

**AMENDMENT NO. 2 TO AGREEMENT A-16317  
BETWEEN  
COUNTY OF MONTEREY &  
APPLIED CRISIS TRAINING AND CONSULTING**

**THIS AMENDMENT NO. 2** is made to the AGREEMENT for suicide prevention services and trainings by and between APPLIED CRISIS TRAINING AND CONSULTING, 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 entered into an AGREEMENT in the amount of \$99,999 for the term of January 1, 2022 to June 30, 2023, for the provisions of training and consultation services;

**WHEREAS**, the COUNTY and CONTRACTOR entered into AMENDMENT NO. 1 to AGREEMENT A-16317 to increase the total amount, extend the term, revise the Scope of Work, revise the Payment Provisions, and increase the AGREEMENT in the amount of \$31,897 for FY 2022-23 and \$195,000 for FY 2023-24, for a new total AGREEMENT amount of \$326,896 for a revised term of January 1, 2022 through June 30, 2024; and

**WHEREAS**, the County and CONTRACTOR wish to amend the AGREEMENT to increase the total amount of the AGREEMENT in the amount of \$111,000 for FY 2023-24, for a new total AGREEMENT amount of \$437,896.

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

1. EXHIBIT A-1 SCOPE OF SERVICES/PAYMENT PROVISIONS is replaced by EXHIBIT A-2 SCOPE OF SERVICES/PAYMENT PROVISIONS. All references in the Agreement to EXHIBIT A shall be construed to refer to EXHIBIT A-2.
3. This Amendment No. 2 increases the total contract amount by \$111,000 for FY 2023-24, for a revised contract amount of \$437,896.
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.

**IN WITNESS WHEREOF**, COUNTY and CONTRACTOR have executed this Amendment No. 2 to Agreement A-16317 as of the day and year written below.

**COUNTY OF MONTEREY**

**CONTRACTOR**

**APPLIED CRISIS TRAINING AND CONSULTING**

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

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

By: \_\_\_\_\_  
Department Head (if applicable)

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

By: \_\_\_\_\_  
Board of Supervisors (if applicable)

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

Approved as to Form <sup>1</sup>

By: DocuSigned by:  
*Shane Eben Strong*  
\_\_\_\_\_  
6624564F383843C...  
Office of County Counsel

Date: 2/6/2024 | 9:26 PM PST

Approved as to Fiscal Provisions<sup>2</sup>

By: DocuSigned by:  
*Patricia Ruiz*  
\_\_\_\_\_  
E79EF64E57454F6...  
Auditor/Controller Designee

Date: 2/7/2024 | 9:00 AM PST

Approved as to Liability Provisions<sup>3</sup>

By: \_\_\_\_\_  
Risk Management

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

By: DocuSigned by: Contractor's Business Name\*

*Carly Memoli*  
\_\_\_\_\_  
D8820B713C74452...  
(Signature of Chair, President,  
or Vice-President)\*  
Carly Memoli President

Date: Name and Title  
1/30/2024 | 3:04 PM PST

By: DocuSigned by:

*Dustin Blomquist*  
\_\_\_\_\_  
CFB4F0B9FC3F4F1...  
(Signature of Secretary, Asst. Secretary,  
CFO, Treasurer or Asst. Treasurer)\*

Dustin Blomquist Secretary  
Name and Title

Date: 1/30/2024 | 4:28 PM PST

## **EXHIBIT A-2: SCOPE OF SERVICES/PAYMENT PROVISIONS**

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This Exhibit A-2 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 consultation and facilitation in the establishment of the Monterey County Helping One another to Prevent and Eliminate Suicide (MC HOPES) Coalition for Suicide Prevention and provide training in suicide prevention, suicidal ideation, and behavior treatment. The trainings shall be provided to clinical staff, contract providers, MC Hopes Coalition Members and administrators of the Monterey County Health Department Behavioral Health Bureau (“MCBH”).

The MCHOPES Coalition will intentionally focus on addressing health disparities related to race, ethnicity and language that impact community members in Monterey County and contribute to an individual’s health and wellness. CONTRACTOR will work with Contract Monitor to ensure there are equitable processes in place, so that the MC HOPES Coalition is inclusive of diverse community member needs. This will include ensuring process and materials related to the MC HOPES Coalition are bilingual (English and Spanish) and that the MC HOPES Coalition has representation from historically underserved racial and ethnic populations. In Monterey County this includes: Latinx and Hispanics, African Americans and LGBTQ+ community. The MC HOPES Coalition will implement a Suicide Prevention Roadmap that will be provided by the Contract Monitor that has been developed based on Monterey County data and demographics.

