

Contract Summary Form

OC Expediter Requisition #: 1632247

Friendship Shelter, Inc.

SUMMARY OF SIGNIFICANT CHANGES

New Contract for Regional Care Coordination Services in the South Service Planning Area

SUBCONTRACTORS

This contract does not currently include subcontractors or pass through to other providers.

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, subcontractors have not been used for this contract.

This contract includes the following subcontractors or pass through to other providers.

Subcontractor Name	Service(s)	Amount
N/A	N/A	Unknown

CONTRACT OPERATING EXPENSES

Budget - Regional Care Coordination Services in the South Service Planning Area:

Period 1: December 15, 2023, to June 30, 2024

BUDGET LINE ITEMS – CONTRACT PERIOD FY 2023-2024	
ADMINISTRATION	BUDGET
Salaries	\$12,578.67
Benefits	\$2,893.09
Services and Supplies	\$3,250.00
Indirect Costs	\$25,735.00
Total Administrative Costs	\$44,456.76
PROGRAM	
Salaries	\$317,017.52
Benefits	\$72,086.61
Services and Supplies	\$110,495.00
Total Program Costs	\$499,599.13
TOTAL AMOUNT FOR PERIOD 1: \$544,055.89	

Period 2: July 1, 2024, to June 30, 2025

BUDGET LINE ITEMS – CONTRACT PERIOD FY 2024-2025	
ADMINISTRATION	BUDGET
Salaries	\$23,454.08
Benefits	\$5,394.44
Services and Supplies	\$6,180.00
Indirect Costs	\$54,491.68
Total Administrative Costs	\$89,520.20
PROGRAM	
Salaries	\$591,026.80
Benefits	\$135,936.16
Services and Supplies	\$216,958.00
Total Program Costs	\$943,920.96
TOTAL AMOUNT FOR PERIOD 1: \$1,033,441.16	

FTEs - Regional Care Coordination Services in the South Service Planning Area:

Period 1: December 15, 2023, to June 30, 2024

FTEs – CONTRACT PERIOD FY 2023-2024	
ADMINISTRATIVE	
DIRECT ADMINISTRATION – POSITION	FTEs
Director of Program Dev. and Compliance	0.05
Director of Services	0.05
Director of Finance	0.03
Director of Human Resources	0.03
Accounting and Payroll Administrator	0.05
Contracts Manager	0.03
Finance and Compliance Assistant	0.03
Chief Operating Officer	0.01
Executive Director	0.01
Total Administrative FTEs	0.29
PROGRAM ADMINISTRATION - POSITION	FTEs
PROGRAM	
Housing Coordinator	4.00
SOAR Specialist	3.00
SOAR Supervisor	1.00
RCC Program Manager	1.00
Housing Locator	0.50
Director of Services	0.20

Compliance Associate	1.00
Data and IT Manager	0.05
Data Associate	0.05
Total Program FTEs	10.80
TOTAL CONTRACT FTEs	11.09

Period 2: July 1, 2024, to June 30, 2025

FTEs – CONTRACT PERIOD FY 2024-2025	
ADMINISTRATIVE	
DIRECT ADMINISTRATION – POSITION	FTEs
Director of Program Dev. and Compliance	0.05
Director of Services	0.05
Director of Finance	0.03
Director of Human Resources	0.03
Accounting and Payroll Administrator	0.05
Contracts Manager	0.03
Finance and Compliance Assistant	0.03
Chief Operating Officer	0.01
Executive Director	0.01
Total Administrative FTEs	0.29
PROGRAM ADMINISTRATION - POSITION	FTEs
PROGRAM	
Housing Coordinator	4.00
SOAR Specialist	3.00
SOAR Supervisor	1.00
RCC Program Manager	1.00
Housing Locator	0.50
Director of Services	0.20
Compliance Associate	1.00
Data and IT Manager	0.05
Data Associate	0.05
Total Program FTEs	10.80
TOTAL CONTRACT FTEs	11.09