

**Agenda Item No. 8
May 7, 2014 Meeting****DATE:** April 23, 2014**TO:** Children and Families Commission of Orange County**FROM:** Christina Altmayer, Executive Director**SUBJECT:** Approval of Consultant Agreements for FY 2014-15

SUMMARY:

The Children and Families Commission of Orange County's business model and organizational structure relies on technical and project management consultants to help develop and implement strategies established by the Commission. The Commission currently contracts with 24 individuals and firms for consulting services in areas ranging from project management and evaluation to graphic design. The majority of these existing agreements are scheduled to expire on June 30, 2014. Staff developed a Consulting Services Request for Applications (RFA) for ongoing project management, administrative support services, evaluation consultants, and to establish a roster of qualified on-call consultants to provide support on special projects as needed.

The RFA was released and posted on the Commission's website on March 11, 2014. A total of 28 applications were received from individuals and firms interested in providing consulting services to the Commission. A summary of the recommendations for contract approval are set forth below.

DISCUSSION:

The Commission's Business Plan, approved at the April 2014 meeting, identifies the need for consultants in specific areas of technical and management consulting services. Attachment 1 includes terms, contract amounts and descriptions of scopes of work for each consultant recommended for ongoing project management services. On-call/special project consultants will receive funding authorization in amounts not to exceed those noted on Attachment 2 and shall not be guaranteed a maximum payment obligation as actual funding may vary as projects are further refined during contract negotiations and as services are provided throughout the year.

The anticipated total cost for project management in Fiscal Year 2014/15 is estimated to be \$1,125,075 which is approximately three and one-half percent (3.5%) of the total operating budget of \$31,564,003. This amount reflects an increase of \$88,260 from \$1,036,815 in FY 2013/14 (2.8% of total operating budget of \$37,067,597) due to the conversion of Bridges project management from a contract with Orangewood Children's Foundation to a consultant and a reduction in overall Commission operating budget. Of the total amount budgeted for consultant services in FY 2014/15, \$108,075 remains unallocated and has been set aside to address needs as they arise during the coming year (Attachment 2). We will utilize the roster of qualified on-call consultants (Attachment 3) to support program planning, development and evaluation work as needed.

Project Management

Project management consultants provide specialized expertise in health, early education, and operational program areas. Consistent with the model employed by the Commission since its

inception, these consultants provide unique, specialized skills, supplement the Commission's staff, and allow for the Commission to maintain a relatively small full-time staff. The project management consultants are responsible for reviewing program performance throughout the term of the grant, ensuring quality of services, and providing continuous program support and technical assistance based on their programmatic expertise. Six project management consultants are recommended to support the Commission's programs through the next fiscal year, as identified on Attachment 1. There are two additional project management consultants whose agreements were approved for FY 2013/14 but are expected to have funds remaining at the end of their current contract term and will continue providing services in FY 2014/15 through no cost contract extensions. There is an additional project management consultant who received a two year contract term for FY 2013/14 and FY 2014/15 consistent with the 2-year grant period for the Child Signature Program funded by First 5 California.

Five on-call/special project consultants recommended for funding in FY 2014/15 are presented in Attachment 2. Projects include providing program planning, training, curriculum development, researching and recommending program structure changes, technical assistance focusing on sustainability issues, and monitoring catalytic investments.

Evaluation

Proposition 10 requires each County Commission have a plan that describes the goals and objectives to be achieved; the programs, services and projects to be provided; and how measurable outcomes of programs, services, and projects will be determined using appropriate and reliable indicators. To address this mandate, the Commission's Performance Outcome Measurement System (POMS) Team measures progress toward achievement of the goals and objectives in the Commission's Strategic Plan. The Commission's FY 2014/15 POMS work plan is presented for approval as Agenda Item 6. The Evaluation consultants included in Attachments 1 and 2 will support implementation of the POMS work plan.

Administrative Support Services Consultants

There are four administrative support services consultants who support Commission staff by maximizing fiscal leveraging opportunities, managing grantee compliance/risk assessment programs, and fund development, as set forth in Attachment 1.

