

**SECOND AMENDMENT TO COUNTY OF MENDOCINO  
AGREEMENT NO. BOS-22-092**

This second Amendment to Agreement No. BOS-22-092 is entered into by and between the **COUNTY OF MENDOCINO**, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and **Applied Survey Research**, hereinafter referred to as "CONTRACTOR," the date this Amendment is fully executed by all parties.

WHEREAS, Agreement No. BOS-22-092 was entered into on February 1, 2022; and

WHEREAS, first Amendment No. PH-23-007 was entered into on August 1, 2023; and

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

WHEREAS, it is the desire of COUNTY and CONTRACTOR to extend the termination date set out in Amendment No. PH-23-007, from August 31, 2023 to August 31, 2024; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to increase the amount set out in Agreement No. BOS-22-092, from \$49,700 to \$74,900; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to update the Exhibit A, Definition of Services and the Exhibit B, Payment of Terms to reflect the addition of Year 2023-24; and

NOW, THEREFORE, we agree as follows:

1. The termination date set out in Amendment No. PH-23-007 is hereby extended from August 31, 2023 to August 31, 2024.
2. The total amount set out in Agreement No. BOS-22-092 is hereby increased from \$49,700 to \$74,900.
3. The Exhibit A, Definition of Services, set out in Amendment No. PH-23-007 is hereby updated and a new Exhibit A is attached herein.
4. The Exhibit B, Payment Terms, set out in Agreement No. BOS-22-092 is hereby updated and a new Exhibit B is attached herein.

All other terms and conditions of Agreement No. BOS-22-092 and first Amendment No. PH-23-007 shall remain in full force and effect.

**IN WITNESS WHEREOF**

**DEPARTMENT FISCAL REVIEW:**

By: [Signature]  
DEPARTMENT HEAD

Date: Jan 30, 2024

Budgeted: Yes  
Budget Unit: 4013  
Line Item: 86-2189  
Org/Object Code: PNFIELD  
Grant: No  
Grant No.: 'N/A'

**COUNTY OF MENDOCINO**

By: [Signature]  
MAUREEN MULHEREN, Chair  
BOARD OF SUPERVISORS

Date: 02/27/2024

**ATTEST:**

DARCIE ANTLE, Clerk of said Board

By: [Signature]  
Deputy 02/27/2024

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 02/27/2024

**INSURANCE REVIEW:**

By: [Signature]  
Risk Management

Date: 01/18/2024

**CONTRACTOR/COMPANY NAME**

By: [Signature]  
Lisa Colvig-Niclai, VP

Date: Jan 30, 2024

**NAME AND ADDRESS OF CONTRACTOR:**

Applied Survey Research  
5440 Park Dr., Suite 104  
Rocklin, CA 95765  
408-483-8471  
[lisa@appliedsurveyresearch.org](mailto:lisa@appliedsurveyresearch.org)

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:

CHRISTIAN M. CURTIS,  
County Counsel

By: [Signature]  
Deputy

Date: 01/18/2024

**EXECUTIVE OFFICE/FISCAL REVIEW:**

By: [Signature]  
Deputy CEO or Designee

Date: 01/18/2024

**Signatory Authority:** \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; **\$50,001+ Board of Supervisors**  
**Exception to Bid Process Required/Completed**  RFP# 041-21  
**Mendocino County Business License: Valid**   
**Exempt Pursuant to MCC Section:** Located outside Mendocino County

## EXHIBIT A

### DEFINITION OF SERVICES

- I. CONTRACTOR will complete the following program evaluation and consulting services for Year 2022-23 and 2023-24 of the California Home Visiting Program grant (CHVP SGF INV 20-23 and 23-26):
  - A. Develop a formal evaluation and data collection plan to ensure project implementation, data collection, and data evaluation are performed according to project objectives as required by the funder and the CHVP-INV scope of work.
    1. CONTRACTOR will work with the Mendocino County Public Health Department (MCPHD), Home Visiting (HV) Program Manager and Staff to create an evaluation plan to:
      - a. Describe key process and outcome indicators, data collection methods, and data entry procedures.
      - b. Meet with MCPHD staff and database vendor (Datatude Inc.) regarding the current database, and eventually the new database system "Efforts to Outcomes" (ETO), to understand database and data collection challenges, and ensure essential data can be collected.
      - c. Work with MCPHD HV to refine data collection tools where needed.
      - d. Assist with a project plan to be created by December 29, 2023.
      - e. Provide training to MCPHD staff regarding key process and outcome indicators, data collection methods, and data entry procedures, and to ensure that data will be collected as needed for program evaluation.
      - f. Update evaluation plan, if needed.
      - g. Complete the annual report, including project status and evaluation report by August 31, 2024.
  - B. Implement program:
    1. CONTRACTOR will participate in monthly meetings of no less than two (2) hours to discuss process and outcome evaluation assessments, data exports, etc.
    2. CONTRACTOR will gather qualitative data through survey collection about program implementation, and by conducting discussion groups with program participants and staff.

