

**1st ADDENDUM TO CONTRACT FOR SERVICES
BY INDEPENDENT CONTRACTOR**

THIS 1st ADDENDUM is to that Contract for Services entered into on July 29, 2022, between the County of Siskiyou ("County") and Applied Survey Research, a non-profit 501(c)(3) ("Contractor") and is entered into on the date signed by all parties to it.

WHEREAS, the Contract expired on June 30, 2023 and services continued to be required after that date; and

WHEREAS, the parties desire to extend the term of the Contract; and

WHEREAS, the cost of services to be provided under the Contract is expected to exceed the amount provided in the Contract; and

WHEREAS, the parties desire to increase the amount of compensation payable under the Contract.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Paragraph 1.01 of the Contract for Services shall be amended to extend the term of the contract through June 30, 2024.

Paragraph 3.01 of the Contract, Scope of Services, Exhibit "A", shall be deleted and replaced in its entirety with the new Exhibit "A", Scope of Services, attached hereto and hereby incorporated by reference.

Paragraph 4.01 of the Contract, Compensation, shall be amended to add an additional Twenty-Five Thousand Dollars and No/100 (\$25,000.00) to increase the total compensation payable under the Contract to an amount not to exceed Forty-Five Thousand Dollars and No/100 (\$45,000.00) for the term of the contract.

All other terms and conditions of the Contract for Services shall remain in full force and effect.

(SIGNATURES ON FOLLOWING PAGE)

WITNESS WHEREOF, County and Contractor have executed this 1st Addendum on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

CONTRACTOR: Applied Survey Research, a non-profit 501(c)(3)

Date: 9/6/2023

DocuSigned by:

Peter Connery, President and Chief Financial Officer

Peter Connery, President and CFO

DocuSigned by:

Date: 10/4/2023

Lisa Conig-Niclai, MA, Vice President of Evaluation

License No.: 1138

(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D.: 94-2711764

COUNTY OF SISKIYOU

DocuSigned by:

Angela Davis

10/17/2023

Angela Davis, County Administrator (Date)

APPROVED AS TO LEGAL FORM:

DocuSigned by:

Dana Barton

10/4/2023

Natalie E. Reed, County Counsel (Date)

APPROVED AS TO ACCOUNTING FORM:

Fund	Org	Account	Activity Code	FY22/23	FY23/24
2129	401031	723000	164	\$10,000.00	\$35,000.00

If not to exceed, include amount not to exceed: \$45,000.00.

Encumbrance number (if applicable):

DocuSigned by:

Diane L. Olson

10/5/2023

Diane Olson, Auditor-Controller (Date)

APPROVED AS TO INSURANCE REQUIREMENTS:

DocuSigned by:

Hayley Hudson

10/17/2023

Hayley Hudson, Risk Management (Date)

Exhibit "A"

I. Scope of Services

Contractor will provide the following:

1. Participate in two (2) planning meetings with HHS Director and MHSA Coordinator identify metrics and data sources per program.
2. Meet with county data analyst to refine data collection and retrieval and determine reporting frequency and format
3. Summarize metrics and procedures in an Evaluation Plan manual
4. Meet with HHS Director, MHSA Coordinator, and First 5 Director to review and finalize manual
5. Build in resulting program metrics into Apricot program.
6. Support training of program providers on evaluation strategy and data entry.

II. Compensation

Claims for payment must be submitted in a timely manner, preferably within thirty (30) days after the month in which services were provided. Contractor must submit original detailed invoices.

A total not to exceed sum of Forty-Five Thousand and no/100 Dollars (\$45,000.00) for the term of the contract.

Phase/ Task	Timing	FY 2023-24
I. Evaluation Planning		80
Update Siskiyou MHSA Evaluation Plan for new FY, based on new RFP, updated grantee scopes (Word doc for easy transfer to contracts; excel doc for indicator-by-indicator tracking).	July	16
Update standardized evaluation forms and surveys : Consent Form, MHSA Demographics, Youth Development Survey (age appropriate), Post Workshop Survey, ASIST Survey, Suicide Prev Survey	July	16
Update Apricot 360 : Help MHSA build or refine grantee metrics and assessments into Apricot 360, including: Consent, MHSA Demographics Forms, Youth Development Survey, Post Workshop Survey, ASIST Survey, Suicide Prev Survey, and any grantee-specific surveys. Ensure autoexport of data from F5 Siskiyou is working.	July	24
Create Siskiyou MHSA Training Guide (PPT) that explains overall requirements, consent procedures , and well as grantee by grantee eval plans and instructions	July	8
Evaluation Training : Convene grantee-wide training, and then meet with individual grantees as needed to review / train on their evaluation requirements	July	16
2. Implementation		38
Build Monitoring Bulletins into Apricot 360 so MHSA staff can easily monitor grantee progress on basic performance indicators (number newly enrolled, number served in the period, number of assessments or surveys completed)	Sept-Oct	16
Convene monthly call with MHSA team (grantees may join as well) to monitor status of data entry and trouble shoot. Quarterly calls are mandatory for grantees to attend. (11 months x 1-2 staff x 2 hrs)	Aug-June	22
Provide refreshers to staff and grantees as needed	Ongoing	16
3. Analysis and Reporting		82

Build a local Siskiyou Co MHSA Annual Report template in PPT: Overall numbers served, demographics, grantee-by-grantee progress (1-2 slides), and overall results across the whole MHSA portfolio on standardized outcome measures and tools such as Referrals to care, Youth Development Survey, and Post Workshop. Slide deck will have instructions or links to source data so MHSA analysts can update report when needed	TBD	16
Gather FY 2022-23 data from Apricot 360: Analyze data on standardized outcomes (e.g., pre-post analysis)	August	40
Update Siskiyou Co MHSA Annual Report (PPT) for FY 2022-23 (or 23-24?)	August	16
Share Siskiyou Co MHSA Annual Report with 1) grantees ("data gutcheck") and 2) senior HHS/ MHSA leadership	September	10
Total		200
		\$ 35,000