

**AMENDMENT TO COUNTY OF MENDOCINO  
PURCHASING AGENT AGREEMENT NO. 18-219**

This Amendment to Purchasing Agent Agreement No. 18-219 is entered into this 21<sup>ST</sup> day of July, 2020, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and Qcera, Inc., hereinafter referred to as "CONTRACTOR".

WHEREAS, Purchasing Agent Agreement No. 18-219 was entered into on July 24, 2018; and

WHEREAS, upon execution of this document by the Chair of the Mendocino County Board of Supervisors and Qcera, Inc., 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 Purchasing Agent Agreement No. 18-219, from October 2, 2020 to October 2, 2021; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to increase the total compensation set out in the Purchasing Agent Agreement No. 18-219 from Fifty Thousand Dollars (\$50,000) to Sixty Five Thousand One Hundred Dollars (\$65,100) and;

WHEREAS, Attachment 1, the 2020 Qcera Leave Source price list, is effective on October 3, 2020.

NOW, THEREFORE, we agree as follows:

1. The termination date set out in the original Purchasing Agreement No. 18-219 will be extended from October 2, 2020 to October 2, 2021.
2. The total compensation set out in the Purchasing Agent Agreement No. 18-219 will be increased from \$50,000 to \$65,100.
3. Attachment 1, the 2020 Qcera Leave Source price list, is effective on October 3, 2020.

All other terms and conditions of Purchasing Agreement No. 18-219 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**DEPARTMENT FISCAL REVIEW:**

William Schurtz 6/22/2020  
WILLIAM SCHURTZ, HR DIRECTOR DATE

Budgeted: ☒ Yes ☐ No

Budget Unit: 1320 & 0714

Line Item: 862189

Grant: ☐ Yes ☒ No

Grant No.: \_\_\_\_\_

**COUNTY OF MENDOCINO**

By: John Haschak  
JOHN HASCHAK, Chair  
BOARD OF SUPERVISORS JUL 24 2020

**ATTEST:**

CARMEL J. ANGELO, Clerk of said Board

By: Emberley Dunham  
Deputy JUL 24 2020

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

CARMEL J. ANGELO, Clerk of said Board

By: Emberley Dunham  
Deputy JUL 24 2020

**INSURANCE REVIEW:**

By: Carmel J. Angelo  
Risk Management

**EXECUTIVE OFFICE/FISCAL REVIEW:**

**APPROVAL RECOMMENDED**

By: Smile Rana  
Deputy CEO

**CONTRACTOR/COMPANY NAME:**

SEE ATTACHED  
SIGNATURE PAGE

By: \_\_\_\_\_

**NAME AND ADDRESS OF CONTRACTOR:**

Qcera, Inc.

1525 S. Sepulveda Blvd. Suite A

Los Angeles, CA. 90025

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,  
Acting County Counsel

By: Brina Blanton  
Deputy

**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:** \_\_\_\_\_



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**DEPARTMENT FISCAL REVIEW:**

SEE ATTACHED  
SIGNATURE PAGE

WILLIAM SCHURTZ, HR DIRECTOR DATE \_\_\_\_\_

Budgeted: ☒ Yes ☐ No

Budget Unit: 1320 & 0714

Line Item: 862189

Grant: ☐ Yes ☒ No

Grant No.: \_\_\_\_\_

**COUNTY OF MENDOCINO**

By: \_\_\_\_\_  
JOHN HASCHAK, Chair  
BOARD OF SUPERVISORS

**ATTEST:**

CARMEL J. ANGELO, Clerk of said Board

By: \_\_\_\_\_  
Deputy

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

CARMEL J. ANGELO, Clerk of said Board

By: \_\_\_\_\_  
Deputy

**INSURANCE REVIEW:**

By: \_\_\_\_\_  
Risk Management

**EXECUTIVE OFFICE/FISCAL REVIEW:**

**APPROVAL RECOMMENDED**

By: \_\_\_\_\_  
Deputy CEO

**CONTRACTOR/COMPANY NAME:**

By: \_\_\_\_\_

**NAME AND ADDRESS OF CONTRACTOR:**

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**APPROVED AS TO FORM:**

CHRISTIAN M. CURTIS,  
Acting County Counsel

By: Brian Blanton  
Deputy

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: \_\_\_\_\_

## ATTACHMENT 1



### LeaveSource Price List 2020

LeaveSource is a web-hosted in cloud solution.

Product & Services & Fee List	Fees for selected services
<b>LeaveSource® Enterprise</b> <ul style="list-style-type: none"> <li>FMLA, State, Employer Leave policy and Premium Payment tracking, automated load of employee census file from HRIS</li> </ul> <p>Includes up to 2 user leave admin</p>	<p><b>\$.35 per employee per month</b></p> <p><b>(minimum of \$795.00 per month)</b></p>
<p><b>Document Management Module – Included in base service</b></p> <p>Allows electronic attachment of provider certifications and notes to the employee's leave of absence case record for streamlined handling, record keeping. Document upload per month up to 400 MB. Three years of imaged documents up to 8GB of storage. Documents stored years 4-7 are archived, accessible on request and not counted towards the 8GB maximum.</p>	<p><b>\$200.00 per month</b></p>
<p><b>Additional leave administrator accounts (OPTIONAL)</b></p> <p>\$195.00/user/month</p>	
<p><b>Additional HR Administrator user accounts (OPTIONAL)</b></p>	
<p><b>Additional View only user accounts (OPTIONAL)</b></p> <p>\$50.00/user/month</p>	
<p><b>ADA/Job Accommodations Module (OPTIONAL)</b></p> <p>\$0.15 PEPM (minimum of \$200.00/month)</p>	
<p><b>Worker's Comp Case Management Module (OPTIONAL)</b></p>	
<p><b>MyLeave Self-Service Portal (OPTIONAL)</b></p> <p>\$0.15 PEPM (minimum of \$200.00/month)</p>	
<p><b>Additional data interface development (OPTIONAL)</b></p> <p>\$3,000.00 per interface</p> <p>Includes up to 20 hours of</p>	
<p><b>Additional Training (OPTIONAL)</b></p> <p>\$500 per 2-hour session, up to 5 users at one time</p>	
<p><b>Professional Services (OPTIONAL)</b></p> <p>\$250 per hour</p>	