

**CITY OF SANTA ROSA  
PROFESSIONAL SERVICES AGREEMENT  
WITH APPLIED SURVEY RESEARCH, INC.  
AGREEMENT NUMBER \_\_\_\_\_**

This "Agreement" is made as of this \_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Santa Rosa, a municipal corporation ("City"), and Applied Survey Research, Inc., a California nonprofit public benefit corporation ("Consultant").

**R E C I T A L S**

A. City desires to procure evaluation services for the CHOICE funded programs and Measure O (2004) programming delivery by the CHOICE funded agencies, the Violence Prevention Partnership and Recreation Neighborhood Services in order to ensure progress towards the advancement of strategies of the City of Santa Rosa's Violence Prevention Partnership.

B. City desires to retain a qualified firm to conduct the services described above in accordance with the Scope of Services as more particularly set forth in Exhibit A to the Agreement.

C. Consultant represents to City that it is a firm composed of highly trained professionals and is fully qualified to conduct the services described above and render advice to City in connection with said services.

D. The parties have negotiated upon the terms pursuant to which Consultant will provide such services and have reduced such terms to writing.

**AGREEMENT**

**NOW, THEREFORE**, City and Consultant agree as follows:

**1. SCOPE OF SERVICES**

Consultant shall provide to City the services described in Exhibit A ("Scope of Services"). Consultant shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto for the purpose of defining the manner and scope of services to be provided by Consultant and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or conditions of any document prepared or provided by Consultant and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the terms of this Agreement shall control and prevail.

**2. COMPENSATION**

a. City shall pay Consultant for services rendered pursuant to this Agreement at the

rates, times and in the manner set forth in Exhibit A. Consultant shall submit invoices upon completion of each deliverable to City which shall itemize the services performed as of the date of the statement. Invoices shall include the rate charged by deliverable, consistent with the amounts shown in Exhibit A.

b. The payments prescribed herein shall constitute all compensation to Consultant for all costs of services, including, but not limited to, direct costs of labor of employees engaged by Consultant, travel expenses, telephone charges, copying and reproduction, computer time, and any and all other costs, expenses and charges of Consultant, its agents and employees. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in Consultant's invoice.

c. 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 services to be performed hereunder shall in no event exceed the sum of one hundred and twenty-five thousand dollars and no cents (\$125,000.00). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 350610.

### **3. DOCUMENTATION; RETENTION OF MATERIALS**

a. Consultant shall maintain adequate documentation to substantiate all charges as required under Section 2 of this Agreement.

b. Consultant shall keep and maintain full and complete documentation and accounting records concerning all extra or special services performed by it that are compensable by other than an hourly or flat rate and shall make such documents and records available to authorized representatives of City for inspection at any reasonable time.

c. Consultant shall maintain the records and any other records related to the performance of this Agreement and shall allow City access to such records during the performance of this Agreement and for a period of four (4) years after completion of all services hereunder.

### **4. INDEMNITY**

a. Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City, and its employees, officials and agents ("Indemnified Parties") from all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, or agents, in said performance of professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City.

b. The existence or acceptance by City of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of City's rights under this Section 4, nor shall the limits of such insurance limit the liability of Consultant hereunder. This Section 4 shall not apply to any intellectual property claims, actions, lawsuits or other proceedings subject to the provisions of Section

17(b), below. The provisions of this Section 4 shall survive any expiration or termination of this Agreement.

## **5. INSURANCE**

a. Consultant shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements." Maintenance of the insurance coverage set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Consultant in exchange for City's agreement to make the payments prescribed hereunder. Failure by Consultant to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Consultant, whereupon City shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Consultant to maintain required insurance coverage shall not excuse or alleviate Consultant from any of its other duties or obligations under this Agreement. In the event Consultant, with approval of City pursuant to Section 6 below, retains or utilizes any subcontractors or subconsultants in the provision of any services to City under this Agreement, Consultant shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverages set forth in the Insurance Requirements in Attachment One.

b. Consultant agrees that any available insurance proceeds broader than or in excess of the coverages set forth in the Insurance Requirements in Attachment One shall be available to the additional insureds identified therein.

c. Consultant agrees that the insurance coverages and limits provided under this Agreement are the greater of: (i) the coverages and limits specified in Attachment One, or (ii) the broader coverages and maximum limits of coverage of any insurance policy or proceeds available to the name insureds.

