

**THIRD AMENDMENT TO COUNTY OF MENDOCINO
PURCHASING AGENT AGREEMENT NO. PA# 21-132**

This Amendment to Agreement No. PA# 21-132 is entered into this 28th day of February, 2023, 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".

WHEREAS, Agreement No. PA# 21-132 was entered into on February 22, 2021; and

WHEREAS, Agreement No. PA# 21-132 was amended for the first time on September 14, 2021, with Agreement No. BOS #21-166; and

WHEREAS, Agreement No. PA# 21-132 was amended for the second time on December 7, 2021, with Agreement No. BOS #21-132-A2; and

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

WHEREAS, it is the desire of CONTRACTOR and COUNTY to extend the termination date set out in the original Agreement No. PA# 21-132, from June 30, 2022, to June 30, 2023; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to increase the total contract amount set out in the original Agreement No. PA #21 -132 by \$75,000.00 for the continued need of existing services and addition of services defined and attached to this amendment as Exhibit A-3, with extension of termination, for a new total contract amount of \$283,780.

NOW, THEREFORE, we agree as follows:

1. The termination date set out in the original Agreement No. PA# 21-132 will be extended from June 30, 2022, to June 30, 2023.
2. Exhibit A, Definition of Services, in Agreement No. PA #21-132 is hereby amended to include the services stated on Exhibit A-3 attached to this amendment and incorporated herein by this reference.
3. The total contract amount set out in Agreement No. PA#21-132 will be increased by \$75,000 for a new total contract amount of \$283,780.

All other terms and conditions of Agreement No. PA# 21-132 shall remain in full force and effect.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

[Signature] 02/17/23
DEPARTMENT HEAD DATE

Budgeted: ☒ Yes ☐ No

Budget Unit: 0717

Line Item: 862239 - IT038

Grant: ☐ Yes ☒ No

Grant No.: N/A

CONTRACTOR/COMPANY NAME:

By: [Signature]

Date: 02/17/23

NAME AND ADDRESS OF CONTRACTOR:

ClientFirst Consulting Group, LLC

980 Montecito Drive, Suite 209

Corona, CA 92879

COUNTY OF MENDOCINO

By: [Signature]
GLENN MCGOURTY, Chair
BOARD OF SUPERVISORS

Date: 02/28/2023

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

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: [Signature]
Deputy 02/28/2023

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 02/28/2023

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County Counsel

By: [Signature]
Deputy

02/15/2023

Date: _____

INSURANCE REVIEW:

By: [Signature]
Risk Management

02/15/2023

Date: _____

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]
Deputy CEO

02/15/2023

Date: _____

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

Exception to Bid Process Required/Completed ☐ _____

Mendocino County Business License: Valid ☐

Exempt Pursuant to MCC Section: _____

EXHIBIT A-3

DEFINITION OF SERVICES

PROJECT BACKGROUND

CONTRACTOR has been assisting the COUNTY with the implementation of the Aumentum software solution since March 2019. The Aumentum system went live on February 15, 2021. The COUNTY has been working closely with Aumentum to resolve open post Go Live issues, data conversion inconsistencies, and the implementation of remaining modules and functionality. In 2021, the COUNTY re-negotiated the Aumentum contract to include a large final acceptance payment. Thirty-four items were originally identified as requiring closure on the final acceptance list. The final acceptance list includes important items such as conversion balancing and AB8/RDA factors. Continued assistance between Aumentum application vendor and key COUNTY stakeholders with final acceptance implementation tasks, project coordination, and negotiation are critical.