- The Fiscal Leveraging consultant works in partnership with the County of Orange Health Care Agency to ensure project eligibility and compliance with leveraging program requirements such as County-Based Medi-Cal Administrative Activities, Targeted Case Management, and Early and Periodic Screening Diagnosis and Treatment.
- The Contract Compliance consultant ensures that grantees are in compliance with their Commission contracts and documentation requirements. The consultant conducts routine site visits to review program operations, data reporting, service documentation, staff education and experience. Best practices, internal controls, policies and procedures, and matching fund program certifications are also reviewed.
- The Risk Assessment consultant ensures that proper precautions and procedures are in place to safeguard the programs. The consultant conducts site visits and compliance audits for a more intensive review of program operations, compliance with regulatory requirements, evaluation reporting, training, employee background checks, and other factors influencing the stability and safety of the programs.

- The Fund Development consultant will provide support for the Commission's efforts in pursuing sustainability strategies and pursuing grant opportunities as identified in the FY 2014/15 Business Plan approved in April 2014. This includes development of grant applications, program budgets, case statements, and cultivating a list of potential corporate funders, foundations, and government grants.

There are four additional on-call/special project consultants recommended for funding in FY 2014/15 to provide services related to special projects in the areas of Strategic Communications and Graphic Design, as set forth in Attachment 2.

Roster of On-Call/Special Project Consultants

Attachment 3 provides a roster of qualified on-call applicants from which the Commission may draw upon for additional consulting services throughout the year as needs arise. It is anticipated that such additional projects will be limited in scope and within the Executive Director's authority for new agreements. Staff will return to the Commission for approval of any projects which exceed the Executive Director's authority. The set aside amount of \$108,075 identified in Attachment 2 will be utilized for any additional on-call/special project consulting services in FY 2014/15. Qualifying applicants to be placed on this roster does not obligate the Commission to utilize their services and no commitment is made to issue contracts to them or engage their services in any way.

Implementing Actions and Next Steps

Based on Commission action, staff will work with consultants recommended for funding to execute agreements effective July 1, 2014 for a one year term. Pursuant to the RFA, consultant contracts will be eligible for renewal of up to three additional one year terms, subject to annual review of the consultant's performance, budgetary considerations, and Commission approval. All consultant agreements will include a requirement to disclose any potential conflicts of interest and provide assurances that the consultant will refrain from actions giving rise to potential conflicts of interest, consistent with the updated Consultant Agreement boilerplate approved by the Commission in December 2013.

STRATEGIC PLAN & FISCAL SUMMARY:

The proposed action has been specifically reviewed in relation to the Commission's Strategic Plan and is consistent with the Commission's goals. The total funding amount of up to \$1,449,075 for consultant agreements from July 1, 2014 to June 30, 2015, is included in the FY 2014/15 budget within the related categories.

PRIOR COMMISSION ACTIONS:

- April 2014 – Adopted FY 2014/15 Commission Budget and Business Plan
- December 2013 – Approved updated standard form agreements

RECOMMENDED ACTIONS:

1. Adopt resolution (Attachment 4) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements, or Amendments to existing Agreements at Executive Director's sole discretion, with designated individuals and/or

organizations to provide project management, evaluation, and administrative support consulting services for the terms, in the amounts, and on the conditions as specified in Attachment 1.

2. Adopt resolution (Attachment 5) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements, or Amendments to existing Agreements at Executive Director's sole discretion, with designated individuals and/or organizations to provide on-call/special project consulting services for the terms, in the amounts not to exceed, and on the conditions as specified in Attachment 2.

ATTACHMENTS:

1. Consultant Term Sheet for Project Management, Evaluation, and Administrative Support Services
2. Consultant Term Sheet for On-Call/Special Projects
3. Roster of Qualified On-Call/Special Project Consultants
4. Resolution for Project Management, Evaluation, and Administrative Support Services
5. Resolution for On-Call/Special Projects

