

**SECOND AMENDMENT
TO PROFESSIONAL SERVICES AGREEMENT NUMBER F001036
WITH COMMUNITY CRIME PREVENTION ASSOCIATES**

This Second Amendment to Agreement number F001036, dated October 15, 2015 ("Agreement") is made as of this _____ day of _____, 2017, by and between the City of Santa Rosa, a municipal corporation ("City"), and Community Crime Prevention Associates, a limited liability company ("Consultant").

RECITALS

- A. City and Consultant entered into the Agreement for Consultant to provide evaluation services for Santa Rosa's CHOICE Grant Program and Santa Rosa Recreation & Parks Neighborhood Services Program.
- B. City and Consultant entered into a First Amendment on October 13, 2016 for the purpose of extending the term of the Agreement and increasing the compensation to continue providing evaluation services.
- C. City and Consultant now desire to amend the Agreement for the purpose of extending the term of the Agreement and increasing the compensation to continue providing evaluation services.

AMENDMENT

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. Section 1. Scope of Services

Exhibit A to the Agreement is replaced by Exhibit A-2 to this Amendment.

2. Section 2. Compensation

Section 2(c) is amended to increase the compensation payable to Consultant under the Agreement by \$16,700 to read as follows:

"Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all tasks set forth above shall in no event exceed the sum of one hundred sixteen thousand seven hundred dollars and no cents " (\$116,700). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 350610-5320."

3. Section 12. Time of Performance

The last sentence of Section 12 is amended to read as follows:

"Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than February 28, 2018."

All other terms of the Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

CONSULTANT:

Name of Consultant: Community Crime Prevention Associates

TYPE OF BUSINESS ENTITY (*check one*):

- ☐ Individual/Sole Proprietor
☐ Partnership
☐ Corporation
☒ Limited Liability Company
☐ Other (please specify: _____)

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

CITY OF SANTA ROSA

a Municipal Corporation

By: _____

Print
Name: _____

Title: _____

APPROVED AS TO FORM:

Office of the City Attorney

ATTEST:

City Clerk

City of Santa Rosa Business Tax Cert. No.

64246

Attachment: Exhibit A-2 - Scope of Services

EXHIBIT A-2

SCOPE OF SERVICES/BUDGET

Consultant, to CITY's satisfaction, shall perform the following services for the SR'S CHOICE 2016-17 evaluation of the two-year SR CHOICE Cycle funding for 2015-2017. This is the scope of services and budget for the second year of the two-year funding for CCPA with extension for a fifth quarter ending December 31, 2017 to do evaluation of the effort, effect, and results of SR CHOICE's Measure O funding:

TRAINING:

1. Assist City of Santa Rosa SR'S CHOICE Program Staff ("SR'S CHOICE staff") in preparing and presenting the annual SR'S CHOICE Kick-Off that provides SR'S CHOICE-contracted service providers ("Providers") with an orientation to the upcoming grant cycle. The goal of the orientation is to educate and instruct the Providers on the SR'S CHOICE evaluation framework and methodology so that they can successfully implement the SR'S CHOICE evaluation. The Consultant will prepare the agenda and training material for the orientation. The Consultant will also present on the SR'S CHOICE evaluation system, reporting system, data collection tools and methods, performance measures and other related topics, and assist Providers in designing and finalizing the data collection tools and methods.
2. Provide SR'S CHOICE Workshop each quarter for Providers for a total of four workshops during the term of this Agreement (including the kick off), at locations to be determined jointly by both SR'S CHOICE staff and Consultant. Workshops will be geared and available to all Providers' staff that implements the SR'S CHOICE contract at their agencies. Workshop topics will be determined jointly by both SR'S CHOICE staff and Consultant and may include, but not limited to the following:
 - Performance measures;
 - Resource development;
 - Organizational and program development; and
 - Enhancing service delivery and continuous quality improvement.
 - Evidence Base Strategies
 - Youth Development Strategies

EVALUATION:

In collaboration with SR-CHOICE staff, Consultant will improve and implement the SR'S CHOICE evaluation design. The design will consist of a comprehensive outcome-based evaluation that incorporates the use of performance, program-based outcomes, logic modeling, and assessment of youth development asset productivity.