SCOPE OF WORK

General Project Management Assistance

CONTRACTOR will provide the following general project management related services:

Project Monitoring, Controlling, and Reporting

- Scope Management
- Work Plan/Production Monitoring and Management
- Budget Monitoring
- Quality Assurance Management
- Training and Knowledge Transfer
- Data Conversion Issues Resolution
- Reports, Queries, Forms, and Analytics
- Interfaces and Integrations
- Modifications and Enhancements
- Testing and Systems Validation
- Contract Reviews and Revisions
- Deliverables Assurance
- Risk Management and Mitigation
- Project Communication and Information Management
- Information Repository and Sharing
- Project Team Management
- Change and Issue Management
- Post-Implementation Support Readiness
- Organizational Change Management
- Status Reporting
- Status Meetings

Recurring Project Management Assistance

- *Participate in Vendor Needs Assessment Process* – Attend vendor module walkthroughs, assessments, and analysis workshops and assist with review of vendor deliverables.
- *Participate in Vendor Status Meeting* – Participate in the vendor's periodic status meeting to ask questions, make suggestions, assist, and support the County in presenting their points, express points of interest or concern.
- *Review Vendor Status Reports* – Review the vendor's post-status meeting report and provide comments.
- *Assist with Periodic Internal County Status Meetings* – Prepare for and conduct the periodic internal County status meetings with Functional/Module Leads and any Project Team Staff as needed.
- *Facilitate Information Technology Lead/CONTRACTOR Debrief* – A post-Internal Status Meeting debrief between the County Information Technology Lead(s) and CONTRACTOR to sync up on project status, upcoming tasks, activities, and responsibilities, as well as options for risk mitigation and issues resolution.
- *Complete Weekly Project Management Assistance and Scheduling Activities* – General, miscellaneous activities, email communications, and scheduling of internal and vendor-attended meetings.

Specific Consulting Services for Aumentum Implementation

CONTRACTOR will take the role of COUNTY'S Project Manager by monitoring and overseeing services specific to final acceptance and other immediate needs. CONTRACTOR's responsibilities would include:

Final Acceptance

- Review final acceptance items and coordination of current status with IT and the departments.
- Assist with negotiations related to completion of final acceptance items and final payment.
- Assist with project coordination and meetings related to final acceptance items.

Corrections and Supplemental Bills

- Work with County staff and Aumentum to define a scope of work for third-party assistance in processing corrections and supplementals.
- Develop project schedules and determine resource needs.
- Assist in project kick-off, project management, and ongoing coordination.
- Work with third parties and County staff to review work products and validate corrections and supplemental bills.
- Expedite processes as much as possible.

Implementation of the Williamson Act

- Work with the County Project Team to finalize a project management plan and arrange communications, logistics, and support.
 - ♦ Identify the best mechanism to capture and input soil types.
- Participate and facilitate the Vendor Project Kick-Off Meeting with Vendor, County stakeholders, and Project Team members.
- Attend ongoing project meetings with stakeholders and coordinate as necessary.

CONTRACTOR proposes to provide regular status reports and project updates to the COUNTY's project lead or designee.

STAFFING

David Krout, Partner, will be the Project Director for the engagement. Chad Griewahn will be managing and coordinating the project along with David and Tom Jakobsen. Tatjana Meser will continue as Project Manager for the Williamson Act implementation and provide historical context and advise the project team on specific issues.

FEE SUMMARY

CONTRACTOR professional fees are based on the scope and approach outlined in this proposal, plus expenses. CONTRACTOR billing rates for this project are based on Mendocino County Information Technology PM and On Call Technical Assistance contract fully executed on 6/29/2022. The services reflect the levels and skill sets of the consultant(s) assigned to specific aspects of the project.

- Partner – \$225/per hour
- Director – \$205 per hour
- Project Manager – \$195 per hour

Project management hours vary by week, but currently average approximately five hours per week. Partner hours vary by week, but average approximately two per week.

MAXIMUM COST

This project will logistically span many months. The consulting fees payable based on this amendment shall not exceed \$75,000 and contract total of \$283,780 without COUNTY approval and written authorization.

SCOPE CHANGES AND MANAGEMENT

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities. Minor changes to the scope and methodology stated above will not result in a change in CONTRACTOR fees.

If the nature or scope of CONTRACTOR work should change significantly during the project, we will discuss such matters and their effect on CONTRACTOR fees and obtain written approval before proceeding.