## **6. ASSIGNMENT**

Consultant shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City, in City's sole and absolute discretion. Consultant agrees that the City shall have the right to approve any and all subcontractors and subconsultants to be used by Consultant in the performance of this Agreement before Consultant contracts with or otherwise engages any such subcontractors or subconsultants.

## **7. NOTICES**

Except as otherwise provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City Representative:

Consultant Representative:

Danielle Garduno  
Interim Program Manager  
100 Santa Rosa Avenue, Room 6  
Santa Rosa, CA 95404

Jennifer Anderson-Ochoa  
Project Manager II  
55 Penny Lane, Suite 101  
Watsonville, CA 95076

707-543-4696

831-728-1356

## **8. INDEPENDENT CONTRACTOR**

a. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Consultant nor Consultant's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of this Agreement, and Consultant shall be issued a Form 1099 for its services hereunder. As an independent contractor, Consultant hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Consultant's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Consultant, in the performance of Consultant's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Consultant for accomplishing such results. To the extent that Consultant obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Consultant's sole discretion based on the Consultant's determination that such use will promote Consultant's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Consultant use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Consultant, such persons shall be entirely and exclusively under the direction, supervision, and control of Consultant. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Consultant. It is further understood and agreed that Consultant shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Consultant's assigned personnel and subcontractors.

d. The provisions of this Section 8 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between

City and Consultant. Consultant may represent, perform services for, or be employed by such additional persons or companies as Consultant sees fit.

**9. ADDITIONAL SERVICES**

Changes to the Scope of Services shall be by written amendment to this Agreement and shall be paid on an hourly basis at the rates set forth in Exhibit A, or paid as otherwise agreed upon by the parties in writing prior to the provision of any such additional services.

**10. SUCCESSORS AND ASSIGNS**

City and Consultant each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

**11. TERM, SUSPENSION, TERMINATION**

a. This Agreement shall become effective on the date that it is made, set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.

b. City shall have the right at any time to temporarily suspend Consultant's performance hereunder, in whole or in part, by giving a written notice of suspension to Consultant. If City gives such notice of suspension, Consultant shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Consultant. Upon such termination, Consultant shall submit to City an itemized statement of services performed as of the date of termination in accordance with Section 2 of this Agreement. These services may include both completed work and work in progress at the time of termination. City shall pay Consultant for any services for which compensation is owed; provided, however, City shall not in any manner be liable for lost profits that might have been made by Consultant had the Agreement not been terminated or had Consultant completed the services required by this Agreement. Consultant shall promptly deliver to City all documents related to the performance of this Agreement in its possession or control. All such documents shall be the property of City without additional compensation to Consultant.

**12. TIME OF PERFORMANCE**

The services described herein shall be provided during the period, or in accordance with the schedule, set forth in Exhibit A. Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than December 31, 2026.

**13. STANDARD OF PERFORMANCE**

Consultant shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Consultant's profession in California. All products of whatsoever nature that Consultant delivers to City shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Consultant's profession, and shall be provided in accordance with any schedule of performance. Consultant shall assign only competent personnel to perform services under this Agreement. Consultant shall notify City in writing of any changes in Consultant's staff assigned to perform the services under this Agreement prior to any such performance. In the event that City, at any time, desires the removal of any person assigned by Consultant to perform services under this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Consultant shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

#### 14. CONFLICTS OF INTEREST

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of City or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of City. Consultant agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City at all times during the performance of this Agreement.

