

**AMENDMET NO. 1
TO COUNTY OF MONTEREY STANDARD AGREEMENT
BY AND BETWEEN
COUNTY OF MONTEREY AND
APPLIED CRISIS TRAINING AND CONSULTING, INC.**

THIS AMENDMENT NO. 1 is made to the County of Monterey Standard Agreement “AGREEMENT,” by and between the County of Monterey, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and Applied Crisis Training and Consulting, Inc., hereinafter referred to as “CONTRACTOR.”

WHEREAS, the COUNTY and CONTRACTOR entered an AGREEMENT for the provision of suicide prevention training, program development and facilitation activities in the amount of \$200,000 for the term of July 2, 2024 – June 30, 2026; and

WHEREAS, the COUNTY and CONTRACTOR wish to amend the AGREEMENT to revise the Fiscal Year (FY) 2024-25 and FY 2025-26 amount, for a revised total Agreement amount not to exceed \$264,475 for the same term of July 2, 2024 – June 30, 2026.

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

1. Section 2.0 PAYMENT PROVISIONS, shall be amended by removing, *“The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: \$200,000,”* and replacing it with, *“The total amount payable by the County to CONTRATOR under this Agreement shall not exceed the sum of \$264,475.”*
2. EXHIBIT A-1: SCOPE OF SERVICES/PAYMENT PROVISIONS replaces EXHIBIT A: SCOPE OF SERVICES/PAYMENT PROVISIONS. All references in the Agreement to Exhibit A shall be construed to refer to EXHIBIT A-1.
3. Except as provided herein, all remaining terms, conditions, and provision 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. A copy of this Amendment No. 1 shall be attached to the original AGREEMENT executed by the County on July 2, 2024.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Amendment No. 1 to the Standard Agreement as of the day and year written below.

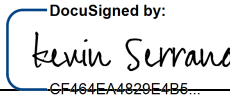
COUNTY OF MONTEREY

By: _____
Contracts/Purchasing Officer


Date: _____

By: _____
Department Head

Date: _____

Approved as to Form ¹ _____
By:  _____
County Counsel

Date: 6/20/2025 | 1:59 PM PDT

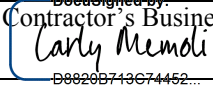
Approved as to Fiscal Provisions² _____
By:  _____
Auditor-Controller

Date: 6/20/2025 | 3:20 PM PDT

Approved as to Liability Provisions³ _____
By: _____
Risk Management


Date: _____

CONTRACTOR**APPLIED CRISIS TRAINING AND CONSULTING, INC.**

By:  _____
(Signature of Chair, President, or Vice-President)*

Carly Memoli, President
Name and Title

Date: 6/13/2025 | 3:50 PM PDT

Signed by:  _____
(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer)*

Dustin Blomquist, Secretary
Name and Title

Date: 6/15/2025 | 4:42 PM PDT

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal 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. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

¹ Approval by County Counsel is required.

² Approval by Auditor-Controller is required

³ Approval by Risk Management is necessary only if changes are made in Sections 8 or 9

EXHIBIT A: SCOPE OF SERVICES/PAYMENT PROVISIONS

This Exhibit A shall be incorporated by reference as part of the Standard Agreement governing work to be performed under the above referenced Agreement, the nature of the working relationship between the COUNTY and the CONTRACTOR, and specific obligations of the CONTRACTOR.

I. PURPOSE:

CONTRACTOR will support staff members, contract providers, and the community in Suicide Prevention efforts to decrease the number of attempted and completed suicides in Monterey County. CONTRACTOR will provide training for providers (Workforce Development) (Program 1) and program development, community training, and facilitation for Monterey County Helping One Another Prevent and Eliminate Suicide (MC HOPES), Monterey County's suicide prevention initiative (Program 2). CONTRACTOR will work with Contract Monitor to ensure there are equitable processes in place, so that the MC HOPES Coalition is inclusive and representative of diverse community member needs.

II. PERIOD OF PERFORMANCE:

Subject to other AGREEMENT provisions, the period of performance under this AGREEMENT will be from **July 2, 2024** to **June 30, 2026**.

III. SCOPE OF WORK

A. PROGRAM 1: WORKFORCE DEVELOPMENT

The CONTRACTOR shall provide courses, coaching consultation and/or competency assessment services, and otherwise do all things necessary for, or incidental to, the performance of work, as set forth below.

NOTE: The term *Training Hours* is used in this agreement to define the number of hours individuals are actively receiving teaching or coaching. Preparation for courses or coaching, preparation for Continuing Education submission, breaks, and post-course, coaching and consultation activities are not included in the calculation of training hours; these activities are included in the training rate. For courses, Training Hours is equal to the number of hours of Continuing Education credit that a learner would receive if the course is approved for Continuing Education credits.