Contact: Susie Kim

**CONSULTANT RECOMMENDATIONS FOR
PROJECT MANAGEMENT**

| Project Management | Contract Number | Consultant | Term | FY 14/15 Funding | Comments |
|---|------------------------|--|-------------------|-----------------------------------|---|
| Bridges Maternal Child Health Network | C-297 | Jacqueline Tran | 07/01/14-06/30/15 | \$43,000 | Responsible for representing the Bridges Maternal Child Health Network on countywide planning bodies and integration of program services among partners such as high birth hospitals, community based service providers, and public health nursing. This consultant will support program evaluation and practice improvement including, technical assistance, oversight of training, and development of best practices and curricula for service providers. |
| Bridges Maternal Child Health Network and Homeless Prevention | C-298 | Margarita McCullough | 07/01/14-06/30/15 | Bridges \$64,000 | Responsible for program oversight, monitoring of data compliance, and identifying any program improvement/corrective action plans for Bridges and Homeless Prevention agreements. |
| | | | | Homeless \$20,000 | |
| School Readiness Nursing and Community Health Centers | C-299 | Dian Milton | 07/01/14-06/30/15 | School Nursing \$62,000 | Responsible for program oversight, monitoring of data compliance and identifying any program improvement/corrective action plans for school readiness nursing and clinical services, including community clinics and community developmental programs. |
| | | | | Community Health Centers \$10,000 | |
| Early Learning | C-300 | Lisa Burke | 07/01/14-06/30/15 | \$32,000 | Responsible for program oversight, monitoring of data compliance and identifying any program improvement/corrective action plans for early learning programs. Responsible for providing technical assistance for early learning programs, including business planning for sustainability, and monitoring catalytic investments in early literacy and math programs. |
| Early Learning | C-301 | Cinda Muckenthaler (Muckenthaler & Associates, Inc.) | 07/01/14-06/30/15 | \$125,000 | Responsible for program oversight, monitoring of data compliance and identifying any program improvement/corrective action plans for school district early learning |

**CONSULTANT RECOMMENDATIONS FOR
PROJECT MANAGEMENT**

| Project Management | Contract Number | Consultant | Term | FY 14/15 Funding | Comments |
|--|------------------------|--|-------------------|---|---|
| | | | | | programs. Will work closely with school districts on sustainability plans and developing long-term funding strategies. |
| Early Learning Quality Improvement Programs, Evaluation, Pediatric Health Services and Developmental Screening | C-291 | Jennifer Burrell (Knowledge, Knowledge Ideas Dedication & Solutions, Inc.) | 07/01/14-06/30/15 | Child Signature Program* \$100,000 | Responsible for program oversight, monitoring of data compliance and service coordination of the Child Signature Program. |
| | | | | Evaluation \$15,000 | Responsible for implementation of the Early Developmental Index for the Child Signature Program participating agencies. |
| | | | | Pediatric Health Services/ Developmental Screening \$12,000 | Responsible for program oversight, monitoring of data compliance and identifying any program improvement/corrective action plans for pediatric health services early developmental programs and developmental screenings. |

| Evaluation | Contract Number | Consultant | Term | FY 14/15 Funding | Comments |
|-------------------|------------------------|---|-------------------|-------------------------|---|
| Evaluation | C-302 | Limor Zimskind (Limor Consulting, Inc.) | 07/01/14-06/30/15 | \$54,000 | Responsible for implementation of the Early Developmental Index for school districts. |

| Administrative Support Services | Contract Number | Consultant | Term | FY 14/15 Funding | Comments |
|--|------------------------|-------------------|-------------------|-------------------------|---|
| Fiscal Leveraging | C-303 | Laura Massena | 07/01/14-06/30/15 | \$45,000 | Responsible for coordination of fiscal leveraging efforts related to County-Based Medi-Cal Administrative Activities, Targeted Case Management, and Early and Periodic Screening Diagnosis and Treatment. |

**CONSULTANT RECOMMENDATIONS FOR
PROJECT MANAGEMENT**

| Administrative Support Services | Contract Number | Consultant | Term | FY 14/15 Funding | Comments |
|--|------------------------|--|-------------------|-------------------------|--|
| Contract Compliance | C-304 | Barbara J. Oliver | 07/01/14-06/30/15 | \$50,000 | Responsible for conducting site visits to ensure grantee compliance with contract terms, including appropriate service documentation and data reporting. |
| Risk Assessment / Compliance | C-305 | Sherry Johnstone (Johnstone Consulting, Inc.) | 07/01/14-06/30/15 | \$84,000 | Responsible for performing risk assessments and compliance audits of programs requiring more intensive compliance reviews. |
| Fund Development | C-306 | Anne Olin (The Olin Group, Inc.) | 07/01/14-06/30/15 | \$125,000 | Responsible for development of grant proposals and identifying grant opportunities for the Commission. |

** Child Signature Program is a grant funded by First 5 California and the Commission receives reimbursement for these expenditures.*