#### 15. CONFLICT OF INTEREST REQUIREMENTS

a. **Generally.** The City's Conflict of Interest Code requires that individuals who qualify as "consultants" under the Political Reform Act, California Government Code sections 87200 *et seq.*, comply with the conflict of interest provisions of the Political Reform Act and the City's Conflict of Interest Code, which generally prohibit individuals from making or participating in the making of decisions that will have a material financial effect on their economic interests. The term "consultant" generally includes individuals who make governmental decisions or who serve in a staff capacity.

b. **Conflict of Interest Statements.** The individual(s) who will provide services or perform work pursuant to this Agreement are "consultants" within the meaning of the Political Reform Act and the City's Conflict of Interest Code:

yes  no (check one)

If "yes" is checked by the City, Consultant shall cause the following to occur within 30 days after execution of this Agreement:

- (1) Identify the individuals who will provide services or perform work under this Agreement as "consultants"; and
- (2) Cause these individuals to file with the City Clerk the assuming office statements of economic interests required by the City's Conflict of Interest Code.

Thereafter, throughout the term of the Agreement, Consultant shall cause these individuals to file with the City Clerk annual statements of economic interests, and "leaving office" statements of economic interests, as required by the City's Conflict of Interest Code.

The above statements of economic interests are public records subject to public disclosure under the California Public Records Act. The City may withhold all or a portion of any payment due under this Agreement until all required statements are filed.

## **16. CONFIDENTIALITY OF CITY INFORMATION**

During performance of this Agreement, Consultant may gain access to and use City information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the City. Consultant agrees to protect all City Information and treat it as strictly confidential, and further agrees that Consultant shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of City. In addition, Consultant shall comply with all City policies governing the use of the City network and technology systems. A violation by Consultant of this Section 16 shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

## **17. CONSULTANT INFORMATION**

a. City shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Consultant pursuant to this Agreement. In this Agreement, the term "information" shall be construed to mean and include: any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostatting, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose by City.

b. Consultant shall fully defend, indemnify and hold harmless City, its officers and employees, and each and every one of them, from and against any and all claims, actions, lawsuits or other proceedings alleging that all or any part of the information prepared, produced, or provided by Consultant pursuant to this Agreement infringes upon any third party's trademark, trade name, copyright, patent or other intellectual property rights. City shall make reasonable efforts to notify Consultant not later than ten (10) days after City is served with any such claim, action, lawsuit or other proceeding, provided that City's failure to provide such notice within such time period shall not relieve Consultant of its obligations hereunder, which shall survive any termination or expiration of this Agreement.

c. All proprietary and other information received from Consultant by City, whether

received in connection with Consultant's proposal, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to City, City shall give notice to Consultant of any request for the disclosure of such information. Consultant shall then have five (5) days from the date it receives such notice to enter into an agreement with the City, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorneys' fees) incurred by City in any legal action to compel the disclosure of such information under the California Public Records Act. Consultant shall have sole responsibility for defense of the actual "trade secret" designation of such information.

d. The parties understand and agree that any failure by Consultant to respond to the notice provided by City and/or to enter into an agreement with City, in accordance with the provisions of subsection c, above, shall constitute a complete waiver by Consultant of any rights regarding the information designated "trade secret" by Consultant, and such information shall be disclosed by City pursuant to applicable procedures required by the Public Records Act.

## **18. MISCELLANEOUS**

a. Entire Agreement. This Agreement contains the entire agreement between the parties. Any and all verbal or written agreements made prior to the date of this Agreement are superseded by this Agreement and shall have no further effect.

b. Modification. No modification or change to the terms of this Agreement will be binding on a party unless in writing and signed by an authorized representative of that party.

c. Compliance with Laws. Consultant shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, *et seq.*, which require prevailing wages (in accordance with DIR determinations at [www.dir.ca.gov](http://www.dir.ca.gov)) be paid to any employee performing work covered by Labor Code sections 1720 *et seq.* Consultant shall pay to the City when due all business taxes payable by Consultant under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Consultant.

d. Discrimination Prohibited. With respect to the provision of services under this Agreement, Consultant agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

e. Governing Law; Venue. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any



such litigation in such court, and consent to service of process issued by such court.

f. Waiver of Rights. Neither City acceptance of, or payment for, any service or performed by Consultant, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

g. Incorporation of Attachments and Exhibits. The attachments and exhibits to this Agreement are incorporated and made part of this Agreement, subject to terms and provisions herein contained.