1. Courses

A course is defined as a structured presentation of information that is prepared in advanced to support participant values clarification, knowledge and skill development in a predetermined area.

a. Recording Rate

With written permission of CONTRACTOR, COUNTY may video and audio record CONTRACTOR courses. COUNTY will pay CONTRACT twice the course rate of the Virtual course fee for the ability to record. The COUNTY and CONTRACTOR will finalize the recording plan at least one day prior to the date of the training. COUNTY will only use recorded material within a controlled learning management system; COUNTY will not release recording in any way that allows participants to capture recording. COUNTY will use recording for an indefinite period. CONTRACTOR can request in writing that COUNTY terminate use of recording; COUNTY will accommodate request if content is no longer up-to-date or otherwise not appropriate to use for training.

b. Supporting Documentation

For each course of two or more hours, CONTRACTOR will provide the following information at least four (4) weeks prior to the course date:

- i. The CONTRACTOR's updated resume, if needed.
- ii. A syllabus outlining educational goals, learning objectives, course content broken down by topic and time, and at least five professional sources used to build the course.
- iii. A PDF version of slides and any handouts to be used during the course.
- iv. Exam Questions: Twelve (12) questions for six (6) hour course; seven (7) questions for all other courses.

c. Types of Courses

Courses	FY 2024-25	FY 2025-26
i. Custom	o Full Day: Six (6) Training Hours. If CONTRACTOR delivers two half day trainings on the same day, these trainings will be considered a Full Day.	o Full Day: Six (6) Training Hours
	o Half Day: Three (3) Training Hours.	o Half Day: Three (3) Training Hours
	o 2 Hour: Two (2) Training Hours	o 2 Hour: Two (2) Training Hours
	o 1 Hour: 1 Training Hour	o 1 Hour: 1 Training Hour
i. Evidence-Base	o Applied Suicide Intervention Skills Training (ASIST) (Two Full Days)	None
	o Suicide Alertness for Everyone (SAFEtalk) (Half Day)	
	o Mental Health First Aid (MHFA) (Full Day)	
	o Counseling on Access to Lethal Means (CALM) (2 Hours)	
	o Be Sensitive Be Brave (2 Hours)	

- d. Cancellation
COUNTY may cancel up to nine hours of coursework total within each fiscal year with no penalty. Starting with hour ten, CONTRACTOR will bill COUNTY 75% of fee for training activity when cancellation occurs by COUNTY staff with notice of 24 hours or less. If cancelled within 72 hours, CONTRACTOR will bill COUNTY 50% of fee for training activity. CONTRACTOR will work with COUNTY staff to reschedule training activity to a date/dates agreeable to both COUNTY and CONTRACTOR.

2. **Coaching**
Coaching is defined as the presentation of knowledge and teaching of skills in direct response to participant learning needs. In contrast to coursework, coaching is less structured, and more responsive to the individualized needs of participants. In contrast to consultation, coaching is focused on the professional development of the participant(s). CONTRACTOR uses their expertise to identify and/or respond to areas of growth to provide learning and recommendations. Coaching may be on-site or via telephone/virtual. CONTRACTOR will not have access to client medical records. Coaching will not include protected health information. Coaching must be pre-approved in writing (including email) by COUNTY.

- a. Recording Rate
CONTRACTOR will not charge a fee for recording of coaching sessions. Whether coaching session is recorded will be determined by CONTRACTOR and participant(s).
- b. Supporting Documentation
CONTRACTOR will submit a Service Log when invoice includes coaching services. Service Log will include type service (e.g., coaching, consultation, certification), date, length of service, name of service provider, name of recipient(s) and a one sentence summary of service provided. Summary of services will never include protected health information.
- c. Types of Coaching

Coaching	FY 2024-25	FY 2025-26
<i>i. Coaching without Content Review</i>	CONTRACTOR will have some, but limited knowledge of coaching question. They will not review any clinical case content prior to the coaching session. CONTRACTOR will bill Hourly rate equal to the number hours, or portion therein, of live coaching.	CONTRACTOR will have some, but limited knowledge of coaching question. They will not review any clinical case content prior to the coaching session. CONTRACTOR will bill Hourly rate equal to the number hours, or portion therein, of live coaching.

ii. Coaching with Content Review	CONTRACTOR will review taped and/or written clinical content prior to the coaching session. Written and/or oral feedback will be provided to participant who provided taped content. CONTRACTOR will bill Training Hour rate equal to the number, or portion therein, of live coaching.	CONTRACTOR will review taped and/or written clinical content prior to the coaching session. Written and/or oral feedback will be provided to participant who provided taped content. CONTRACTOR will bill Training Hour rate equal to the number, or portion therein, of live coaching.
iii. 90-Minute Coaching Group	CONTRACTOR and, in some instances, a MCHD Co-Facilitator, will lead 90-minute group. CONTRACTOR will be 1.5 training hours. Rate will include preparation and debriefing time.	None

3. Consultation.

Consultation is defined as a professional activity for or among colleagues. While the consultee may increase their knowledge and/or skills, the focus is on customer service or program or course development, and not on professional development. CONTRACTOR will not have access to client medical records. Consultation will not include protected health information. Consultation must be pre-approved in writing (including email) by COUNTY.

a. Recording Rate

CONTRACTOR will not charge fee for recording of consultation sessions. Whether consultation session is recorded will be determined by CONTRACTOR and participant(s).

