

**AMENDMENT NO. 2  
TO STANDARD AGREEMENT A-13554  
BETWEEN COUNTY OF MONTEREY AND  
EVALCORP**

**THIS AMENDMENT** is made to the AGREEMENT A-13554 for evaluation services by and between **EVALCORP**, hereinafter “**CONTRACTOR**”, and the **County of Monterey**, a political subdivision of the State of California (hereinafter referred to as “**COUNTY**.”)

**WHEREAS**, the COUNTY entered into STANDARD AGREEMENT A-13554 with CONTRACTOR in the amount of \$145,000 for the term of May 31, 2017 to September 30, 2018 for services necessary to develop and implement an evaluation infrastructure for Monterey County’s Mental Health Services Act Prevention and Early Intervention-funded projects and strategies; and

**WHEREAS**, the COUNTY entered into AMENDMENT NO. 1 to AGREEMENT A-13554 with CONTRACTOR to extend the term of the AGREEMENT through June 30, 2020, as well as to revise the EXHIBIT A: SCOPE OF SERVICES/PAYMENT PROVISIONS; and the EXHIBIT B: INVOICE FORM to reflect the revised total Agreement in the amount of \$314,875; and

**WHEREAS**, the COUNTY and CONTRACTOR wish to amend the AGREEMENT to further revise the EXHIBIT A: SCOPE OF SERVICES/PAYMENT PROVISIONS; and the EXHIBIT B: INVOICE FORM, to reflect additional evaluation services to be provided during the current term and to revise the total Agreement amount; and

**NOW THEREFORE**, the COUNTY and CONTRACTOR hereby agree to amend AGREEMENT in the following manner:

1. EXHIBIT A-2: SCOPE OF SERVICES/PAYMENT PROVISIONS is incorporated into the Agreement to reflect the additional evaluation services to be provided during the current term. All references in the Agreement to EXHIBIT A shall be construed to refer to EXHIBITS A, A-1 and A-2. In addition, the Section B. COMPENSATION/ PAYMENT is adjusted to reflect the additional 126 hours of evaluation services to be provided beginning October 15, 2019 through June 30, 2020.
2. EXHIBIT B-2: INVOICE FORM replaces EXHIBIT B. All references in the Agreement to EXHIBIT B shall be construed to refer to EXHIBIT B-2. This EXHIBIT B-2 modifies the maximum amount payable under this AGREEMENT from the current total of \$314,875 to \$327,075.
3. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.

4. This Amendment No. 2 shall be effective October 23, 2019.
5. A copy of this AMENDMENT No. 2 shall be attached to the original AGREEMENT executed by the COUNTY on May 30, 2017.

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IN WITNESS WHEREOF, COUNTY and CONTRACTOR have executed this Amendment No. 2 to Agreement A-13554 as of the day and year written below.

**COUNTY OF MONTEREY**

**CONTRACTOR**

By: \_\_\_\_\_  
Contracts/Purchasing Officer

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

Approved as to Form <sup>1</sup>  
By: Hayo Datto  
County Counsel

Date: 9/25/19

Approved as to Fiscal Provisions<sup>2</sup>  
By: [Signature]  
Auditor-Controller

Date: 9/26/19

Approved as to Liability Provisions<sup>3</sup>  
By: \_\_\_\_\_  
Risk Management

Date: \_\_\_\_\_

\_\_\_\_\_  
Contractor's Business Name\*

By: Kristen Donovan  
(Signature of Chair, President, or Vice-President)\*

Kristen Donovan, President  
Name and Title

Date: 9.19.19

By: [Signature]  
(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer)\*

EVA Gelsman, Asst Secretary  
Name and Title

Date: Sept 19, 2019

\*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership.

<sup>1</sup> Approval by County Counsel is required.

<sup>2</sup> Approval by Auditor-Controller is required

<sup>3</sup> Approval by Risk Management is necessary only if changes are made in Sections XI or XII.

## EXHIBIT A-2

To the Agreement by and between  
County of Monterey, Health Department, Behavioral Health Bureau,  
hereinafter referred to as "County"

AND

EVALCORP, hereinafter referred to as "CONTRACTOR"

### SCOPE OF SERVICES/PAYMENT PROVISIONS

Term: October 1, 2018 – June 30, 2020

#### A. SCOPE OF SERVICES

The Monterey County Health Department, Behavioral Health Bureau identified the need to conduct a multi-phase evaluation initiative to assess Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) funded strategies/projects' implementation and resulting impacts

The purpose of Phase II of the evaluation initiative was to develop and implement an evaluation infrastructure, including data collection tools and processes, to capture evaluation data aligned with state requirements and County-specific needs. Phase II also included analysis and summarizing of available FY 2016-17 data as well as consultation on metrics to include in the County's Annual PEI Program Evaluation Report for submission to the State on December 30, 2017.