CONSULTANT RECOMMENDATIONS FOR ON-CALL / SPECIAL PROJECTS

| Program Areas | Contract Number | Consultant | Term | FY 14/15 Funding Not to Exceed | Comments |
|---|-----------------|--|-------------------|--------------------------------------|--|
| Developmental Screening | C-307 | Deena Margolis (Focali Consulting, LLC) | 07/01/14-06/30/15 | \$25,000 | Responsible for reconvening the Developmental Pathways planning group to develop recommendations specific to systematic approaches to developmental screenings, linkages to follow up services, cost-reduction strategies, and system changes. |
| Bridges Maternal Child Health Network | C-308 | Gretchen Weisenburger (Weisenburger, Inc.) | 07/01/14-06/30/15 | \$20,000 | Responsible for special projects related to best practices, training, technical assistance, and curriculum development. |
| Bridges Maternal Child Health Network | C-309 | Dena Rubin | 07/01/14-06/30/15 | \$25,000 | Responsible for researching and developing recommendations for a permanent structure for the Bridges Maternal Child Health Network. |
| Community Health Centers | C-310 | Curt Degenfelder (Curt Degenfelder Consulting, Inc.) | 07/01/14-06/30/15 | \$75,000 | Responsible for providing technical assistance focused on sustainability to clinics that received catalytic investments. |
| Evaluation | C-311 | Kari Parsons (Parsons Consulting, Inc.) | 07/01/14-06/30/15 | \$5,000 | Responsible for developing quarterly and annual evaluation reports. |
| Evaluation and Strategic Communications | C-300 | Lisa Burke (Burke Consulting) | 07/01/14-06/30/15 | Evaluation \$10,000 | Responsible for developing quarterly and annual evaluation reports related to early learning programs. |
| | | | | Strategic Communications \$25,000 | Responsible for providing support for strategic communications special projects. |

CONSULTANT RECOMMENDATIONS FOR ON-CALL / SPECIAL PROJECTS

| Program Areas | Contract Number | Consultant | Term | FY 14/15 Funding Not to Exceed | Comments |
|--|-----------------|--|-------------------|--------------------------------|--|
| Early Learning Quality Improvement Programs and Evaluation | C-302 | Limor Zimskind (Limor Consulting, Inc.) | 07/01/14-06/30/15 | CARES Plus* | Responsible for evaluation of CARES Plus program. |
| | | | | Child Signature Program* | Responsible for evaluation of Child Signature Program. |
| | | | | Evaluation \$40,000 | Responsible for evaluation special project services on an as needed basis related to implementing the POMS FY 2014/15 Work Plan such as initiative specific evaluations, program specific evaluations, external evaluation, best practices, and other data analysis. |
| Strategic Communications | C-312 | Kathleen Freed (Cornerstone Communications) | 07/01/14-06/30/15 | \$50,000 | Responsible for managing the Commission's website and social media sites, coordinating content and updates, and assisting in the development and execution of the Commission's communications strategy. |
| Graphic Design | C-313 | Mark Mendoza (AdGyld) | 07/01/14-06/30/15 | \$20,000 | Combined budget of \$20,000 for all graphic design services. |
| | C-314 | Luis Alvarado (Luis Alvarado Design) | | | |
| Set Aside | Various | Various | 07/01/14-06/30/15 | \$108,075 | Unallocated funding within the FY 14/15 budget for additional on-call/special project consulting services as needed throughout the year. Funding will be allocated for specific projects under the Executive Director's authority. |

* CARES Plus and Child Signature Program are grants funded by First 5 California and the Commission receives reimbursement for these expenditures.