1. Provide the SR'S CHOICE staff and Providers, upon their request, with on-going support in implementing the evaluation system. The type and amount of support will be determined by the need and budget restraints and will be provided through meetings, site visits, and telephone and email communications.
2. Develop and implement an overall SR'S CHOICE evaluation model to evaluate Providers on the impact of the services on children and youth. Consultant will work with each Provider to develop their own evaluation plan incorporating the method and sampling technique based on the SR'S CHOICE evaluation model. The survey program-specific questions will align with the outcomes included in the Provider's contract. Each Provider's results will collapse into and support the overall SR'S CHOICE evaluation results.
3. Conduct two site visits, one in a staff focus group and interview format and another to view the program in order to assess the delivery of services as required by the SR'S CHOICE contract. These focus groups, interview, and site visits will be open to the SR'S CHOICE administrative staff to attend if available. Consultant will provide a written analysis to SR CHOICE staff of these site visits within 30 days of the site visit with feedback and recommendations about continuous quality improvement.
4. SR CHOICE staff to review and approve quarterly reports. Coordinate with the SR'S CHOICE staff for obtaining each Provider's quarterly reports for review, analysis of data for mid-year and final evaluation reports (described below).
5. Prepare a final two-year report due by February 28, 2018 or forty-five days from receipt of all fourth quarter reports. Report will include an analysis of the efficiency and effectiveness of each Provider in carrying out their contracted services with recommendation for continuous quality improvement.

6. Consultant will assist CITY to collect and analyze long-term population result baseline data needed to evaluate SR'S CHOICE and the cities impact on population results.

TECHNICAL ASSISTANCE

1. Confer with SR'S CHOICE staff on an on-going basis to discuss issues affecting Providers' program performance and to identify needs for technical assistance on meeting performance measures and improving service delivery.
2. Provide technical assistance to select Providers that are identified by SR'S CHOICE administrative staff as not meeting their SR'S CHOICE contract requirements. Consultant will assist these select Providers in developing a corrective action plan for improving service delivery to be reviewed and approved by SR CHOICE staff.
3. Assist SR'S CHOICE staff with special projects and assignments as requested not to exceed the limits of the budget.

Budget

Santa Rosa CHOICE Evaluation Budget Combined Grantee and Recreation and Parks Neighborhood Services SR's CHOICE		
Activity	Unit Cost	CCPA Cost
Santa Rosa Violence Prevention Partnership		
Presentations to Staff and/or SRVPP		\$470
Special Projects and Staff Support		
Review Quarterly Reports/Follow Up with Agencies/Brief Staff	80-50	\$6,667
Supporting SR CHOICE Administrative Staff with Special Projects	80-50	\$5,740
Evaluation Workshops- 3 -Workshops		
Workshops -3@ 30 Participants		
Evaluation Coaches Workshops and Preparation	80-50	\$1,560
Design Each SR CHOICE Agency's Evaluation Design		
Design Instruments	80	\$1,422
Translate Instruments	80	\$1,560
Write ups of focus group and site visits	80-50	\$2,996
Staff Interviews, Focus Groups. And Site Visits		
Evaluation Coaches - 15 Focus Groups, and/or Staff Meeting Visit to Collect Staff Questionnaires and discuss evaluation results	80-50	\$3,164
Materials		\$635
15 Evaluation Coach site visits (One TA each with 8 additional new grantees)	80-50	\$2,400
Evaluation Mentoring of Grantees (4 hrs per Grantee)	80-50	\$4,800
Collection of Population Results		
Data Collection and Analysis	80	\$3,950
Evaluation Report		
Organize and Input Data from Surveys	20	\$5,259
Analysis of Data and Survey Approval	125	\$5,200
Write up – a two-year report with effort, effect, and results with recommendation for improvement.	80	\$7,700
Editing	80	\$960
Printing		\$1,100
Fringe and Overhead Expenses -	20%	\$11,117
Total		\$66,700

Budget Notes

1. Total grantees evaluated 15
2. Assist staff with review of all quarterly reports with follow up and briefing
3. Assist and support administrative staff and do special projects assigned
4. Conduct 3 workshops with evaluation coaches and city staff
5. Design and translated evaluation instruments for 15 grantees
6. Assist grantees to develop and measure their result statements
7. Conduct 15 staff interviews, or focus groups, and 15 site visits
8. Collect Staff Questionnaires

9. Conduct additional technical assistance and coaching for 4 grantees
10. Collect population results for final report
11. Analyze customer, parent, and staff surveys to be due in early February 2017 and mid-July 2017; SR CHOICE staff will collect surveys from Providers
12. Write up – one final report for SR CHOICE two years of funding
13. Edit and print reports