

**AMENDMENT #1 TO PROFESSIONAL SERVICES AGREEMENT  
COUNTY OF MONTEREY & RAIMI + ASSOCIATES**

**THIS AMENDMENT** is made to the AGREEMENT for specialized health impact reviews, the development of leadership training and the facilitation of Health in All Policies data analytics and support services by and between Raimi + Associates, Inc., hereinafter "CONTRACTOR", and the County of Monterey, a political subdivision of the State of California, hereinafter referred to as "County".

**WHEREAS**, the County and CONTRACTOR wish to amend the AGREEMENT to add additional services and to increase the total amount of the AGREEMENT due to the addition of services.

**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 is not to exceed the sum of \$49,915." and replacing it with, "The total amount payable by County to CONTRACTOR under this AGREEMENT is not to exceed the sum of \$65,915."
2. Section 3.0, "Term of Agreement", shall be amended by removing, "The term of this Agreement is from January 11, 2016 to December 31, 2016, unless sooner terminated pursuant to the terms of this Agreement. and replacing it with, "The term of this Agreement is from January 11, 2016 to June 30, 2017, unless sooner terminated pursuant to the terms of this Agreement."
3. EXHIBIT A – Scope of Services to the Agreement is hereby deleted and replaced in its entirety and attached hereto as EXHIBIT A-1.
4. 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.
5. A copy of the AMENDMENT shall be attached to the original AGREEMENT executed by the County on January 22, 2016.

***This space left blank intentionally***

**IN WITNESS WHEREOF**, the parties have executed this **AMENDMENT** on the day and year written below.

**MONTEREY COUNTY**

  
\_\_\_\_\_  
Contracts/Purchasing Officer

Dated: 1-3-17

*Approved as to Fiscal Provisions:*

  
\_\_\_\_\_  
Deputy Auditor/Controller

Dated: 12/23/16

*Approved as to Liability Provisions:*


\_\_\_\_\_  
Risk Management

Dated: \_\_\_\_\_

*Approved as to Form:*

  
\_\_\_\_\_  
Deputy County Counsel

Dated: 12/22/2016

  
\_\_\_\_\_  
Director of Health

Dated: 9 Jan 2017

**CONTRACTOR**

By:   
\_\_\_\_\_  
Signature of Chair, President, or  
Vice-President

President + CEO  
\_\_\_\_\_  
Printed Name and Title

Dated: 12-14-16

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

\_\_\_\_\_  
Printed Name and Title

Dated: \_\_\_\_\_

**\*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. 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.

## EXHIBIT A-1

To Agreement by and between  
The Monterey County Health Department, hereinafter referred to as "County"  
AND  
Raimi + Associates, hereinafter referred to as "CONTRACTOR"

### Scope of Services / Payment Provisions

#### A. SCOPE OF SERVICES

A.1 CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work and adherence to the following deliverables as set forth below:

A.2 CONTRACTOR shall act as advisor and provide specialized technical assistance to the Monterey County Health Department (MCHD) for purposes associated with work under the Health in All Policies Initiative as detailed in the attached Word document and spreadsheet, labeled Scope of Work, incorporated into this Exhibit A-1, Scope of Services/Payment Provisions.

#### B. PAYMENT PROVISIONS

##### B.1 COMPENSATION/ PAYMENT

County shall pay an amount not to exceed \$65,915 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 rates shown in the attached spreadsheet labeled Scope of Work.

There shall be no travel reimbursement allowed during this Agreement.

CONTRACTOR warrants that the cost 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.

##### B.2 CONTRACTORS BILLING PROCEDURES

Contractor will submit monthly invoices for services rendered under each function "task".

COUNTY may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

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.

**DISALLOWED COSTS:** CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

## January, 11 2016 – December 31, 2016

### MCHD Health in All Policies Data Analytics and Support

The Contractor (Raimi + Associates) for the Monterey County Health Department (MCHD) will be responsible, in coordination with staff of MCHD for the tasks and deliverables described below:

#### Task 1: Contract Administration

Consult and meet with MCHD staff. Prepare invoices.  
*Timeline: Ongoing Q1, Q2, Q3, and Q4(as necessary)*

#### Task 2: Support Health in All Policies Reviews and/or Committees

Provide on-call epidemiological support for research and provide template comment statements for health impact reviews. This task could also be used to provide data or policy research support for the Health in All Policies Committees.

*Timeline: Q1, Q2*

#### Task 3: Data Dashboard Prototype

Create a data dashboard prototype using Microsoft Excel that can visually display data countywide. Depending on indicators selected, the dashboard will also have the capability to show certain indicators by City/Census Designated Place. Depending on the indicators and discussions with MCHD staff, some county-level indicators may also be displayed by other demographic characteristics such as sex or race/ethnicity. The dashboard will have one or more data sheets where MCHD staff can input data for future years to keep all the indicators updated. The dashboard will have a way to show the data for each year of data. The top ten indicators from Live Well San Diego will be a starting place.