b. Supporting Documentation

CONTRACTOR will submit a Service Log when invoice includes consultation services. Service Log will include type service (e.g., coaching, consultation, certification), date, length of service, name of service provider, name of recipient(s) and a one sentence summary of service provided. Summary of services will never include protected health information.

c. Types of Consultation

Consultation services will be for FY 2024-25 and FY 2025-26

i. *Clinical*

CONTRACTOR will work with consultee to provide support regarding, for example, diagnosis, treatment plan, interventions. All verbal and written communication regarding the consultation will be HIPAA compliant.

ii. *Program Development*

CONTRACTOR will meet with consultee to understand consultation question(s) and, within one month, provide verbal and written

recommendations to consultee to improve scope and/or effectiveness of MCHD programing, clinical services and/or training.

iii. *Course Development*

With COUNTY pre-approval and guidance, CONTRACTOR will create curriculum specifically for the needs of MCHD that address predetermined learning objectives. Curriculum development does not include changes to a course or training that CONTRACTOR has already developed. Curriculum development may be charged for hours equal to or less than the number of training hours of the course under development. MCHD reserves the right to deliver any content during or after the termination of this contract, that CONTRACTOR developed and invoiced to MCHD. MCHD will attribute the curriculum to the CONTRACTOR. The CONTRACTOR is free to deliver the content to non MCHD audiences; however, the CONTRACTOR must include a statement that the content was developed at the direction of MCHD.

B. PROGRAM 2: MC HOPES

FISCAL YEAR 2024-25

1. Administration

Under the direction of the CONTRACT MANAGER, and any designee of the CONTRACT MANAGER, CONTRACTOR will support the MCHOPES Implementation Team in meeting MCHOPES goals and objectives as defined in MCHOPES Fiscal Year Plan. All community facing meetings and materials will be accessible in English and Spanish. CONTRACTOR will arrange for interpretation services for all Coalition Meetings and all MCHOPES events and will provide all written materials in English and Spanish, for, for example, emails, website content, outreach contents, surveys.

CONTRACTOR will charge a monthly administrative fee which will include, but is not limited to, the following activities:

a. Implementation Meetings

- i. CONTRACTOR will convene at least 9 Implementation Team meetings during each fiscal year.
- ii. CONTRACTOR will perform all administrative responsibilities associated with Implementation Team meetings, including:
 - Schedule, send calendar invites, and maintain contacts.
 - Develop and distribute agendas and content with input from COUNTY and Implementation Team members.
 - Provide facilitation to ensure smooth and effective meetings, strive for balanced participation, and promote an environment of collaboration and transparency.
 - Document, store, and share meeting minutes (transcribe).

- Monitor attendance and participation of Implementation Team members and strategize with CONTRACT MANAGER, as needed, to improve Implementation team and/or attendance and/or productivity.
- Gather and incorporate Implementation Team member input and involvement in MC HOPES Coalition communications, meetings, and activities.
- CONTRACTOR will work with COUNTY, Implementation Team members and partners to continually review local suicide-related data to inform implementation of MC HOPES activities.
- CONTRACTOR will work with the Implementation Team to identify and commit to a primary implementation focus for each fiscal year; a focus may carryover from one year to the next. The Implementation Team will finalize the primary focus at least two months prior to the start of the next fiscal year (e.g. by May 1). For example, the MCHOPES Implementation Team is currently planning to focus for FY 24-25 on infusing considerations of culture and social identity throughout local suicide prevention activities, including implementation of the Roadmap for Suicide Prevention.
- CONTRACTOR will partner with COUNTY and Implementation Team to align activities with key community initiatives and build and/or sustain relationships with stakeholder groups and community partners.
- CONTRACTOR will develop and regularly update a MC HOPES Procedure Guide, documenting Coalition and Implementation Team activities for sustainability and transparency.

b. Communication with Coalition Members

- i. CONTRACTOR will model Safe and Effective Messaging principles when sharing public information regarding suicide and suicide prevention information and will share guidance and information for Coalition members in Safe and Effective Messaging.
- ii. CONTRACTOR will send coalition members an email at least ten times per year which highlights current events and resources, and which will include a link to the MCHOPES webpage.
- iii. To encourage coalition members to read MCHPOES communications, CONTRACTOR will work with COUNTY to develop, for each fiscal year, a consistent theme for Coalition communications, that, for example, highlights protective factors for suicide and strategies and/or resources to enhance these.
- iv. CONTRACTOR will coordinate welcome orientation with new members of the MC HOPES Coalition.

c. Communication with Community

- i. CONTRACTOR will publish local suicide-related data annually using community-friendly formats.
- ii. CONTRACTOR will publish and distribute suicide-related data in multiple formats and venues to raise awareness, including through Monterey County

- Behavioral Health website, through collaboration with Public Health Information Officer, through printed copies at community events.
- iii. CONTRACTOR will collaborate with COUNTY on the continuous development and implementation of communication, marketing, and outreach efforts on behalf of the coalition.
- iv. CONTRACTOR will receive, monitor, and, in collaboration with CONTRACT MANAGER, respond to community questions and input.

d. Continuous Quality Improvement

- i. CONTRACTOR will work with COUNTY to develop and distribute evaluation forms for all MCHOPES meetings, events and trainings and will analyze resulting data and make recommendations to improve MCHOPES programming.
- ii. CONTRACTOR will develop, distribute, and analyze input from Annual Coalition Member Survey and develop recommendations to improve MCHOPES programming.
- iii. CONTRACTOR will monitor and track fluctuations in coalition membership to inform engagement and recruitment activities.