3. CONTRACTOR will collect data to measure achievement of project outcomes as required by the project funding agency, and to identify and communicate the need for revisions and improvements.
4. CONTRACTOR will respond to all communications by emails, phone calls, etc. within one (1) to three (3) days.

C. Analyze and report:

1. CONTRACTOR will assess fidelity of project implementation, and track achievement of project objectives.
2. CONTRACTOR will produce an annual report, to include project status report and project evaluation report, with process Key Performance Indicator (KPI) and outcome data findings, and data-driven recommendations.
3. CONTRACTOR will provide findings in an annual evaluation report no later than August 31, 2024, and present to project staff and partners in a variety of formats, and as required by the project funding agency.

D. Seek ways to sustain services:

1. CONTRACTOR's final report will include recommendations to inform program development and create shared understanding of strengths, weaknesses and future directions for program operation, funding, and client service.

[END OF DEFINITION OF SERVICES]

## EXHIBIT B

### PAYMENT TERMS

- I. COUNTY will pay CONTRACTOR for services as outlined in Exhibit A, and upon receipt of monthly written invoice, according to the following:
- A. COUNTY shall pay CONTRACTOR One Hundred Seventy-Five Dollars (\$175) per hour for a maximum of Forty-Nine Thousand Seven Hundred Dollars (\$49,700) for services performed according to Exhibit A, for Year 2022-23.
- B. COUNTY shall pay CONTRACTOR One Hundred Seventy-Five Dollars (\$175) per hour for a maximum of Twenty-Five Thousand Two Hundred Dollars (\$25,200) for services performed according to Exhibit A, for Year 2023-24, according to the following:

	Phase/ Task	Timing	Hours	Cost
<b>1</b>	<b>Planning</b>		<b>30</b>	<b>\$5,250</b>
a	Monthly Check-in calls with County Project Coordinator and team to discuss process & outcome evaluation assessments, data exports, etc (2 hrs per month) and with promotoras as needed.	Monthly	24	
b	Update evaluation plan to describe key process and outcome measures in alignment with state requirements.	Sep	6	
<b>2</b>	<b>Data Collection</b>		<b>22</b>	<b>\$3,850</b>
a	Refine data collection tools where needed.	As needed	6	
b	Gather qualitative data about program implementation; discussion group with parents (n=10) and one with staff/ promotora.	Jan	16	
<b>3</b>	<b>Analysis &amp; Reporting</b>		<b>74</b>	<b>\$12,950</b>
a	Final technical evaluation report with process (KPI) and outcome data findings, and data-driven recommendations.	July-Aug	50	
b	Support data sharing and utilization in a variety of formats. Present findings to 1) leadership and 2) promotoras for shared understanding of strengths, weaknesses, and future directions to strengthen program.	July-Aug	24	
<b>4</b>	<b>Bank of Contingency Hours</b>		<b>18</b>	<b>\$3,150</b>
a	Hours to be utilized for additional data collection, data sharing, or other unplanned needs.	Upon approval	18	
	<b>Total</b>		<b>144</b>	<b>\$25,200</b>

- C. CONTRACTOR shall submit itemized monthly invoices using the provided invoice form (Attachment 1) to:

Public Health Nursing  
1120 S. Dora St.  
Ukiah, CA 95482  
Attn: Katheryn Reihl  
healthyfamilies@mendocinocounty.gov  
&  
PH Fiscal  
phfiscal@mendocinocounty.gov

II. Payments under this Agreement shall not exceed Seventy-Four Thousand Nine Hundred Dollars (\$74,900) for the term of this Agreement.

[END OF PAYMENT TERMS]









# Applied Survey Research, Amendment, \$25,200 (\$74,900), 22-24, PH - For Signatures (2)

Final Audit Report

2024-01-31

Created:	2024-01-19
By:	Kirsty Bates (batesk@mendocinocounty.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAArcMnb30tVB-StRfFAUoAezsnD6FIUR53

## "Applied Survey Research, Amendment, \$25,200 (\$74,900), 22-24, PH - For Signatures (2)" History

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