## **19. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS**

Consultant hereby represents and warrants to City that it is (a) a duly organized and validly existing nonprofit public benefit corporation, formed and in good standing under the laws of the State of California, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Consultant hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Consultant in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

## **20. COUNTERPARTS AND ELECTRONIC SIGNATURES**

This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Consultant wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any signature that cannot be positively verified by the City as an authentic electronic signature.

Executed as of the day and year first above stated.

**CONSULTANT:**

**CITY OF SANTA ROSA**  
a Municipal Corporation

Name of Firm: **Applied Survey Research, Inc.**

TYPE OF BUSINESS ENTITY (check one):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify:) a Domestic

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Nonprofit Corporation

APPROVED AS TO FORM:

*Signatures of Authorized Persons:*

\_\_\_\_\_  
Office of the City Attorney

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

City of Santa Rosa Business Tax Cert. No.

  N/A   \_\_\_\_\_

Attachments:

Attachment One - Insurance Requirements

Exhibit A - Scope of Services and Compensation

**ATTACHMENT ONE  
INSURANCE REQUIREMENTS FOR  
PROFESSIONAL SERVICES AGREEMENTS**

**A. Insurance Policies:** Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

<b>Insurance</b>	<b>Minimum Coverage Limits</b>	<b>Additional Coverage Requirements</b>
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. <b>Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.</b>
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

**B. Endorsements:**

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
  - a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,
  - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

**C. Verification of Coverage and Certificates of Insurance:** Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

**D. Other Insurance Provisions:**

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

# Santa Rosa Partnership CHOICE Grant Program Evaluation

Scope of Services

Funding Period of July 1, 2024 – December 31, 2026



## Project Approach and Work Schedule

Below we have provided a detailed scope of work for our evaluation services, that includes a schedule of activities and milestones with identified roles, for the funded period of July 1, 2024 through December 31, 2026.

	Estimated Timeline	Roles
<b>Cycle XI Phase 1: Data Collection</b>		
<ul style="list-style-type: none"> <li>• Continue analysis of data on a quarterly basis</li> <li>• Continue to assist City staff with quarterly reporting including creating presentations, dashboard reports and infographics as needed</li> <li>• Facilitate quarterly meetings with CHOICE grantee and City staff, including:                             <ul style="list-style-type: none"> <li>○ Quality control and data entry support for grantees, to ensure high quality data</li> </ul> </li> </ul>	7/2024 – 12/2024	ASR with City Staff and Grantee Partners
<b>Cycle XI Phase 2: Final Evaluation Report</b>		
<p><b>Data Analysis &amp; Report Writing</b></p> <ul style="list-style-type: none"> <li>• Review final aggregate data, final de-identified program level data and narrative information (including ASR added 'how well' measures aimed at target population and coverage of high need areas)</li> <li>• Qualitative and quantitative analysis of all data using the established RBA framework</li> <li>• Complete process and outcome evaluation including analysis of participant data, performance measures, community indicators (i.e. in-person meetings, KIs/FGs with agencies and stakeholders as agreed with City staff*)</li> <li>• Trend analysis of appropriate population/community level data analysis</li> <li>• Compile data into overall percentages and frequencies, code qualitative data, written description of methodology of data collection, including limitations and considerations</li> <li>• Summarize findings and recommendations</li> </ul>	1/2025 – 3/2025	ASR
<b>Cycle XI Final Evaluation Report Completed by: 3/31/2025</b>		
<b>Cycle XII Phase 1: Review and Revise Evaluation Plan</b>		
<p><b>Evaluation Planning *</b></p> <ul style="list-style-type: none"> <li>• Discuss any modification to the evaluation plan from Cycle XI                             <ul style="list-style-type: none"> <li>○ Review existing data collection instruments and develop tools as needed</li> <li>○ Develop process and tools for sharing data with ASR as needed</li> </ul> </li> <li>• Discuss additional data collection needs</li> <li>• Discuss and plan for any needed grantee trainings</li> </ul>	1/2025 - 2/2025	ASR with City Staff