2. Coalition Meetings

Under the direction of the CONTRACT MANAGER, and any designee of the CONTRACT MANAGER, CONTRACTOR will convene at least 5 MCHOPES Coalition Meetings each fiscal year to facilitate information sharing and engage Coalition Members in suicide prevention, intervention, and postvention activities. CONTRACTOR will charge an all-inclusive fee for Coalition Meetings; the fee will include, but is not limited to, the following activities:

a. During Coalition Meetings:

- i. CONTRACTOR will provide at least two facilitators for each Coalition Meeting. One facilitator will focus on the agenda and leading the content of the meeting. The second facilitator will serve as support, including supporting attendees with technology or personal needs during the meeting.
- ii. CONTRACTOR will interface with language interpreters to ensure smooth and equitable access to and participation in meeting.
- iii. CONTRACTOR will solicit and document feedback from meeting attendees to inform future Coalition Meetings and activities; this includes polling, feedback shared via chat, and feedbacks surveys.

b. Preparation for Coalition Meetings:

- i. CONTRACTOR will produce and distribute Coalition Meeting invitations; invitations will be updated and distributed no less than 6 weeks before Coalition Meeting.
- ii. CONTRACTOR will submit a draft agenda for each Coalition Meeting to COUNTY at least 4 weeks in advance of the meeting date.

- iii. CONTRACTOR will communicate with identified Interpretation Vendor, paid for by Monterey County Behavioral Health, to secure interpretation for Coalition Meetings and seek COUNTY approval for all planned interpretation.
 - iv. CONTRACTOR will submit content for review to COUNTY no less than 2 weeks prior to Coalition Meeting and will incorporate feedback and guidance from County prior to translation and sharing of content.
 - v. CONTRACTOR will arrange for and interface with guest presenters for Coalition Meetings.
 - vi. CONTRACTOR will provide virtual platform for Coalition Meetings and provide technical assistance to support members in joining and utilizing various features of the virtual meeting platform.
- c. After Coalition Meetings:
- i. CONTRACTOR will create summary report for COUNTY following each Coalition Meeting, outlining attendance, outcomes, next steps, and lessons learned.
 - ii. CONTRACTOR will produce a summary and compile links and resources for each Coalition Meeting, to be added to website after each meeting.

3. Events

In collaboration with and approval from the CONTRACT MANAGER, CONTRACTOR will attend and/or develop community events to support MC HOPES goals and implementation focus. The budget for a one-day event will not exceed \$10,000.

a. Budget

CONTRACTOR will develop a budget for all events, with the of exception of Coalition Meetings and Implementation Team Meetings. CONTRACTOR will submit a budget to CONTRACT MANAGER and obtain approval at least two weeks prior to each event and before incurring any costs for the event. Elements of the budget will include, for example, employee hours involved in planning for and staffing the event, marketing materials, participant materials and giveaways (e.g. tabling, branded items), refreshments and hydration station(s), required permits and/or location and associated costs (e.g. safety related, sanitation, decoration, compliance, etc.), audio/visual equipment and services, rental of necessary equipment (e.g. tables and chairs), setup and cleanup costs, etc.

b. Invoice

Within 30 days after event, CONTRACTOR will submit a detailed invoice, with supporting expenditure documentation, totaling less than or equal to the pre-approved budget amount. On a case-by-case basis, CONTRACT MANAGER will consider payment more than the original budgeted amount, in alignment with documented and approvable expenses in excess of the original budgeted amount.

c. Report

For each event, CONTRACTOR will produce a report detailing the attendance and major outcomes (where applicable) of the event, with notes on successful elements and areas for improvement or modification in the future.

4. Training: Coalition and Community

CONTRACTOR will curate, provide, and organize suicide prevention learning opportunities for coalition members and/or community members as determined by Contract Manager and Implementation Team. CONTRACTOR will provide evidence-based and custom community trainings as follows:

a. Applied Suicide Intervention Skills Training (ASIST) Workshop

i. Course includes

- 2 ASIST-certified Master Trainers for 2 days of in-person training for up to 30 participants, including any travel.
- Outreach, recruitment, and registration of participants prior to workshop.
- Required setup, breakdown, course administration, and evaluation during and following workshop.
- Standard workshop materials including printed posters for group activities, flip charts and pens, tissues, nametags, personal protective equipment, etc.
- Workshop preparation, including assignment of participants for practice sessions, compiling participant demographics, tailoring presentation, and developing and printing materials for attendees (including resource lists, CEU information sheets, course logistics, etc.).
- All audio/visual equipment and multimedia services.
- Preparation and submittal of required course report and feedback forms to certifying organization.
- Preparation and printing of attendee certificates.
- Light refreshments and beverages for participants.
- Arrangements for location and parking.

ii. Participant Kits: Required Participant Kits for ASIST Workshop to be purchased by CONTRACTOR and billed separately, at cost, per number of attendees.

b. Suicide Alertness For Everyone (SAFETALK)

i. Course includes

- Certified SAFETALK Trainer (minimum of 1), plus 1 ASIST-Trained staff member (per training requirements) for ½ day, in-person workshop of up to 30 participants.
- Outreach, recruitment, and registration of participants prior to workshop.
- Required setup, breakdown, course administration, and evaluation during and following workshop.
- Standard workshop materials including printed posters for group activities, flip charts and pens, tissues, nametags, personal protective equipment, etc.