Phase III includes the continuation of the development and implementation of the evaluation infrastructure and the production of the County's PEI Evaluation Reports covering the Fiscal Years 2017-18 and 2018-19.

Phase III-A adds a new deliverable pertaining to the development, implementation and analysis of a Provider Needs Assessment Survey, inclusive of a Report of Findings Report, as well as the development, analysis and a Report of Findings Report of a community survey to be implemented by County staff.

#### 1. CONTRACTOR RESPONSIBILITIES:

See document "EVALCORP PROJECT PLAN PHASES III & III-A" on the following pages for Scope of Services, Deliverables and Timeline of the County's PEI evaluation initiative.

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**EVALCORP PROJECT PLAN  
PHASES III & III-A  
OCTOBER 1, 2018 – JUNE 30, 2020**

SCOPE OF SERVICES	DELIVERABLE(S)	TIMELINE
<b>Part 1. Evaluation Infrastructure &amp; Tool Development/Implementation</b>		
<b>a.</b> Collaborate with County staff and provide recommendations on selection of appropriate evaluation metrics to assess effectiveness and impact of PEI programs and services.	<ul style="list-style-type: none"> <li>Provide consultation and written recommendations pertaining to PEI programs and implementation</li> </ul>	October 2018 – June 2020
<b>b.</b> Develop/refine data collection guidelines and conduct trainings with County staff and funded Providers as needed to inform consistent collection of valid, reliable evaluation data based upon lessons learned and any changes in State Regulations.	<ul style="list-style-type: none"> <li>Data collection guidelines and training materials</li> </ul>	October 2018 – June 2020
<b>c.</b> Monitor quality of evaluation data submitted by Providers and County staff on an ongoing basis.	<ul style="list-style-type: none"> <li>Inventory of FY 18-19 &amp; 19-20 program-level data and reports submitted by Providers (to be reviewed with County staff on quarterly basis)</li> </ul>	October 2018 – June 2020
<b>d.</b> Provide ongoing technical assistance to County staff and Providers as needed to strengthen data quality. <b>e.</b> Maintain provider training and technical assistance tracking log. <b>f.</b> Attend meetings (via teleconference and in person) with County staff and Providers as needed regarding evaluation data collection.	<ul style="list-style-type: none"> <li>Training, technical assistance, and site visit tracking log</li> </ul>	October 2018 – June 2020
<b>g.</b> Facilitate evaluation meetings and maintain ongoing communication with key County management staff to inform evaluation needs and issues moving forward.	<ul style="list-style-type: none"> <li>Meeting agendas/materials for review</li> <li>High-Level Summary of Meeting</li> </ul>	October 2018 – June 2020
<b>h.</b> Conduct ongoing document review to inform evaluation activities, including review of Provider contracts/scopes of work, program-level data collection tools and reports, state regulations and requirements, and other relevant materials as needed.	<ul style="list-style-type: none"> <li>Documents reviewed</li> </ul>	October 2018 – June 2020
<b>i.</b> Develop, in collaboration with County's Prevention Services Manager, enhanced internal evaluation capacity for County use in preparing the FY 19-20 PEI Evaluation Report and future evaluation reports.	<ul style="list-style-type: none"> <li>Implementation Plan/Document for internal evaluation capacity and ongoing sustainability</li> </ul>	October 2018 – June 2020

