

Contract Summary Form

Agreement with Children's Home Society of California, #CML0920 for the Provision of Bridge Program Child Care Navigator and Trauma-Informed Training and Coaching Services

SUMMARY OF SIGNIFICANT CHANGES

1. Term: updated language, Page 4
2. Change of Ownership language added, Page 6
3. Subcontracts: language added, Page 7
4. Real Property Disclosure language removed: Page 8
5. Name Change language added: Page 9
6. Civil Rights information added: Page 12
7. Litigation language added: Page 18
8. Breach & Conflict of Interest language added: Page 19
9. Revenue language added: Page 24
10. Independent Audit language added: Page 25
11. Personnel Disclosure language added: Page 28
12. Background checks language added: Page 29
13. Enforcement of Child Support Obligations: removed, Page 31
14. Confidentiality: language removed: Page 33
15. Petty Cash: removed, Page 36
16. Services During Emergency and/or Disaster: added, Page 36
17. County Responsibilities: removed, page 37

Exhibit A

18. Outcomes revised: Page 1-4
19. Child Care Navigator Services: language added, Page 4

SUBCONTRACTORS

This contract, due to the nature of the services, could require the addition of subcontractors. In order to add subcontractor(s) to the contract, the provider/contractor must seek express consent from the department. Should the addition of a subcontractor impact the scope of work and/or contract amount, the department will bring the item back to the Board of Supervisors for approval. In the past (if there is information available), subcontractor(s) have/have not been used for this contract.

CONTRACT OPERATING EXPENSES

The maximum obligation of COUNTY under this Agreement shall not exceed the amount of \$592,930, or actual allowable costs, whichever is less. The estimated annual amount for each fiscal year is as follows:

- \$296,465 for July 1, 2020 through June 30, 2021; and

- \$296,465 for July 1, 2021 through June 30, 2022.

The annual budget for the period of July 1, 2020, through June 30, 2022, is set forth as follows:

CHILD CARE NAVIGATOR				
STAFFING	Position Type ⁽¹⁾	Maximum Hourly Rate ⁽²⁾	FTE ⁽³⁾	Annual Budget
Resource & Referral Specialist	D	22.47	1.50	\$ 63,210
Program Manager	A	32.00	0.75	<u>4,680</u>
SUBTOTAL NAVIGATOR SALARIES				\$ 67,890
Employee Benefits (60%) ⁽⁴⁾				<u>40,733</u>
TOTAL NAVIGATOR SALARIES AND BENEFITS				\$108,623
PROGRAM SUPPLIES				\$ 10,000
OPERATING EXPENSES				\$ 12,326
INDIRECT COSTS ⁽⁵⁾				\$ <u>8,991</u>
CHILD CARE NAVIGATOR ANNUAL MAXIMUM COUNTY OBLIGATION				<u>\$139,940</u>

TRAUMA-INFORMED TRAINING AND COACHING				
STAFFING	Position Type ⁽¹⁾	Maximum Hourly Rate ⁽²⁾	FTE ⁽³⁾	Annual Budget
Resource & Referral Specialist	D	22.47	1.50	\$ 63,210
Program Manager	A	32.00	0.75	<u>4,680</u>
SUBTOTAL TRAUMA-INFORMED TRAINING AND COACHING SALARIES				\$ 67,890
Employee Benefits (60%) ⁽⁴⁾				<u>40,733</u>
TOTAL TRAUMA-INFORMED TRAINING AND COACHING SALARIES AND BENEFITS				\$ 108,623
PROGRAM SUPPLIES				\$ 25,000
PROVIDERS TRAINING				\$ 500
OPERATING EXPENSES				\$ 12,326
INDIRECT COSTS ⁽⁵⁾				\$ <u>10,076</u>
TRAUMA-INFORMED TRAINING AND COACHING ANNUAL MAXIMUM COUNTY OBLIGATION				<u>\$156,525</u>
TOTAL ANNUAL MAXIMUM COUNTY OBLIGATION				<u>\$296,465</u>

⁽¹⁾ Position Types are classified as "D" for Direct or "A" for Administrative. Direct services positions include staff who are integral to service delivery and may include staff who provide direct face to-face service to clients and/or staff who supervise/manage direct service personnel. Administrative positions include staff that support service delivery and whose activities and functions can be directly allocated to the program.

⁽²⁾ Maximum hourly rate which will be permitted during the term of this Agreement; employees may be paid at less than maximum hourly rate.

⁽³⁾ For hourly employees, Full-Time Equivalent (FTE) is defined as the amount of time (stated as a percentage) the position will be providing services under the terms of this Agreement. This percentage

is based upon a 40-hour work week. For salaried employees, FTE is defined as the amount of time (stated as a percentage) the position will be paid for under the terms of this Agreement, regardless of the number of hours actually worked.

⁽⁴⁾ Employee Benefits include contributions to health insurance; dental insurance; life insurance; long-term disability insurance; retirement; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Workers' Compensation Tax, based on the currently prevailing rates; and vacation accrual limited to the amount of vacation time earned during the fiscal year in which such expense is claimed. The overall benefit rate shall not exceed sixty percent (60%) of the actual salary expense claimed.

⁽⁵⁾ Indirect Costs are defined as those costs not solely related to direct services to clients, supervision and program costs (e.g., executive director oversight, technology services, accounting, payroll, etc.) shall be held to no more than fifteen percent (15%) of total gross program costs. In the event the rate is reduced, the reduction shall be afforded to ADMINISTRATOR and the budget amended accordingly. CONTRACTOR shall provide notification to ADMINISTRATOR of any changes in the rate.