- Workshop preparation, including assignment of participants for practice sessions, compiling participant demographics, tailoring presentation, and developing and printing materials for attendees (including resource lists, CEU information sheets, course logistics, etc.).
 - All audio/visual equipment and multimedia services.
 - Preparation and submittal of required course report and feedback forms to certifying organization.
 - Preparation and printing of attendee certificates.
 - Light refreshments and beverages for participants.
 - Arrangements for location and parking.
 - ii. *Participant Kits:* Required Participant Kits for SAFETalk Workshop to be purchased by CONTRACTOR and billed separately, at cost, per number of attendees.
- c. Mental Health First Aid (MHFA)
- i. *Course includes*
 - Certified Mental Health First Aid Trainers for full day, in-person workshop of up to 30 participants.
 - Outreach and recruitment of participants prior to workshop.
 - Interface with Mental Health First Aid online registration portal to publish course, complete participant registration, enrollment, and pre-workshop administration.
 - Support for participants during individual, pre-workshop required components (including technical assistance, verifying completion of self-paced pre-coursework, and individualized support).
 - Required setup, breakdown, course administration, and evaluation during and following workshop.
 - Standard workshop materials including printed posters for group activities, flip charts and pens, tissues, nametags, personal protective equipment, etc.
 - Preparation and printing of attendee certificates.
 - Preparation and submittal of required course report and feedback forms to certifying organization.
 - Workshop preparation, including assignment of participants for practice sessions, compiling participant demographics, tailoring presentation, and developing and printing materials for attendees (including resource lists, course logistics, etc.).
 - All audio/visual equipment and multimedia services.
 - Light refreshments and beverages for participants.
 - Arrangements for location and parking.
 - ii. *Participation Kits.* Mental Health First Aid Participant Workbooks and Participant Processing Guides. Required Participant Workbooks and Participant Processing Guides to be purchased by CONTRACTOR and billed separately, at cost, per number of attendees.

d. Counseling on Access to Lethal Means (CALM)

i. *Course fee includes:*

- 2 ACTC Trainers for 2-hour, virtual workshop of up to 30 participants.
- Outreach, recruitment, and registration of participants prior to workshop.
- All audio/visual equipment and multimedia services.
- Required setup, breakdown, course administration, and evaluation during and following workshop.
- Workshop preparation, including customization of content based on participant needs, assignment of participants for practice sessions, and developing customized materials for attendees.
- Virtual platform for training.
- Distribution of participant materials.
- Preparation and distribution of attendee certificates.

e. Be Sensitive, Be Brave for Suicide Prevention Training

i. *Course fee includes:*

- 2 Certified BSBB Trainers from ACTC for 2-hour, virtual workshop of up to 30 participants
- Outreach, recruitment, and registration of participants prior to workshop.
- All audio/visual equipment and multimedia services.
- Required setup, breakdown, course administration, and evaluation during and following workshop.
- Workshop preparation, including customization of content based on participant needs, assignment of participants for practice sessions, and developing customized materials for attendees.
- Virtual platform for training.
- Distribution of participant materials.
- Preparation and distribution of attendee certificates.

5. **Custom Training.** See Program 1. WORKFORCE DEVELOPMENT

FISCAL YEAR 2025-26

1. Administration and Implementation

CONTRACTOR will charge a monthly administrative fee to cover the necessary staff hours for all administration and implementation activities, which will include, but are not limited to:

a. Administration and Implementation Meetings

- i. CONTRACTOR will convene at least 8 Administration and Implementation Team meetings during each fiscal year.
- ii. The purpose of these meetings will be 1) To identify and pursue opportunities to further the primary implementation focus (for FY 25-26, this will be infusing considerations of culture and social identity throughout suicide prevention

activities), 2) To incorporate input from representatives of key sectors and populations, 3) To foster collaboration on MC HOPES and other local suicide prevention activities, and 4) To align activities with complementary community initiatives and partners.