<p>j. Develop Provider Needs Assessment Survey to obtain perceptions and recommendations from a broad reach of systems interfacing directly with persons receiving or in need of mental health services. Survey administered online with “direct service providers” in law enforcement, hospitals, BH treatment, schools, etc. Work in collaboration with MCBH to disseminate survey countywide. Conduct all quantitative and qualitative analyses for survey. Develop summary report of findings.</p> <p>k. Develop a brief survey of community members to obtain their perceptions and recommendations, to be administered by MCBH. Conduct all quantitative and qualitative analyses for survey. Develop summary report of findings.</p>	<ul style="list-style-type: none"> <li>• Provider Needs Assessment Survey</li> <li>• Creation of online survey including administration protocol</li> <li>• Analyses of all collected survey data (quantitative and qualitative)</li> <li>• Develop Provider Needs Assessment Survey Summary Report of Findings and provide draft for review by County Staff prior to finalization</li> <li>• Community Members Needs Assessment Survey</li> <li>• Analyses of all collected survey data (quantitative and qualitative)</li> <li>• Develop Community Member Needs Assessment Survey Summary Report of Findings and provide draft for review by County Staff prior to finalization</li> </ul>	<p>October 2019 – January 2020</p>
<p><b>Part 2. FY 17-18 &amp; FY 18-19 Evaluation Data Aggregation, Analysis &amp; Report Development</b></p>		
<p>a. Obtain program-level data and reports for each funded program to inform development of PEI Evaluation Report for FY 17-18 and FY 18-19.</p> <p>b. Review program-level data and reports for data quality and consistency, and liaise with County staff and/or Providers as needed regarding any data quality concerns or questions.</p>	<ul style="list-style-type: none"> <li>• Inventory of FY 17-18 and FY 18-19 program-level data and reports submitted by Providers and County staff</li> </ul>	<p>October 2018 – March 2020</p>
<p>c. Develop/refine required evaluation data-analysis plans specific to available data for each program.</p> <p>d. Conduct analyses and aggregation of available program-level quantitative data.</p> <p>e. Conduct content analysis of available program-level qualitative data (e.g., from any narrative reports submitted by Providers or open-ended survey items).</p> <p>f. Create data tables, graphs, and charts of program-level data for inclusion in the FY 17-18 &amp; FY 18-19 PEI Evaluation Reports.</p> <p>g. Finalize FY 17-18 &amp; FY 18-19 PEI Evaluation Reports for submission to Monterey County and the State.</p> <p>h. Provide consultation and assistance to Prevention Manager in developing a Monterey County Prevention Report for communicating outcomes and impact of PEI funded programs to community groups and stakeholders, in alignment with annual plans and other MHSA required reporting.</p>	<ul style="list-style-type: none"> <li>• FY 17-18 &amp; FY 18-19 PEI Evaluation Reports inclusive of program-level quantitative and qualitative analyses</li> <li>• Due dates for Evaluation Reports coincide with County’s preparation of the final draft “MHSA FY 20 Annual Update” to be posted March 2019, and final draft “MHSA 3-Year Program &amp; Expenditure Plan for FY 21-23” to be posted March 2020. Draft Reports will be submitted to County at least 30 days prior to each Report’s posting date to allow for review and revisions as may be needed</li> </ul>	<p>October 2018 – June 2020</p>

i. Present report(s) to stakeholder groups.		
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County and Contractor acknowledge that the above Project Plan Timeline is a forecast and if needed, can be modified upon mutual written agreement.

**2. COUNTY RESPONSIBILITIES**

- a. Provide timely access to Provider documentation, contracts/scopes of work, data collection tools, data/reports, and other relevant materials as requested by EVALCORP. Assist with requests to County staff and Providers for program-level PEI data and/or reports as needed.
- b. Provide any new MHSA PEI related documentation or reports pertaining to established goals, objectives, outcomes or other key elements that could impact evaluation or data collection efforts moving forward.
- c. Provide access to internal Quality Improvement staff, PEI contract monitors, and IT database development staff as needed to work with the EVALCORP team.
- d. Participate in meetings with EVALCORP regarding evaluation and data collection needs, issues, and priorities.
- e. Provide information such as dates, times, and locations for meetings at which EVALCORP should attend either via teleconference or in person.

**B. PAYMENT PROVISIONS**

**1. COMPENSATION/ PAYMENT**

A. County shall pay an amount not to exceed \$327,075. for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Services. There shall be no separate travel reimbursement allowed during this Agreement.

Maximum Liability:

<b>PEI EVALUATION SERVICES</b>	<b>MAXIMUM AMOUNT</b>
Phase II: May 31, 2017 through September 30, 2018	\$145,000.
Phase III: October 1, 2018 through June 30, 2020	\$169,875.
Phase III-A: October 15, 2019 through June 30, 2020	\$12,200.
<b>TOTAL MAXIMUM LIABILITY</b>	<b>\$327,075.</b>

CONTRACTOR'S compensation for services rendered shall be based on the following rates for the period of October 1, 2018 through June 2020:

<b>CONTRACTOR PERSONNEL</b>	<b>RATE/HOUR OFFSITE</b>	<b>RATE/HOUR ONSITE</b>	<b>MAXIMUM TOTAL HOURS</b>
Project Director	\$115.00	\$127.65	275
Project Managers	\$95.00	\$105.45	935
Data Manager	\$90.00	\$99.90	560
Research Assistants/M.A. level	\$65.00	\$72.15	393
<b>MAXIMUM TOTAL NUMBER OF HOURS TO COMPLETE ABOVE-STATED DELIVERABLES</b>			<b>2,163</b>

CONTRACTOR warrants that the rates charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.