<http://www.livewellsd.org/content/dam/livewell/indicators/Framework%20UPDATED%202010-23-15.pdf>

#### Top 10 Live Well San Diego Indicators:

Indicator ( <i>Raimi + Associates' notes in italics</i> )	Geo Scale of Source Data	Ave by City / Place	County by Sex	County by Race/ Ethnicity
1. Life Expectancy	County	Not sure	Y	Y
2. Quality of Life <i>*American Community Survey (ACS) 2013 1-yr estimates, tables S1810 for those with independent living difficulty.</i>	City/place, county	Y	Y	Y
3. % of pop with a HS diploma	City/place, county	Y	Y	Y
4. Unemployment Rate - Population Unemployed Ages 16 and Over <i>* May want to look into unadjusted / seasonal unemployment rates</i>	City/place, county	Y	Y	Y
5. Income - % of households paying more than 1/3 of income on housing ( <i>really housing cost burden</i> )	City/place, county	Y	Not sure	Y
6. Security/Crime Rate - number of crimes per 100,000 people	City/place, county	Y	Not sure	Not sure
7. Air Quality - Ratio of days that air quality is rated unhealthy. (e.g., X unhealthy days per 31 days) <i>*Could potentially replace with an indicator from CalEnviro Screen or CDPH healthy community indicators</i>	Air monitors?	Maybe	No	No
8. Park Access - Percent of Population Living within a 1/2 mile of a Park <i>*this is contingent on MCHD providing a clean public parks GIS shapefile.</i>	City/place, county	Y	Maybe – but not necessary	Maybe – but time consuming

Raimi + Assoc  
 Exhibit A1  
 \$65,915, 1/11/16-6/30/17

9. Food Insecurity - Percentage of the population with income of 200% of poverty or less, who have experienced food insecurity *CHIS	County	Only for Salinas, Seaside, & Monterey	Y	Y
10. Volunteerism – % of population who volunteered last year. *San Diego used <a href="http://www.volunteeringinamerica.gov/CA">www.volunteeringinamerica.gov/CA</a> . They do not have Mont Co data. Instead use CHIS Indicator "Engaged in formal volunteer work for community problems past year"	County	N	Y	Y

### 3.1: Dashboard Scoping

Finalize the dashboard components, functionality, indicators, and indicator cross tabs.

*Timeline: Q1*

### 3.2: Indicator Data and Dashboard Creation

Build the dashboard in Microsoft Excel. Collect, clean, analyze, and aggregate data.

*Timeline: Q1, Q2*

### 3.3: Data Transfer and Train MCHD Staff

Organize data, document methodology, and train MCHD staff to use the dashboard (current data and enter data for future years). Transfer data files to MCHD staff.

*Timeline: Q2, Q3 (if necessary)*

## Task 4: Leadership Training & CPTED Recommendation Plan

### 4.1: Safety PPT

Develop a PowerPoint presentation showing 10 selected risk and protective factors for Salinas and 4 South County Cities (Gonzales, Soledad, Greenfield and King City).

*Timeline: complete by January 31, 2016*

### 4.2: Create and Administer CPTED Survey

Develop a visual survey of Crime Prevention through Environmental Design (CPTED) strategies. Work with BHC staff and their youth interns to survey approximately 75 business owners along East Alisal. This survey will educate business owners about CPTED strategies and get their feedback on what strategies would be most useful to increase their businesses' safety. The survey will be done using SurveyMonkey and be available in English and Spanish. If it is not possible to do a digital survey, then the MCHD and/or BHC will be responsible for entering the survey data into a SurveyMonkey or other electronic database.

*Timeline: complete by August 31, 2016*

### 4.3: CPTED Survey Results

Analyze the survey results and prepare a brief summary handout or PPT with the results. Meet with business owners to share survey results and images of proposed CPTED features including lighting, signage and landscaping. BHC staff will support the logistics and organization of this meeting.

*Timeline: complete by August 31, 2016*

### 4.4: CPTED Recommendations Plan

Develop a brief and simple recommendations plan that can support the community, city, and business owners implement priority safety strategies identified through the survey and meeting with businesses. The plan may include illustrative figures and cost estimates.

*Timeline: complete by August 31, 2016*

**December 1, 2016 – June 30, 2017**  
**MCHD Health in All Policies Data Analytics and Support**

The Contractor will be responsible for the coordination with staff of the Monterey County Health Department (MCHD) for the tasks and deliverables described below:

**Task 1: Contract Administration and Project Management**

Have regular weekly or on an as needed basis calls with MCHD staff to plan HiAP meetings, review meeting materials, and discuss next steps. Administration of contract-related paperwork (e.g., invoices)

**Deliverables:** Telephone calls. Monthly invoices

**Timeline:** Monthly

**Not to Exceed:** \$1,320

**Task 2: HiAP Meeting Background Research and Materials**

Create HiAP meeting agenda, meeting PowerPoint, and applicable handouts. This task will include addition policy and data research on HiAP Salinas content areas such as parks, civic infrastructure, economic development/poverty, and housing (among other possible topics). This task will also include communication and coordination with HiAP members and guest presenters. This task will also include supporting MCHD staff in producing deliverables related to follow up action items and meeting summaries.

**Deliverables:** Monthly meeting agendas, PowerPoint, handouts, and final draft of meeting summary. Communication by telephone and email with HiAP stakeholders.

**Timeline:** Monthly

**Not to Exceed:** \$6,500

**Task 3: HiAP Committee Meeting Facilitation**

Attend and facilitate four (4) monthly Salinas Health in All Policies Committee meetings, and one (1) Seaside Health in All Policies meeting. Meet with MCHD staff before and/or after meeting for set up, preparation, and de-brief.

**Deliverables:** Facilitation of four Salinas HiAP meeting and up to one Seaside HiAP meeting.

**Not to Exceed:** \$5,280

**Task 4: HiAP Research and Analysis**

Contractor will provide review, research, and/or analysis for up to four (4) Health in All Policies or health equity issues as requested. This task could also be used to provide a deeper dive into data or policy research support for the Health in All Policies Committees or other work of the MCHD PEP Unit's Health Equity Team.

**Deliverables:** Summary data analytics, maps, and/or tables and graphs; summary draft policies.

**Timeline:** Monthly (as requested)

**Not to Exceed:** \$2,900