Cycle XII Phase 2: Preliminary Data Review and Analysis		
<b>Review Existing Data, Reports and Plans for Alignment*</b>		
<ul style="list-style-type: none"> <li>• Ensure evaluation alignment with:                             <ul style="list-style-type: none"> <li>○ The Partnership’s 2023-2028 Strategic Plan and Annual Implementation Plans</li> <li>○ Measure O/H Ordinance requirements for youth and gang prevention/intervention services</li> <li>○ Current Santa Rosa City Council Goals</li> <li>○ Other organizations interested in the prevention of youth and gang violence</li> <li>○ Local Initiatives such as the Portrait of Sonoma, Upstream Investments, Cradle to Career, Health Action, and the Juvenile Justice Plan</li> </ul> </li> </ul>	1/2025 – 2/2025	ASR and City Staff
Cycle XII Phase 3: Review and Revise Data Collection Systems		
<ul style="list-style-type: none"> <li>• Facilitate meetings with CHOICE grant funded agencies                             <ul style="list-style-type: none"> <li>○ Develop program specific logic models for newly funded programs, review/revise for previous grantees</li> <li>○ Support grantees (new and previous) with performance measure identification</li> </ul> </li> <li>• Review and revise overall CHOICE grant performance measures and identify alignment between funded programs*</li> </ul>	2/2025 – 3/2025	ASR with City Staff and Grantee Partners
Cycle XII Phase 4: Supporting Data Collection and Ongoing Monitoring (Year 1)		
<ul style="list-style-type: none"> <li>• Analysis of data on a quarterly basis</li> <li>• Assist City staff with quarterly reporting, including creating presentations, dashboard reports and infographics as needed</li> <li>• Facilitate quarterly meetings with CHOICE grantee and City staff, including:                             <ul style="list-style-type: none"> <li>○ Quality control and data entry support for grantees, to ensure high quality data</li> <li>○ Grantee training as identified in XII Phase 1</li> </ul> </li> </ul>	1/2025 – 12/2025	ASR with City Staff and Grantee Partners
Cycle XII Phase 5: End of Year One Report		
<b>Data Analysis &amp; Report Writing</b>		
<ul style="list-style-type: none"> <li>• Review and summarize year one aggregate data, de-identified program level data and narrative information</li> <li>• Qualitative and quantitative analysis of all data using the established RBA framework</li> <li>• Complete year one process and outcome evaluation including analysis of year one participant data, performance measures, community indicators. Compile data into overall percentages and frequencies, code qualitative data, summarize findings</li> </ul>	1/2026 – 3/2026	ASR  <b>Cycle XII End of Year One Report Completed by: 3/31/2026</b>
Cycle XII Phase 6: Supporting Data Collection and Ongoing Monitoring (Year 2)		
<ul style="list-style-type: none"> <li>• Analysis of data on a quarterly basis</li> <li>• Assist City staff with quarterly reporting</li> <li>• Facilitate quarterly meetings with CHOICE grantee and City staff, including:                             <ul style="list-style-type: none"> <li>○ Quality control and data entry support</li> <li>○ Grantee training as identified in XII Phase 1</li> </ul> </li> </ul>	1/2026 – 12/2026	ASR with City Staff and Grantee Partners

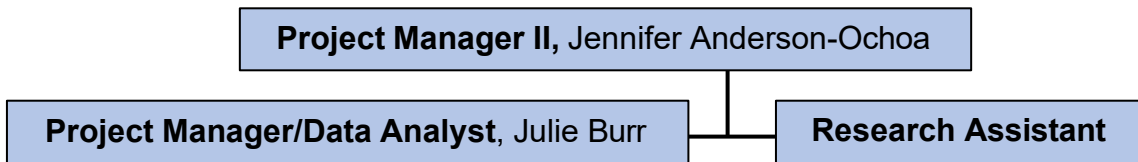
\*Potential key decision points with the Partnership and City personnel.