**II. PERIOD OF PERFORMANCE:** Subject to other Agreement provisions, the period of performance under this Agreement shall be from **January 1, 2022 to June 30, 2024.**

### **III. SCOPE OF WORK**

#### **A. Program 1: Training**

1. The CONTRACTOR shall provide courses, coaching and/or consultation 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.

- a. Courses: A course is defined as a structured presentation of information that is prepared in advanced to support participant knowledge and skill development in a predetermined area. CONTRACTOR will provide instruction, in topics including, but not limited to statistics related to suicide, myths and facts related to suicide, pre-intervention, intervention and post intervention services, safety planning and documentation of services.
  - i. 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. Recording and written material shall include CONTRACTOR standard liability and use disclaimer, to be provided by CONTRACTOR in advance. 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.
  - ii. Cancellation: 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. In all other circumstances, CONTRACTOR will work with COUNTY staff to reschedule training activity within four weeks from originally scheduled date and bill for training activity at that time.
  - iii. 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:
    1. The CONTRACTOR's updated resume, if needed.
    2. 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.
    3. A PDF version of slides to be used during the course.
    4. Exam Questions: Twelve (12) questions for six (6) hour course; seven (7) questions for all other courses.
  - iv. Types of Courses
    1. Custom
      - a. Full Day: Six (6) Training Hours. Two three (3) hour trainings delivered on the same day are considered a Full Day.
      - b. Half Day: Three (3) Training Hours.

- c. 2 Hour: Two (2) Training Hours
    - d. 1 Hour: 1 Training Hour
  - 2. Evidence-Based
    - a. 2-day Applied Suicide Intervention Skills Training (ASIST) Workshop
    - b. Half day Suicide Alertness for Everyone (SAFEtalk) Workshop
    - c. Full day Mental Health First Aid (MHFA) Training
    - d. 2-hour Counseling on Access to Lethal Means (CALM) Training
- b. 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 response 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. Coaching must be pre-approved in writing (including email) by COUNTY.
  - i. Recording Rate: CONTRACTOR will not charge fee for recording of coaching sessions. Whether coaching session is recorded will be determined by CONTRACTOR and participant(s).
  - ii. Supporting Documentation: CONTRACTOR will submit an addendum to each invoice where coaching is billed. Addendum will include date, length of time, name of recipient(s) and once sentence summary of coaching provided.
  - iii. Types of Coaching
    - 1. Coaching without Content Review
      - a. CONTRACTOR will have some, but limited knowledge of coaching questions. They will not review any clinical case content before the coaching session. CONTRACTOR will bill Hourly rate equal to the number hours, or portion therein, of live coaching.
    - 2. Coaching with Content Review
      - a. CONTRACTOR will review taped and/or written clinical content prior to coaching session. Written and/or oral feedback will be provided to participant who provided taped content. CONTRACTOR will bill Hourly rate equal to the number, or portion therein, of live coaching.
    - 3. 90-Minute Coaching Group
      - a. CONTRACTOR will review taped and/or written clinical content prior to coaching session. Written and/or oral

feedback will be provided to participant who provided taped content. CONTRACTOR will bill 90-Minute Coaching rate.

- c. 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 professional development. All consultation must be approved in writing (including e-mail) by the COUNTY, prior to consultation activity.
  - i. 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).
  - ii. Supporting Documentation: CONTRACTOR will submit an addendum to each invoice where consultation is billed. Addendum will include date, length of time, name of recipient(s) and one sentence summary of consultation provided.
  - iii. Types of Consultation
    - 1. Clinical: HIPAA compliant discussion of client diagnosis and intervention needs.
    - 2. Program Development: Discussion or report writing related to improving scope and/or effectiveness of MCBH training services.
    - 3. Course Development: With COUNTY pre-approval, curriculum developed specifically for the needs of MCBH. Curriculum development does not include changes to a course or training that CONTRACT 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.

Service	Hours/Unit of Service	Rate per Unit of Service	
		On-Site	Virtual*
<b>Courses - Custom</b>			
Full Day Course	6 Training Hours	\$2,950	\$2,700
Half Day Course	3 Training Hours	\$1,625	\$1,375
2 Hour Course	2 Training Hours	N/A	\$917
1 Hour Course	1 Training Hour	N.A	N/A
*When courses are recorded, rate will be doubled.			
<b>Courses – Evidence-Based</b> (all prices include required participant kits and materials)			
2-day ASIST Workshop	15 Training Hours	\$7,370	N/A
Half day SAFEtalk Workshop	3 Training Hours	\$2,145	N/A
Full day MHFA Training	7.5 Training Hours	\$4,140	N/A
Counseling on Access to Lethal Means Training	2 Training Hours	N/A	\$400
<b>Coaching</b>			
Coaching w/out Record Review	1 Hour	N/A	\$190
Coaching w/ Record Review	1 Training Hour	N/A	\$285
Coaching Group w/Preparation and Follow-up	1.5 Training Hours	N/A	\$380
<b>Consultation</b>			
Clinical Consultation	1 Hour	\$190	\$190
Program Development or Evaluation	1 Hour	\$190	\$190
Curriculum Development	1 Hour	N/A	\$190

