

Contract Summary Form

OC Expediter Requisition #: 1621357

Children and Families Commission of Orange County

SUMMARY OF SIGNIFICANT CHANGES

1. Term: Initial two-year term, renewable for an additional two-year term to be in alignment with County Plan for these services. Page 4.
2. Insurance Terms: Addition of Professional Liability coverage (Apply to staff or subcontractors who are licensed professionals). Workers Compensation requirement has also been waived. Pages 15-16.
3. Mutual Termination has been negotiated. Page 38.
4. Population to be Served: Expanded to eligible populations based upon California State Department of Social Services directives deemed eligible for Home Visiting Services or related Home Visiting Services. Page 2 of Attachment A.
5. Performance Outcome Objectives: Revised. Page 3 of Attachment A.
6. Utilization Review: Added. Page 12 of Attachment A.

SUBCONTRACTORS

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

| Subcontractor Name | Service(s) | Amount |
|---|---|---|
| Children’s Bureau of Southern California | Providing direct and administrative Home Visiting Services vary depending on need of participants. | The maximum amount allowed for these services is included in the Contract’s fiscal year budgets in the following line items: Total Subcontractors’ Costs Total Expanded Services Contractors Total Services and Supplies Total Operating Expenses |
| The Priority Center | | |
| Omid Multicultural Institute for Development | | |
| Abrazar, Inc. | | |
| Asian American Senior Citizens Service Center, Inc. | | |
| Orange County Children’s Therapeutic Arts Center | | |
| NetChemistry | Provides technological support for staff and subcontractors that utilize the Bridges Connect data platform used for Home Visiting Services. | Not applicable as Children and Families Commission of Orange County will be absorbing this cost. |

CONTRACT OPERATING EXPENSES

13.1 The estimated annual budget for services provided pursuant to Attachment A of this Contract is set forth as follows:

Budget for July 1, 2024, to June 30, 2025

| <u>STAFFING</u> | <u>Position Type⁽¹⁾</u> | <u>FTEs⁽²⁾</u> | <u>Maximum Hourly Rate⁽³⁾</u> | <u>Amount</u> |
|---|--|---------------------------|--|--------------------|
| Program Officer | A | 2.00 | \$50.48 | |
| STAFFING SUBTOTAL | | | | \$203,320 |
| EMPLOYEE BENEFITS(40%) ⁽⁴⁾ | | | | <u>\$81,328</u> |
| TOTAL STAFFING & EMPLOYEE BENEFITS | | | | \$284,648 |
| TOTAL SUBCONTRACTORS' COSTS ⁽¹⁾⁽⁵⁾ | | | | \$1,311,220 |
| TOTAL EXPANDED SERVICES CONTRACTORS ⁽¹⁾⁽⁵⁾ | | | | \$1,311,220 |
| TOTAL SERVICES AND SUPPLIES ⁽⁶⁾ | | | | \$314,024 |
| TOTAL OPERATING EXPENSES ⁽⁷⁾ | | | | \$369,652 |
| INDIRECT COSTS ⁽⁸⁾ | | | | <u>\$357,074</u> |
| MAXIMUM COUNTY OBLIGATION (7/1/24-6/30/25) | | | | \$3,947,838 |

Budget for July 1, 2025, to June 30, 2026

| <u>STAFFING</u> | <u>Position Type⁽¹⁾</u> | <u>FTEs⁽²⁾</u> | <u>Maximum Hourly Rate⁽³⁾</u> | <u>Amount</u> |
|---------------------------------------|--|---------------------------|--|-----------------|
| Program Officer | A | 2.00 | \$52.25 | |
| STAFFING SUBTOTAL | | | | \$210,436 |
| EMPLOYEE BENEFITS(40%) ⁽⁴⁾ | | | | <u>\$84,174</u> |
| TOTAL STAFFING & EMPLOYEE BENEFITS | | | | \$294,610 |

| | |
|---|--------------------|
| TOTAL SUBCONTRACTORS' COSTS ⁽¹⁾⁽⁵⁾ | \$1,358,670 |
| TOTAL EXPANDED SERVICES CONTRACTORS ⁽¹⁾⁽⁵⁾ | \$1,358,670 |
| TOTAL SERVICES AND SUPPLIES ⁽⁶⁾ | \$296,000 |
| TOTAL OPERATING EXPENSES ⁽⁷⁾ | \$377,652 |
| INDIRECT COSTS ⁽⁸⁾ | <u>\$366,560</u> |
| MAXIMUM COUNTY OBLIGATION (7/1/25-6/30/26) | \$4,052,162 |

- (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) 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 Contract. 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 Contract, regardless of the number of hours actually worked.
- (3) Maximum hourly rate which will be permitted during the term of this Contract; employees may be paid at less than maximum hourly rate. Total salary is based on estimated cost, not maximum hourly rate.
- (4) Employee Benefits include retirement plans, medical insurance, life insurance, disability, dental insurance, and expense for accrued vacation time payout, for a separated employee, limited to the actual vacation time accrued during the fiscal year in which the expense is claimed, minus the actual vacation time used by the employee during said fiscal year. The overall benefit rate shall not exceed forty percent (40%) of the actual salary expense claimed.
- (5) Subcontractor costs shall include subcontractors staff's salaries and benefits not to exceed thirty percent (30%) of actual subcontractors' salary expense claimed.

- (6) Services and supplies shall include subcontractors program expenses: audit services, material goods, curriculum, and support expenses.
- (7) Operating expenses shall include subcontractors' expenses: office expenses, program expenses, mileage and parking expenses, printing expenses, staff training, equipment, facilities and utilities expenses, insurance, and postage. Office expenses include general office supplies, janitorial supplies, and telephone (e.g., cell phones, office land lines, and internet services necessary to manage the program). Equipment expenses include share of lease costs for copier/printers, postage machine and share of software usage costs. Mileage is limited to the amount allowed by IRS.
- (8) Indirect cost includes administrative cost not directly charged to the program including general administrative expenses, officers' and other supporting staff salaries, accounting, contract management, personnel department, legal fees, and general Information Technology support. Indirect costs shall not exceed the rate of ten percent (10%) de minimis. In the event the indirect cost 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.