



Mendocino County

Legislation Text

File #: 24-0267, **Version:** 1

To: BOARD OF SUPERVISORS

From: Public Health

Meeting Date: February 27, 2024

Department Contact: Jenine Miller, Psy.D.

Phone: 707-472-2341

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Approval of Retroactive First Amendment to BOS Agreement 22-092 with Applied Survey Research, in the Amount of \$25,200, for a New Total of \$74,900, for Evaluation and Consultation Services Related to the California Home Visiting Program Grant, Effective February 1, 2022 through a New End Date of August 31, 2024 (Original End Date: August 31, 2023)

Recommended Action/Motion:

Approve retroactive first amendment to BOS Agreement 22-092 with Applied Survey Research, in the amount of \$25,200, for a new total of \$74,900, for evaluation and consultation services related to the California Home Visiting Program grant, effective February 1, 2022 through a new end date of August 31, 2024 (original end date: August 31, 2023); authorize the Public Health Director or designee to sign any future amendments to the Agreement that do not increase the maximum amount; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

April 19, 2022, Item 3(u), BOS approval of Agreement No. BOS-22-092.
August 1, 2023, Department approval of first Amendment No. PH-23-007.

Summary of Request:

On April 19, 2022, Mendocino County entered into Agreement No. BOS-22-092 with Applied Survey Research (ASR), awarded through Request for Proposal No. 041-21. Through Agreement No. BOS-22-092, ASR provided evaluation and consultation services related to the California Home Visiting Program (CHVP) at Mendocino County Public Health (PH). This included project implementation, collection of data, and data evaluation as related to project objectives, as required by the State and the California Home Visiting Program-Innovation (CHVP-INV) scope of work.

Due to ASR's extensive experience with CHVP evaluation, invaluable knowledge of the County CHVP program in particular, familiarity with the database used to report program findings, understanding of Mendocino County processes, experience with the unique target population of the CHVP, and good rapport with families served through focus groups, PH decided to extend the services through an Amendment. PH intended to utilize unspent Fiscal Year (FY) 2022-23 funds to extend the term an additional two months, through August 31, 2023, and executed first Amendment No. PH-23-007 on August 1, 2023 to accomplish this.

In November 2023, PH was informed by the State that the Amendments needed to be amended to extend the term through August 31, 2024, instead of extending the FY 2022-23 two months. This created a need for the

proposed retroactive second Amendment extending the term through August 31, 2024, in order to utilize FY 2022-23 and FY 2023-24 funds for their respective time periods, for continued services under the full Agreement. Additionally, the proposed second Amendment will ensure continuity of services, and provide proper authority to effectively invoice the State for FY 2022-23 and FY 2023-24 of the CHVP. Once the proposed second Amendment is executed, it will be effective for the full term of the Agreement, from February 1, 2022 through August 31, 2024.

Alternative Action/Motion:

Return to staff for alternative handling.

Strategic Plan Priority Designation: A Safe and Healthy County

Supervisory District: All

Vote Requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: BU 4013, PNFIELD; 86-2189, Project: PNHVP

current f/y cost: \$74,900

budget clarification: Amendment Amount: \$25,200, Total Contract Amount: \$74,900

annual recurring cost: N/A

budgeted in current f/y (if no, please describe): Yes

revenue agreement: No

AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL: Yes

CEO Liaison: Tony Rakes, Acting Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: February 27, 2024

Final Status: **Approved**

Executed Item Type: Agreement

Number: 22-092-A1