*(the remainder of this page to remain blank)*

## **Program 2: MC HOPES Coalition Suicide Prevention Strategic Planning and Implementation**

1. The following activities and deliverables will be provided related to the MC HOPES Coalition and work group(s) to implement the Monterey County Suicide Prevention Roadmap(s).
  - a. In collaboration with MCBH staff, CONTRACTOR will retain and build the membership of MC HOPES Coalition with a focus on broad community representation and participation. CONTRACTOR will identify and recruit potential members who represent perspectives advancing the identified goals of the Coalition.
  - b. With a focus on cultural and linguistic relevance, CONTRACTOR will partner with the COUNTY to develop and implement engagement efforts, gain input, participation, and collaboration from identified stakeholder groups (e.g., peers, Promotores, LGBTQ+ individuals, Black and African Americans, and Hispanic and Latinx and Youth) in suicide prevention efforts for Monterey County residents.
  - c. To develop strategic partnerships across Monterey County, CONTRACTOR will partner with COUNTY to development and implement engagement efforts, gain input, participation, and collaboration from identified stakeholder groups including the following:
    - i. Education
    - ii. Law enforcement
    - iii. Health providers
    - iv. Behavioral health providers
    - v. Community members
    - vi. Local officials
    - vii. Community-based agencies
    - viii. Faith communities
    - ix. Youth and stakeholders who represent racial and ethnic groups from Monterey County
  - d. CONTRACTOR will partner with COUNTY and Coalition members to develop a framework that is inclusive of membership from areas (b) and (c), and an ongoing process to assess ongoing representation in Coalition and work group meetings.
  - e. CONTRACTOR and COUNTY will identify strategies to ensure goals and objectives related to the MC HOPES Roadmap are reflective of the community and meets the diverse needs of all Monterey County residents with active participation from identified stakeholder groups (e.g., peers, Promotores, LGBTQ+ individuals, Black and African Americans, and Hispanic and Latinx and Youth) in suicide prevention efforts for Monterey County residents.

- f. CONTRACTOR will facilitate, lead, and support the meetings and associated activities of the following established work groups in implementing the respective areas of the MC HOPES Roadmap. CONTRACTOR will develop work plans that include goals and objectives and will document progress towards goals for the work groups that can be incorporated into the MC HOPES Roadmap updates. This includes:
  - i. Wellness and Prevention
  - ii. Postvention After a Suicide
  - iii. Youth, Parents/Caregivers, and Educational Partners
- g. CONTRACTOR will collaborate with COUNTY to implement strategic goals, objectives, and activities related to the roadmap. CONTRACTOR will document progress towards goals that can be incorporated into the MC HOPES Roadmap updates. This includes but is not limited to the following areas of the MC HOPES Roadmap:
  - i. Means Safety
  - ii. Interventions and Individual Supports
- h. CONTRACTOR will work in partnership with COUNTY staff to develop a structure for reporting out progress on strategic areas of the MC HOPES Roadmap and will provide documentation on progress from work groups and relevant activities related to Means Safety and Interventions and Individuals Supports on a regular basis.
- i. CONTRACTOR will develop and document an orientation process and provide this to new members of the MC HOPES Coalition and/or work groups. Orientation process will include mechanisms for outreach and recruitment. CONTRACATOR will track numbers of new members in respective areas.
- j. CONTRACTOR will provide the following for all Coalition and work group meetings:
  - i. Facilitation and administrative assistance for scheduled meetings and will adhere to established schedule for meeting agendas and content.
  - ii. Attend and record meeting minutes (transcribe).
  - iii. Prepare bilingual documentation, including power point slides, communication documents and other relevant materials and provide to coalition members.
  - iv. Monitor attendances, engagement, and participation by Coalition members.
  - v. Provide support for coalition members and foster an environment of safety and self-care in meetings.
  - vi. Maintain contact lists of Coalition and work membership and attendance records.
- k. COUNTY will provide interpretation for MC Coalition meetings, indicated work groups and other activities where necessary for language equity.

