

Contract Summary Form

OC Expediter Requisition #: 1627336

Charitable Ventures of Orange County

SUMMARY OF SIGNIFICANT CHANGES

1. Two-year renewal of agreement. Page 2.
2. Costs: increased maximum contractual funding obligation to cover increase in Fiscal Year (FY) 2023-24 and additional two-year term FYs 2024-26. Page 8
 - a. increase funding by \$30,000 for the term of July 1, 2023, through June 30, 2024.
3. Scope of Work: addition of on-site training sessions. Page 11.
4. Staffing: Increase in Max Hourly Rate. Page 17.

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 SSA. Should the addition of a subcontractor impact the scope of work and/or contract amount, SSA will bring the item back to the Board of Supervisors for approval. In the past subcontractor(s) have been used for this contract.

CONTRACT OPERATING EXPENSES

The maximum budget for services under this Agreement shall not exceed \$2,612,000, or actual allowable costs, whichever is less. The budget specified in this Agreement shall be for the term of July 1, 2023, through June 30, 2026, and is set forth as follows:

<u>FaCT Administrative Services</u>	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE
Direct Service Costs (1)	\$ 455,000	\$ 455,000	\$ 485,000	\$ 532,000	\$ 450,000
Indirect Costs (2)	\$ 45,000	\$ 45,000	\$ 45,000	\$ 50,000	\$ 50,000
TOTAL MAXIMUM	\$ 500,000	\$ 500,000	\$ 530,000	\$ 582,000	\$ 500,000

OBLIGATION:

- (1) Direct Service Costs are costs that are incurred and specifically allocable to the provision of services identified in this Agreement. Employee Benefits include contributions to 401k or retirement plans; health insurance; dental insurance; life insurance; long-term disability insurance; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Workers' Compensation Tax, based on the currently prevailing rates; 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 22% of the actual salary expense claimed.

- (2) Indirect Costs are administrative costs not directly charged to the program that are incurred for an organization's common objectives and that cannot be readily identified with a particular final cost objective. 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.

STAFF

CONTRACTOR shall provide the following described staff positions continuously throughout the term of this Agreement:

Position	FTE ⁽¹⁾	Maximum Hourly Rate ⁽²⁾
FaCT Manager	1.00	\$40.87
Senior Data Specialist	1.00	\$40.87
Marketing and Administrative Coordinator	1.00	\$36.00
Data Coordinator	0.50	\$27.00

- (1) 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.
- (2) Maximum hourly rate which will be permitted during the term of this Agreement; employees may be paid at less than maximum hourly rate.