- iii. CONTRACTOR will perform all administrative responsibilities associated with Implementation Team meetings, including:
 - o Schedule, send calendar invites, and maintain contacts.
 - o Develop and distribute agendas and content.
 - o Provide facilitation to ensure smooth and effective meetings, strive for balanced participation, and promote an environment of collaboration and transparency.
 - o Document, store, and share meeting minutes (transcribe).
 - o Monitor attendance and participation of Implementation Team members.
 - o Creating, updating, and distributing the Coalition Schedule for the year, to include all meetings, events, activities, and key dates.

b. Communication with Coalition Members and Community

- i. CONTRACTOR will create and send a bilingual email newsletter at least six times per year, which highlights current events, resources, training opportunities, relevant data, etc.
- ii. CONTRACTOR will provide all written materials in English and Spanish, for example, emails, website content, outreach flyers, surveys.
- iii. CONTRACTOR will model Safe and Effective Messaging principles when sharing public information regarding suicide and suicide prevention information and will share guidance and information on Safe and Effective Messaging with Coalition Members and key partners (e.g. media).
- iv. CONTRACTOR will continuously gather and share relevant suicide-related data with Coalition Members and Community, including through public communications, media briefings, and to inform implementation activities.
- v. CONTRACTOR will coordinate welcome orientation with new members of the MC HOPES Coalition as needed.
- vi. CONTRACTOR will collaborate with COUNTY on the continuous development and implementation of communication, marketing, and outreach efforts on behalf of the coalition.
- vii. CONTRACTOR will receive, monitor, and respond to community questions and input, including requests from community service providers for information, consultation, or guidance on best practices and resources for prevention, intervention, and postvention.

c. Continuous Quality Improvement

- i. CONTRACTOR will work with COUNTY to develop and distribute evaluation forms for all MCHOPES meetings, events and trainings and will analyze resulting data and make recommendations to improve MCHOPES programming.
- ii. CONTRACTOR will develop, distribute, and analyze input from Coalition Outcome Survey and develop recommendations to improve MCHOPES

- programming.
- iii. CONTRACTOR will monitor and track fluctuations in coalition membership to inform engagement and recruitment activities.

2. Coalition Meetings

CONTRACTOR will convene 6 MCHOPES Coalition Meetings each fiscal year to facilitate information sharing and engage Coalition Members in suicide prevention, intervention, and postvention activities. CONTRACTOR will charge an all-inclusive fee for Coalition Meetings; the fee will include, but is not limited to, the following activities:

a. During Coalition Meetings:

- i. CONTRACTOR will provide at least two facilitators for each Coalition Meeting. One facilitator will focus on the agenda and leading the content of the meeting. The second facilitator will serve as support, including supporting attendees with technology or personal needs during the meeting.
- ii. CONTRACTOR will interface with language interpreters to ensure smooth and equitable access to and participation in meeting.
- iii. CONTRACTOR will solicit and document feedback from meeting attendees to inform future Coalition Meetings and activities; this includes polling, feedback shared via chat, and feedback surveys.

b. Preparation for Coalition Meetings:

- i. CONTRACTOR will produce and distribute Coalition Meeting invitations; invitations will be updated and distributed approximately 6 weeks before Coalition Meeting. CONTRACTOR will conduct focused outreach to relevant organizations and individuals in the community as related to each topic.
- ii. CONTRACTOR will submit a draft agenda for each Coalition Meeting to COUNTY 4 weeks in advance of the meeting date.
- iii. At the direction of the COUNTY, CONTRACTOR will communicate with identified Interpretation Vendor, paid for by Monterey County Behavioral Health, to secure interpretation for Coalition Meetings.
- iv. CONTRACTOR will create and translate all content and/or arrange for and interface with guest presenters. CONTRACTOR will compile and share suicide-related data and resources as relevant to each topic.
- i. CONTRACTOR will provide virtual platform for Coalition Meetings and provide technical assistance to support members in joining and utilizing various features of the virtual meeting platform.

c. After Coalition Meetings:

- i. CONTRACTOR will create and distribute a bilingual summary following each Coalition Meeting, outlining key takeaways, resources, and opportunities.
- ii. CONTRACTOR will meet with Coalition or community members who were not able to attend the meeting, but would like information and resources about the topic, as requested.

3. **Suicide Loss Event**

As individuals and communities impacted by suicide loss are at heightened risk for suicide and other negative health outcomes, CONTRACTOR will host a half-day event, Hope and Healing in Monterey County, yearly in recognition of International Survivors of Suicide Loss Day (annually on the Saturday before Thanksgiving). The event will include opportunities for survivors of loss to connect with peers and with support, and for service providers to gain insight and resources to support individuals and families bereaved by loss.

a. Budget

The contractor shall submit a detailed budget to COUNTY six weeks prior to the event. CONTRACTOR will bill no more than \$1,500.00 for the event, inclusive of:

- i. All required staff hours for planning the event, including location, marketing, registration, developing materials, etc. This includes a pre-event bilingual media briefing presentation to local media outlets and members, to share information and resources for loss survivors.
- ii. All required staff hours on the day of event, including set up, facilitation, providing support onsite to participants, and breakdown.
- iii. Post-event communications with registrants and participants, to provide additional resources and support.
- iv. Refreshments, required permits and/or location and associated costs (e.g. safety related, sanitation, decoration, compliance, etc.), audio/visual equipment and services, rental of necessary equipment (e.g. tables and chairs), setup and cleanup costs, etc.
- v. The contractor shall procure in-kind print materials from the American Foundation for Suicide Prevention to support the event, including bilingual brochures, resource booklets, and other materials for participants, at no cost to COUNTY.

b. Invoice

Within 30 days after the event, CONTRACTOR will submit a detailed invoice, totaling less than or equal to the pre-approved budget amount.

c. Report

For each event, CONTRACTOR will produce a report detailing the attendance and major outcomes (where applicable) of the event, with notes on successful elements and areas for improvement or modification in the future.