- l. Contractor will convene at least 6 MC HOPES Coalition meetings for FY 23/24 and will convene 2 MC HOPES Coalition meetings for the remainder of FY 22/23.
  - m. Contractor will convene work groups meetings for each established work groups between January 2022 and June 2024 according to the agreed upon frequency and schedule for each work group. Work group meetings may occur monthly or bimonthly as mutually agreed upon by CONTRACTOR and COUNTY.
2. Building Capacity of Foundational Knowledge of Suicide Prevention
- a. CONTRACTOR will curate, provide, and organize suicide prevention learning opportunities and trainings for coalition members and community members periodically throughout the year, including integration with awareness efforts such as: Mental Health Month (May), Suicide Prevention Month (September), and International Survivors of Suicide Loss Day (November).
3. MC HOPES Communication
- a. CONTRACTOR will collaborate with COUNTY on the continuous development and implementation of communication, marketing, and outreach efforts on behalf of the coalition.
  - b. CONTRACTOR will receive, monitor, and respond to community questions and input; and will provide feedback in consultation with the Designated Contract Monitor.
  - c. The Designated Contract Monitor will serve as the primary point of contact for MC HOPES to the following parties and will consult with CONTRACTOR as needed:
    - i. Striving for Zero Learning Collaborative
    - ii. MCHB personnel and leadership
    - iii. Behavioral Health Commission
    - iv. Monterey County Board of Supervisors
    - v. Media outlets and community groups
  - d. With consultation from COUNTY, CONTRACTOR will advocate for and promote MC HOPES visibility and activities with lawmakers, representatives, program partners and the public (through collaboration on identified events, web presence and social media messaging, media interviews, etc.).
4. Suicide Prevention Sustainability and Networking Across CA Counties
- a. CONTRACTOR will partner with behavioral health personnel in planning for the sustainability of MC HOPES by identifying funding opportunities and leveraging of resources with other California counties.

- b. With prior approval from COUNTY, CONTRACTOR will liaison and network with suicide prevention and mental health crisis task forces/coalitions in neighboring and other counties for the purpose of collaboration, information sharing, and cooperative funding opportunities

5. Evaluation and Monitoring

- a. CONTRACTOR will work with COUNTY staff and designated evaluation contractor to develop an evaluation plan and utilize evaluation tools to measure the reach, impact and success of MC HOPES activities. This may include:
  - i. Regular surveys of coalition members, community members, and MC HOPES leadership.
  - ii. Interviews with key community stakeholders and focus groups.
- b. Contractor will provide quarterly reports to MCBH utilizing forms and methods provided by MCBH that will meet reporting requirements for the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI).

<b>DESCRIPTION OF SERVICES PROGRAM 2: MC HOPES Fiscal Year 2022-2023</b>		<b>FEE</b>
<b>CONSULTATION- Live: Virtual or Telephonic or On-Site</b>		
	Provided by Executive Staff	\$139/Hour
	Provided by Support Staff	\$35/Hour
Total Fiscal Year Contracted Dollar Amount		\$99,999

<b>DESCRIPTION OF SERVICES PROGRAM 2: MC HOPES Fiscal Year 2023-2024</b>		<b>FEE</b>
<b>CONSULTATION- Live: Virtual or Telephonic or On-Site</b>		
	Provided by Executive Staff	\$139/Hour
	Provided by Support Staff	\$85/Hour
Total Fiscal Year Contracted Dollar Amount		\$100,000

**II. DESIGNATED CONTRACT MONITORS:**

Jill Walker, Ph.D.  
 Behavioral Health Services Manager II  
 County of Monterey Health Department, Behavioral Health Bureau  
 1270 Natividad Road  
 Salinas, CA 93906  
 (831) 796-1271

### III. PAYMENT PROVISIONS

#### A. COMPENSATION/PAYMENT

COUNTY shall pay an amount not to exceed **\$437,896** 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:

<b>Program 1: Training</b>	<b>AMOUNT</b>
Fiscal Years 2022-23	\$31,897
Fiscal Year 2023-24	\$180,000

<b>Program 2: MC HOPES</b>	<b>AMOUNT</b>
Fiscal Years 2022-23	\$99,999
Fiscal Year 2023-24	\$126,000

- 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 Monterey County's Behavioral Health Bureau. Specifically, CONTRACTOR shall submit its invoice on Exhibit C – Invoice Form to COUNTY to reach the Behavioral Health Bureau no later than the thirtieth (30<sup>th</sup>) day of the month following the month of service.
- E.** CONTRACTOR shall submit via email a monthly claim using Exhibit C – Invoice Form in Excel format with electronic signature(s) and supporting documentation or an invoice that provides all the required County information for services rendered to:

[MCHDBHFinance@co.monterey.ca.us](mailto:MCHDBHFinance@co.monterey.ca.us)

### VI. 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 claim 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 for services rendered under this Agreement for the period of **January 1, 2022 to June 30, 2024.**
- B.** Maximum Liability Amount:

<b>TERM</b>	<b>AMOUNT</b>
January 1, 2022 to June 30, 2023	\$131,896
July 1, 2023 to June 30, 2024	\$306,000
<b>MAXIMUM COUNTY OBLIGATION</b>	<b>\$437,896</b>