

## **AMENDMENT #1 TO AGREEMENT BY AND BETWEEN MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD AND COUNCIL FOR ADULT AND EXPERIENTIAL LEARNING, A 501(C3)**

**This Amendment No. 1** is made to the PROFESSIONAL SERVICES AGREEMENT for the provision of a Healthcare Sector Partnership Plan, by and between the Council for Adult and Experiential Learning, a 501(c)(3) nonprofit corporation, hereinafter "Contractor," and the Monterey County Workforce Development Board, hereinafter "MCWDB."

**WHEREAS**, effective April 4, 2018, the MCWDB and Contractor entered into an AGREEMENT in the amount of \$75,000 to provide a Healthcare Sector Partnership Plan; and

**WHEREAS**, the MCWDB and Contractor wish to amend the AGREEMENT to exercise the MCWDB's option to extend the AGREEMENT term for Contractor's planning services for five (5) additional months; add to Exhibit A - Scope of Services a requirement for Contractor to develop career pathways mapping materials for the following regional priority sectors: Healthcare, Agriculture/Winemaking, and Hospitality; and to increase the total amount of the agreement from \$75,000 to \$95,000.

**NOW THEREFORE**, the MCWDB and Contractor hereby agree to amend the AGREEMENT, pursuant to this Amendment No. 1, as follows:

1. Page 2, Section A, "Term," shall be amended by removing the language, "This Agreement shall commence effective April 4, 2018 and remain in full force and effective through May 30, 2018," and replacing it with, **"This agreement shall commence effective April 4, 2018 and remain in full force and effective through October 31, 2018."**
2. Page 2, Section C, "Fiscal/Reporting," shall be amended by removing, "Funding available for the project term of April 4, 2018 to May 30, 2018 is \$75,000," and replacing it with, **"Total funding available for the project term of April 4, 2018 to October 31, 2018 is \$95,000."**
3. Page 7, Exhibit A, shall be amended by removing the language, "April 4, 2018 through May 30, 2018," and replacing it with, **"April 4, 2018 through October 31, 2018."**
4. Page 7, Exhibit A, Section II, "Project Period" shall be amended by removing the language, "April 4, 2018 through May 30, 2018," and replacing it with, **"April 4, 2018 through October 31, 2018."**
5. Page 8, Section A, "Contractor Responsibilities," shall be amended by adding a new item v. with the following language:

**"v. Regional Priority Sectors Career Pathways Mapping Materials Development.**

- a. Contractor shall identify seven (7) regional priority sector tier 2 occupations and provide career pathway mapping materials that identify the steps and services needed to acquire requisite skills for those careers in the following sectors: Healthcare, Hospitality/Tourism, and Agriculture/Winemaking.
  - i. Contractor shall use Labor Market Information provided by MCWDB, Burning Glass Technologies, and the Bureau of Labor Statistics (BLS) to identify three (3) tier 2 occupations in the Healthcare sector that represent growing and in-demand opportunities within the regional labor market to be the focus of collateral and career awareness materials. These materials shall be used as an aid in client case management, job promotion and other placement efforts to attract job seekers to career pathways in the Healthcare sector.
  - ii. Contractor shall use Labor Market Information provided by MCWDB, Burning Glass Technologies, and the Bureau of Labor Statistics (BLS) to identify two (2) tier 2 occupations in the Agriculture/Winemaking sector that represent growing and in-demand opportunities within the regional labor market to be the focus of collateral and career awareness materials. These materials shall be used as an aid in client case management, job promotion and other placement efforts to attract job seekers to career pathways in the Agriculture/Winemaking sector.
  - iii. Contractor shall use Labor Market Information provided by MCWDB, Burning Glass Technologies, and the Bureau of Labor Statistics (BLS) to identify two (2) tier 2 occupations in the Hospitality/Tourism sector that represent growing and in-demand opportunities within the regional labor market to be the focus of collateral and career awareness materials. These materials shall be used as an aid in client case management, job promotion and other placement efforts to attract job seekers to career pathways in the Hospitality/Tourism sector.
- b. Contractor shall provide to MCWDB career pathway mapping materials that include the following elements:
  - i. A high-level depiction of the career and the type of person (i.e., background, interests, temperament) typically employed in the identified Tier 2 occupations;
  - ii. An overview of job tasks and a typical working day;
  - iii. Key skills and competencies required for the occupation;
  - iv. Any related education, training, or certifications necessary for each position;
  - v. The regional wage range for each occupation; and
  - vi. The required skill gains or credentials that help job seekers to move into tier 2 jobs.”

6. Page 10, Exhibit B, "Budget Fee Structure," shall be amended by removing the language, "March 7, 2018 through May 30, 2018" and replacing it with "April 4, 2018 through October 31, 2018."
7. Page 10, Exhibit B, "Budget Fee Structure," shall be amended by removing the budget fee structure table and replacing it with the following two (2) tables:

<b>PHASE 1 BUDGET FEE STRUCTURE</b> April 4, 2018 – May 31, 2018		
<b>Task Group</b>	<b>Activity Summary</b>	<b>Estimated Costs*</b>
<b>Project Management</b>	Project Management Plan	\$2,400.00
	Stakeholder Management Plan	\$1,000.00
<b>Sector Analysis</b>	Quantitative LMI Data Analysis	\$8,800.00
	Qualitative Data Gathering - Focus Groups, Interviews, etc.	\$13,800.00
	LMI Data Synthesis	\$6,400.00
	Education & WF Training Inventory	\$6,800.00
	High Demand Occupational Profiles	\$3,400.00
	Data Synthesis & Initial Recommendations	\$5,200.00
<b>Sector Partnership Plan</b>	Partnership Strategic Planning Facilitation Prep & Follow Up	\$9,000.00
	Strategic Planning Web Conference Prep & Facilitation	\$2,600.00
	Plan Development & Revision	\$2,300.00
	Compilation of Final HSSP	\$3,300.00
<b>Pre-Apprenticeship &amp; Apprenticeship Concept</b>	Development of Regional Apprenticeship Concept	\$5,200.00
<b>Travel Expenses</b>	Airfare, Accommodations & Incidentals for 2 Trips x 2 Staff (estimated)	\$4,800.00
<b>Total Projected Costs</b>		<b>\$75,000.00</b>

<b>PHASE 2 BUDGET FEE STRUCTURE</b> <b>Career Pathways Mapping Materials</b> <b>June 19, 2018 – October 31, 2018</b>		
Task Group	Activity Summary	Estimated Costs*
Labor Market	Labor Market Information Review	\$2500
Occupations Content Development	Validation of Identified Entry Level Occupations	\$500
	Occupational Research and Content Development	\$7,500
	Validation of Content Developed	\$1500
Collateral Material	Draft Collateral Development/Flyer Creation	\$5500
	Review and Edits of Materials	\$1500
Development and Delivery of Collateral Materials	Final Development of Career Pathways Collateral Materials	\$1000
Total Projected Costs		\$20,000

8. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT, as amended, are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.
9. A copy of this AMENDMENT shall be attached to the original AGREEMENT dated April 4, 2018.

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

BY:

\_\_\_\_\_  
Christopher Donnelly

\_\_\_\_\_  
Date

Executive Director  
Monterey County Workforce Development Board

APPROVED  
AS TO  
FORM BY:

\_\_\_\_\_  
Rebecca M. Cenicerros

\_\_\_\_\_  
Date

Deputy County Counsel  
County of Monterey

BY:

\_\_\_\_\_  
Name  
Title  
Contractor

\_\_\_\_\_  
Date

BY:

\_\_\_\_\_  
Name  
Title  
Contractor

\_\_\_\_\_  
Date