4. **Training: Coalition, Community Members, and Community Service Providers**

CONTRACTOR will curate, provide, and organize suicide prevention learning opportunities for coalition members and/or community members. CONTRACTOR will provide community trainings as follows:

Community Service Provider Trainings:

a. Effective Screening and Assessment: The Columbia Suicide Severity Rating Scale

- i. To be provided 3 times per year.*
 - ii. Course fee includes:*
 - 2 ACTC Trainers for 6.5-hour, virtual workshop of up to 30 participants.
 - Outreach, recruitment, and registration of participants prior to workshop.
 - Required setup, course administration, and evaluation during and following workshop.
 - Workshop preparation, including customization of content based on participant needs, assignment of participants for practice sessions, and developing customized materials for attendees.
 - Virtual platform for training.
 - Distribution of participant materials.
 - Preparation and distribution of attendee certificates.
 - Communication and consultation to participants following the workshop, as needed.
- b. Collaborative Safety Planning: The Stanley-Brown Safety Plan in Action**
 - i. To be provided 3 times per year.*
 - ii. Course fee includes:*
 - 2 ACTC Trainers for 3.5-hour, virtual workshop of up to 30 participants.
 - Outreach, recruitment, and registration of participants prior to workshop.
 - Required setup, course administration, and evaluation during and following workshop.
 - Workshop preparation, including customization of content based on participant needs, assignment of participants for practice sessions, and developing customized materials for attendees.
 - Virtual platform for training.
 - Distribution of participant materials.
 - Preparation and distribution of attendee certificates.
 - Communication and consultation to participants following the workshop, as needed.
- c. Lethal Means Safety: Effective Strategies and Resources**
 - i. To be provided 3 times per year.*
 - ii. Course fee includes:*
 - 2 ACTC Trainers for 3.5-hour, virtual workshop of up to 30 participants.
 - Outreach, recruitment, and registration of participants prior to workshop.
 - Required setup, course administration, and evaluation during and following workshop.
 - Workshop preparation, including customization of content based on participant needs, assignment of participants for practice sessions, and developing customized materials for attendees.
 - Virtual platform for training.

- Distribution of participant materials.
- Preparation and distribution of attendee certificates.
- Communication and consultation to participants following the workshop, as needed.

Community Member Trainings:

d. Be Sensitive, Be Brave for Mental Health Training

i. *To be provided 6 times per year.*

ii. *Course fee includes:*

- 2 Certified Trainers from ACTC for 2-hour, virtual workshop of up to 30 participants
- Outreach, recruitment, and registration of participants prior to workshop.
- Required setup, breakdown, course administration, and evaluation during and following workshop.
- Workshop preparation, including customization of content based on participant needs, assignment of participants for practice sessions, and developing customized materials for attendees.
- Virtual platform for training.
- Preparation and distribution of participant materials and certificates.
- Communication and consultation to participants following the workshop, as needed.

e. Be Sensitive, Be Brave for Suicide Prevention Training

i. *To be provided 9 times per year.*

ii. *Course fee includes:*

- 2 Certified BSBB Trainers from ACTC for 2-hour, virtual workshop of up to 30 participants
- Outreach, recruitment, and registration of participants prior to workshop.
- Required setup, breakdown, course administration, and evaluation during and following workshop.
- Workshop preparation, including customization of content based on participant needs, assignment of participants for practice sessions, and developing customized materials for attendees.
- Virtual platform for training.
- Preparation and distribution of participant materials and certificates.
- Communication and consultation to participants following the workshop, as needed.

IV. DESIGNATED CONTRACT MONITOR

Kelley Molton
County of Monterey Health Department, Behavioral Health Bureau
1270 Natividad Road
Salinas, CA 93906
831-796-1715

V. PAYMENT PROVISIONS

- A. COUNTY shall pay an amount not to exceed **\$264,475** for the performance of all things necessary for, or incidental to, the performance of work as set forth in the Scope of Work. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

Program	FY 24-25 Total Amount	FY 25-26 Total Amount	Program Total Amount
1: WORKFORCE DEVELOPMENT	\$47,000.00	\$30,000.00	\$77,000.00
2: MC HOPES	\$119,000.00	\$68,475.00	\$187,475.00
Maximum County Obligation	\$166,000.00	\$98,475.00	\$264,475.00

PROGRAM 1: WORKFORCE DEVELOPMENT					
Service	Hours/ Unit of Service	FY 2024-25 Rate per Unit		FY 2025-26 Rate per Unit	
		On-Site	Virtual*	On-Site	Virtual*
1. Courses					
Custom					
Full Day Course	6 Training Hours	\$2,950	\$2,700	\$2,950	\$2,700
Half Day Course	3 Training Hours	\$1,625	\$1,375	\$1,625	\$1,375
2 Hour Course	2 Training Hours	N/A	\$900	N/A	\$900
1 Hour Course	1 Training Hour	N/A	N/A	N/A	N/A
Evidence Based		See Program 2		N/A	
*When courses are recorded, rate will be doubled.					
2. Coaching					
Coaching w/out Record Review	1 Hour	N/A	\$190	N/A	\$190
Coaching w/ Record Review	1 Training Hour	N/A	\$285	N/A	\$285
Coaching Group w/Preparation and Follow-up	1.5 Training Hours	N/A	\$380	N/A	N/A
3. Consultation					
Clinical Consultation	1 Hour	\$190	\$190	\$190	\$190
Program Development or Evaluation	1 Hour	\$190	\$190	\$190	\$190
Curriculum Development	1 Hour	N/A	\$190	N/A	\$190