Cycle XII Phase 7: Final Evaluation Report		
<b>Data Analysis &amp; Report Writing</b> <b>Cycle XII Final Evaluation Report Completed by: 3/31/2027</b> <i>Note: The final evaluation for Cycle XII is outside the timeframe of this contract period, occurring in the subsequent quarter. If the contract is extended, ASR would complete this work.</i>	1/2027 – 3/2027	TBD

**Major Deliverables Timeline**

	JUL-SEP 24	OCT-DEC 24	JAN-MAR 25	APR-JUN 25	JUL-SEP 25	OCT-DEC 25	JAN-MAR 26	APR-JUN 26	JUL-SEP 26	OCT-DEC 26
Grantee Cycle XI ends 12/24										
	Grantee Cycle XII (1/25 - 12/26)									
Evaluation Contract Deliverables (7/24 - 12/26)			Cycle XI Final Eval Report				Cycle XII End of Y1 Report			

**ASR Project Team Organizational Chart**





**Evaluation Budget**

Please provide an estimated budget for a two year *evaluation* beginning July 1, 2024 - December 31, 2026

**A. Personnel Costs**

Description	Cost Year 1	Cost Year 2	Cost Year 3 (6 months)	Total Program
Project Manager	\$ 10,400.00	\$ 10,400.00	\$ 5,200.00	\$ 26,000.00
Data Analyst	\$ 16,900.00	\$ 16,900.00	\$ 8,450.00	\$ 42,250.00
Research Assistant	\$ 5,308.70	\$ 5,308.70	\$ 2,654.35	\$ 13,271.75
Total Salaries	\$ 32,608.70	\$ 32,608.70	\$ 16,304.35	\$ 81,521.75
Fringe	\$ 12,391.30	\$ 12,391.30	\$ 6,195.65	\$ 30,978.25
<b>Total Personnel Costs</b>	<b>\$ 45,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 22,500.00</b>	<b>\$ 112,500.00</b>

**B. Overhead, Operating & Other Costs**

Description	Cost Year 1	Cost Year 2	Cost Year 3 (6 months)	Total Program
Overhead	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 12,500.00
				\$ -
				\$ -
				\$ -
<b>Total Operating Costs</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 2,500.00</b>	<b>\$ 12,500.00</b>

Personnel Costs	\$ 45,000.00	\$ 45,000.00	\$ 22,500.00	\$ 112,500.00
Overhead, Operating and other Costs	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 12,500.00
<b>Total Program Costs</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 125,000.00</b>

### Evaluation Budget Narrative

Please provide an estimated budget for a two year evaluation beginning July 1, 2024 - December 31, 2026

#### A. Personnel Costs

Description	Explanation
<i>Project Manager</i>	2 hrs/week dedicated to overseeing total program productivity and activity implementation. Co-write evaluation plan and annual report. Meet with City staff and grantees as needed. (Weekly time on the project will vary depending on time of year and related deliverables).
<i>Data Analyst</i>	3 hrs/week dedicated to data collection assistance, analyzing program data, and liaising with grantees and City staff. Co-write evaluation plan and annual report and assist City staff and grantees with quarterly reporting. Other duties and meetings as needed and discussed with City staff. (Weekly time on the project will vary depending on time of year and related deliverables).
<i>Research Assistant</i>	1 hr/week dedicated to processing grantee data and assisting with data analysis. (Weekly time on the project will vary, will be concentrated during quarterly reporting periods and annual reporting).

#### B. Overhead, Operating and Other Costs

Description	Explanation
<i>Overhead</i>	Administrative indirect costs