

Memorandum

To : Santa Fe Board of County Commissioners

From : Steve Shepherd
SF County Health & Human Services Division

Date : April 21, 2011

Subject : **Amendment #2 to a Professional Service Agreement between Santa Fe County and United Way of Santa Fe County.**

Issue:

An Amendment to the Professional Service Agreement (PSA) between Santa Fe County and the United Way of Santa Fe County for funding the United Way Project Launch Program needs to be approved to make language changes and increase the budget by \$ 83,519.

Background:

Santa Fe County was asked by the New Mexico Department of Health (NMDOH) to participate in a federal grant for "Project Launch" as the required local partner of the state entity (NMDOH). The grant is used to replicate a program that was developed by the United Way of Santa Fe County in another location in Santa Fe. The program was known as the "Agua Fria Children's Zone Project; it is now known as the Santa Fe Children's Project. Professional Service Agreements were approved by the BCC for federal fiscal years 2009, 2010, 2011 in the amount of \$ 732,674, \$ 733,000, and \$ 733,000 respectively. This Amendment makes changes to the Scope of Work to accommodate the funding increase from NMDOH. The Amendment increases the program budget by \$ 83,519 for available federal carryover funding from federal fiscal year 2010.

This is a federal grant that is expected to continue for one to two more fiscal years in an amount around \$ 733,000, assuming money is available on the federal level.

Recommendation:

Staff recommends that the Santa Fe Board of County Commissioners approve Amendment #2 to this Professional Service Agreement with the United Way of Santa Fe County.

**SANTA FE COUNTY
AMENDMENT NO. 2
TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN SANTA FE COUNTY AND
THE UNITED WAY OF SANTA FE**

THIS AMENDMENT is made and entered into as of this _____ day of _____, 2011, by and between **Santa Fe County**, a political subdivision of the State of New Mexico (hereinafter referred to as "the County") and the United Way of Santa Fe (hereinafter referred to as "Contractor").

WHEREAS, September 29, 2010, the County entered into a Professional Service Agreement (hereinafter "Agreement") with Contractor to provide for services for Project Linking Actions to Unmet Needs in Children's Health (hereafter "Project LAUNCH");

WHEREAS, the not to exceed value and the term of the Agreement are \$733,000 inclusive of gross receipts tax, and a term of September 2010 to September 29, 2011;

WHEREAS, February 28, 2011, by Amendment No. 1 the Agreement was amended to clarify certain provisions of Article 1, Scope of Work;

WHEREAS, Article 17 of the Agreement allows the parties to amend and modify the Agreement by an instrument in writing executed by the parties;

WHEREAS, the parties desire to amend the Agreement by increasing the allocation of funds for certain services to be performed during federal FY 2011;

WHEREAS, the parties also desire to amend the Agreement's Scope of Work;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Article 1, **SCOPE OF WORK** is amended as follows:
 - 1.A. Add the following after the word "support": "including management and oversight of parental advisory council."
 - 1.B. Add the following after the word "each": "with an addition of seven classrooms and teaching staff serving children in grades K-6."
 - 1.C.d. Add as item "vii" the following:
 - vii) Provide two additional home visitors with an additional case load of 17.
 - 1.G. Delete the word "report" and replace it with "plan."

2. Article 2.A. **COMPENSATION AND INVOICING**, is amended by adding the following sentence and showing the budget increases for items: "a. Pre-K Management," "b. Out-of-School Time & Summer Program Management," and "f. Home Visiting Services" as follows:

For federal FY 2011 the County shall pay Contractor at the following cost schedules for services performed:

<u>Service Item</u>	<u>FY 2011 Budget Increase</u>
a. Pre-K Management	\$ 572.00
b. Out-of-School Time & Summer Program Management	\$ 73,222.00
f. Home Visiting Services	\$ 9,725.00

The total amount payable to Contractor under this Agreement shall not exceed \$816,519.00, inclusive of gross receipts tax.

3. All other provisions of the Agreement as amended by Amendment No. 1, not amended or specifically modified by this Amendment No. 2, remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

SANTA FE COUNTY

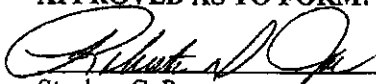
Virginia Vigil, Chair
Santa Fe Board of County Commissioners

Date

ATTEST TO:

Valerie Espinoza, Clerk
Santa Fe County

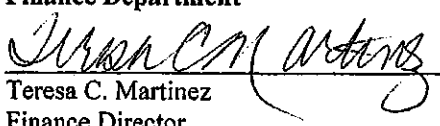
APPROVED AS TO FORM:



Stephen C. Ross
Santa Fe County Attorney

June 1, 2011

Date

Finance Department


Teresa C. Martinez
Finance Director

6/2/2011

Date

United Way of Santa Fe

Date

Agreement No. 2011-0179-HHSD/TRV
Amendment #2

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Finance Department

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Date

United Way of Santa Fe



Katherine Aronson

June 1, 2011

Date