exhibit A, in two equal installments:

- 1.) First installment of \$30,450 shall be paid upon full execution of this agreement and County's receipt of an invoice from Contractor; and
- 2.) Second installment of \$30,450 shall be paid in March 2018, upon County's receipt of an invoice from Contractor.
- 3.) A contingency amount not to exceed \$10,000 shall be used to reimburse Contractor for additional facilitation services, if needed. Approval from the Sheriff or Sheriff's designee must be secured **prior** to the use of these funds.

B. **County shall pay Contractor, for services described in Exhibit A-1, as follows:**

1.)	Program Series	
	• Men's Pilot	\$6,525.00
	• Women's Pilot	---
	Project Coordination	\$6,500.00
	Program Development	\$3,000.00
	Project Operating Costs (prorated 2 mos.)	\$58.33
	<b>Exhibit A-1 Total:</b>	<b>\$16,083.33</b>

- 2.) Upon full execution of this amendment, County shall pay Contractor \$3,000 (Program Development) upon County's receipt and acceptance of an invoice from Contractor.
- 3.) Upon the completion of two (2) concurrent Program Series, County shall pay Contractor, upon receipt and acceptance of an invoice, in the amount of \$6,525 plus associated Project Coordination costs.

C. Invoicing Procedures.

- 1.) County shall pay Contractor, upon receipt of an invoice, for services rendered. Each invoice submitted must include the following information, at a minimum:
  - Agreement number
  - Time period covered
  - Detailed statement of services/work completed for the invoiced period

D. Contractor shall prepare and submit an invoice for payment of services rendered in accordance with the policies and procedures established by the County Controller's Office. In any event, the total payment for services of Contractor shall not exceed **\$86,983.33**. County shall have the right to withhold payment if County determines that the quality or quantity of work performed is unacceptable. Payments shall be made within 30 days from the date of the applicable undisputed invoice.