

**SECOND AMENDMENT TO COUNTY OF MENDOCINO
AGREEMENT NO. PA-24-54**

This second Amendment to Agreement No. PA-24-54 is entered into by and between the **COUNTY OF MENDOCINO**, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and **CLIENTFIRST CONSULTING GROUP, LLC. DBA CLIENTFIRST TECHNOLOGY CONSULTING**, hereinafter referred to as "CONTRACTOR," the date this Amendment is fully executed by all parties.

WHEREAS, Agreement No. PA-24-54 was entered into on February 28, 2024 (Initial Agreement); and

WHEREAS, First Amendment No. PA-24-54-A1 was entered into on May 14, 2024 (First Amendment); and

WHEREAS, the Initial Agreement and First Amendment are referred to as the Agreement; and

WHEREAS, upon execution of this document by COUNTY and CONTRACTOR, this Second Amendment will become part of the Agreement and shall be incorporated therein; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to increase the total contract amount by \$75,000 for the addition of services defined and attached to this amendment as Exhibit A-2, Definition of Services, for a new total contract amount of \$105,000; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to add an Exhibit B-2, Payment Terms, specific to the addition of services outlined in Exhibit A-2.

NOW, THEREFORE, we agree as follows:

1. The total contracted amount set out in the Agreement is hereby increased by \$75,000 from \$30,000 to \$105,000.
2. The Exhibit A, Definition of Services, set out in the Agreement is amended to include Exhibit A-2, which is attached hereto and incorporated herein by this reference.
3. The Exhibit B, Payment Terms, set out in the Agreement is amended to include Exhibit B-2, which is attached hereto and incorporated herein by this reference, to include payment terms for the additional services specified in Exhibit A-2.

All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: [Signature]

DEPARTMENT HEAD

Date: 01/06/2025

Budgeted: ☒ Yes ☐ No

Budget Unit: 0717

Line Item: 86-2189

Org/Object Code: ITSF

Grant: ☐ Yes ☒ No

Grant No.: N/A

COUNTY OF MENDOCINO

By: [Signature]

JOHN HASCHAK, Chair
BOARD OF SUPERVISORS

Date: 02/11/2025

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: [Signature]
Deputy 02/11/2025

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: [Signature]
Deputy 02/11/2025

INSURANCE REVIEW:

By: [Signature]
Risk Management

Date: 01/06/2025

CONTRACTOR/COMPANY NAME

By: [Signature]
SIGNATURE

Date: 01/07/2025

NAME AND ADDRESS OF CONTRACTOR:

ClientFirst Consulting Group, LLC.
980 Montecito Drive, Suite 209
Corona, CA 92879

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

By: [Signature]
COUNTY COUNSEL

Date: 01/06/2025

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]
Deputy CEO or Designee

Date: 01/06/2025

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed ☐ RFQ-004-22

Mendocino County Business License: Valid ☐

Exempt Pursuant to MCC Section: Located outside Mendocino County _____

EXHIBIT A-2

DEFINITION OF SERVICES

CONTRACTOR will provide the following services:

A. Project Coordination and Management

1. Work with COUNTY staff regarding project work plans and timelines, and arrange communications, logistics, and support.
2. Provide ongoing project coordination and status updates.

B. Journal Entry Workflow

1. CONTRACTOR will meet with stakeholders to review COUNTY's existing processes, identify deficiencies and establish expectations or improved design and efficiencies.
2. Based on information gathered and analysis performed, CONTRACTOR will prepare a memorandum for COUNTY documenting current process, including system configuration issues and improvement opportunities, as well as staff training needs.
3. CONTRACTOR will review finding and recommendation included in the Memorandum with key COUNTY stakeholders in a workshop format.
4. CONTRACTOR will finalize the Memorandum by incorporating feedback from stakeholders following the initial presentation/workshop.
5. CONTRACTOR will assist COUNTY staff with the execution of any agreed upon recommendations identified in the Needs Assessment Memorandum.

C. Bank Reconciliation Improvements

1. CONTRACTOR will meet with stakeholders to review COUNTY's existing processes, identify deficiencies and establish expectations or improved design and efficiencies
2. CONTRACTOR will provide hands-on assistance with COUNTY system configuration, testing the COUNTY's existing and or new configurations, integrations, etc.

D. Welfare Checks Imports

1. CONTRACTOR will meet with stakeholders to review COUNTY's existing processes, identify deficiencies and establish expectations or improved design and efficiencies
2. CONTRACTOR will provide hands-on assistance with COUNTY system configuration, testing the COUNTY's existing and or new configurations, integrations, etc.

E. Budget Forecasting/Process Improvements

1. CONTRACTOR will meet with COUNTY stakeholders to review COUNTY's existing manual and automated systems and operations, including any custom-developed workaround systems or processes. Workshops will also identify deficiencies in current process and establish expectations or improved design and efficiencies.
2. CONTRACTOR will review finding and recommendation included in the Memorandum with key COUNTY stakeholders in a workshop format.
3. CONTRACTOR will finalize the Memorandum by incorporating feedback from stakeholders following the initial presentation/workshop.
4. CONTRACTOR will assist COUNTY staff with the execution of any agreed upon recommendations identified in the Needs Assessment Memorandum.

F. User Permissions/Role Based Access Controls

1. CONTRACTOR will architect user groups based on industry.
2. CONTRACTOR will review the COUNTY's current access control permissions to identify any deviations from industry best practices.
3. CONTRACTOR will meet with COUNTY module leads to introduce key concepts regarding role-based access controls, as well as resolve any permissions that do not align with industry best practices.

Modules include General Ledger, Budgeting, Accounts Payable, Requisitions and Purchase Orders, Contract Management, Treasury Management, Workflow, Project Accounting, Fixed Assets, Payroll, Human Resources, Applicant Tracking and ReadyForms.

4. CONTRACTOR will assist COUNTY with the creation of role-based access user groups in a test or training environment.
5. CONTRACTOR will assist with the development of COUNTY resources to test role-based access permissions, as well as the process staff will use to report back their findings.

Depending on the number and complexity of any report issues, multiple iterations of testing may be required.

6. CONTRACTOR will meet with COUNTY IT staff to develop Go-Live plans, including the import and testing of new role-based access controls to COUNTY production environment.

CONTRACTOR will provide assistance to COUNTY stakeholders during Go-Live.

7. CONTRACTOR will assist COUNTY IT staff develop a formal process for users to report future permission issues or gaps.

[END OF DEFINITION OF SERVICES]

EXHIBIT B-2

PAYMENT TERMS

I. FEE SUMMARY

- A. CONTRACTOR's professional fees are based on the scope and approach outlined in Exhibit A, plus expenses.
- B. CONTRACTOR's standard billing rates for these types of services are shown below and reflect the levels and skill sets of the consultant(s) assigned to specific aspects of the project.
 - 1. Project Manager/Applications Consultant – \$195 per hour
 - 2. Project Director – \$215 per hour

II. MAXIMUM COST

- A. Consulting fees payable based on this agreement shall not exceed Seventy-Five Thousand Dollars (\$75,000) without County approval and written authorization.

III. PAYMENT TERMS

- A. CONTRACTOR shall submit monthly invoices as work proceeds. CONTRACTOR will provide detailed accounting of all consulting time and expenses on the invoice.
- B. COUNTY shall issue payments within thirty (30) days of receipt of invoices.

[END OF PAYMENT TERMS]