PROGRAM 2: MC HOPES				
Service	Unit of Service	FY 2024-25 Rate per Unit	FY 2025-26 Rate per Unit	
B1. Administration				
Monthly Administration	All Inclusive Monthly Rate	\$6,500	\$2,000	
B2. Coalition Meetings				
MC HOPES Coalition Meeting	All Inclusive Rate for each Meeting	\$2,000	\$2,000	
B3. Events				
Each approved Event	All Inclusive Rate for each Event, as determined by budget	\$10,000 maximum	N/A	
Suicide Loss Event - Hope and Healing in Monterey County	All Inclusive Rate for Event	N/A	\$1,500	
B4. Trainings for Community and Coalition				
FY 2024-25 Rate per Unit			FY 2025-26 Rate per Unit	
a.	Asist Course: All inclusive, onsite, 2-day, up to 30 participants	\$6,000	a.	Effective Screening and Assessment: The Columbia Suicide Severity Rating Scale, virtual full day course, for up to 30 participants
	Asist Participation Kit \$50 per kit, standard workshop of 30	\$1,500		
b.	SAFETALK Training Course: All inclusive, onsite, ½ day, up to 30 participants	\$2,000	b.	Collaborative Safety Planning: The Stanley-Brown Safety Plan in Action All inclusive, 3.5-hour virtual, up to 30 participants
	SAFETALK Training Participation Kit: \$15 per kit, standard workshop of 30	\$450		
c.	Mental Health First Aid Training Course: All inclusive, onsite, full day, up to 30 participants	\$4,000	c.	Lethal Means Safety: Effective Strategies and Resources, 3.5-hour virtual course, for up to 30 participants
	Mental Health First Aid Training Participation Kit: \$25 per participant, standard workshop of 30	\$750		
d.	Counseling on Access to Lethal Means (CALM) Course: All inclusive, 2-hour virtual, up to 30 participants	\$900	d.	Be Sensitive Be Brave for Mental Health: All inclusive, 2-hour virtual, up to 30 participants
e.	Be Sensitive, Be Brave for Suicide Prevention Course: All inclusive, 2-hour virtual, up to 30 participants	\$900	e.	Be Sensitive Be Brave for Suicide Prevention: All inclusive, 2-hour virtual, up to 30 participants
B.5. Custom Training: See Program 1: Workforce Development			N/A	

B. These rates will cover all expenses related to the services including preparation and supplies/materials. These rates are all-inclusive.

C. There shall be no travel reimbursement allowed during this Agreement.

- D. To receive any payment under this Agreement, CONTRACTOR shall submit reports and invoices in such form as may be required by the COUNTY. Specifically, CONTRACTOR shall submit its invoice on Exhibit B – Invoice Form to COUNTY to reach the Behavioral no later than the 30th day of the month following the month of service.
- E. CONTRACTOR shall submit via email a claim using Exhibit B – Invoice Form in Excel format with electronic signature(s) along with supporting documentation, as may be required by the COUNTY for services. Invoices will be separated by Bureau and rendered to: MCHDBHFinance@countyofmonterey.gov

IV. CONTRACTORS BILLING PROCEDURES

- A. The COUNTY shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.
- B. COUNTY shall review and certify CONTRACTOR’S Invoice either in the requested amount or in such other amount as COUNTY approves in conformity with this Agreement and shall promptly submit such Invoice to the COUNTY Auditor- Controller for payment. The COUNTY Auditor-Controller shall pay the amount certified within thirty (30) days of receiving the certified Invoice.
- C. If COUNTY certifies payment at a lesser amount than the amount requested, COUNTY shall immediately notify the CONTRACTOR in writing of such certification and shall specify the reason for it. If the CONTRACTOR desires to contest the certification, the CONTRACTOR must submit a written notice of protest to the COUNTY within twenty (20) days after the CONTRACTOR’S receipt of the COUNTY notice. The parties shall thereafter promptly meet to review the dispute and resolve it on a mutually acceptable basis. No court action may be taken on such a dispute until the parties have met and attempted to resolve the dispute in person.

VII. MAXIMUM OBLIGATION OF COUNTY

- A. Subject to the limitations set forth herein, COUNTY shall pay to CONTRACTOR during the term of this Agreement a maximum amount not to exceed **\$264,475.00** for services rendered under this Agreement for the period of **July 2, 2024 to June 30, 2026**.
- B. Maximum Liability Amount:

Fiscal Year Liability	Total Amount
July 2, 2024 - June 30, 2025	\$166,000.00
July 1, 2025 - June 30, 2026	\$98,475.00
Total Maximum County Obligation	\$264,475.00