ROSTER OF QUALIFIED ON-CALL CONSULTANTS FOR SPECIAL PROJECTS

| Subject Matter Expertise (Pediatric Health Services, Development Screening, Bridges Maternal Child Health Network, Community Health Services, School Readiness Nursing, Homeless Prevention, Early Learning, and Early Learning Quality Improvement Programs) | |
|---|--|
| <ul style="list-style-type: none"> • Ames & Associates • Burke Consulting (Lisa Burke) • Curt Degenfelder Consulting, Inc. • Deba Rubin • Dian Milton • Focali Consulting, LLC (Deena Margolis) • Forman Consulting (Susan Forman) • HMWC CPAs and Business Advisors (Debra Beauregard) • Knowledge, Ideas, Dedication, and Solutions, Inc. (Jennifer Burrell) | <ul style="list-style-type: none"> • Laura Massena • Marc R. Thibault • Margarita McCullough • My Team Effort (Cindy Miller) • NP Strategies (Rebecca Alvarez) • Parsons Consulting (Kari Parsons) • Sandy Peffer Stone • The Olin Group (Anne Olin) • Weisenburger, Inc. (Gretchen Weisenburger) |
| Evaluation | |
| <ul style="list-style-type: none"> • Burke Consulting (Lisa Burke) • Dian Milton • Focali Consulting, LLC (Deena Margolis) • Forman Consulting (Susan Forman) • HMWC CPAs and Business Advisors (Debra Beauregard) | <ul style="list-style-type: none"> • Jacqueline Tran • Limor Consulting (Limor Zimskind) • My Team Effort (Cindy Miller) • Parsons Consulting (Kari Parsons) • The Olin Group (Anne Olin) |
| Administrative Support Services (Fiscal Leveraging, Contract Compliance/Risk Assessment, Strategic Communications, Graphic Design, Contract Development, and Fund Development) | |
| <ul style="list-style-type: none"> • AdGyld • Ames & Associates • Anila Neumeister • Burke Consulting (Lisa Burke) • Cornerstone Communications (Kathleen Freed) • Focali Consulting, LLC (Deena Margolis) • HMWC CPAs and Business Advisors (Debra Beauregard) | <ul style="list-style-type: none"> • Johnstone Consulting (Sherry Johnstone) • Laura Massena • Luis Alvarado Design • M.H.M & Associates • Muckenthaler & Associates, Inc. (Cinda Muckenthaler) • Sandy Peffer Stone • The Olin Group (Anne Olin) |

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-14-C&FC

May 7, 2014

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE NEW AGREEMENTS, OR AMENDMENTS TO CURRENT AGREEMENTS AT THE EXECUTIVE DIRECTOR'S SOLE DISCRETION, WITH DESIGNATED INDIVIDUALS AND/OR ORGANIZATIONS TO PROVIDE CONSULTING SERVICES FOR PROJECT MANAGEMENT, EVALUATION AND ADMINISTRATIVE SUPPORT SERVICES; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENTS AND/OR AMENDMENTS TO AGREEMENTS ON BEHALF OF THE COMMISSION

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the "Act") implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County ("Commission"); and

WHEREAS, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County's children prenatal to five years of age as codified in the Act; and

WHEREAS, the Executive Director and Commission Counsel have prepared a standard Master Agreement for Services ("Master Agreement"), which was approved by the Commission; and

WHEREAS, the Commission desires to enter New Agreements, or Amendments to Current Agreements at the Executive Director's sole discretion, with each of the individuals and/or organizations, hereinafter referred to as the "Consultant" in each of the Agreements or Amendments to Agreements identified in the staff report for the May 7, 2014 Commission meeting to provide Consulting Services for Project Management, Evaluation and Administrative Support Services for the terms and in the amounts and on the conditions as described in Attachment 1 therein; and

WHEREAS, each Consultant desires to enter into the applicable Agreements, or Amendments to Agreements in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Agreements; and

WHEREAS, Commission has reviewed the staff report for the May 7, 2014 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreements, or Amendments to Agreements, are in furtherance of and consistent with the Commission's Strategic Plan; and

WHEREAS, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreements, or Amendments to Agreements with each of the Consultants, for the terms and in the amounts and on the conditions as specified in Attachment 1 to the May 7, 2014 staff report for this Agenda Item; and

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 Commission authorizes the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements, or Amendments to Agreements, with each of the Consultants as described in Attachment 1 to the May 7, 2014 staff report for this Agenda Item to provide Consulting Services for Project Management, Evaluation and Administrative Support Services for the terms and in the amounts and on the conditions, consistent with the May 7, 2014 staff report and scope of services referenced therein; and

Section 3 The form of any New Agreements with the Consultants, for the terms and in the amounts specified in Attachment 1 to the May 7, 2014 staff report for this Agenda Item shall be substantially similar to the form of the standard Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee and Commission Counsel. The approval by the Executive Director or designee of the New Agreements, and/or Amendments to Existing Agreements shall be conclusively evidenced by the execution of such Agreements by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the New Agreements, or Amendments to Existing Agreements at the Executive Director's sole discretion, with each of the Consultants as described in Attachment 1 to the May 7, 2014 staff report for this Agenda Item to provide Consulting Services for Project Management, Evaluation and Administrative Support Services for the terms and in the amounts and on the conditions as specified in the May 7, 2014 staff report for this Agenda Item.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the New Agreements and/or Amendments to Current Agreements on behalf of the Commission.

Section 6 A copy of each final New Agreement and/or Amendment to Existing Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. Each final executed Agreement or Amendment shall be placed on file in the office of the Clerk of the Commission.

Section 7 In addition to the authorization of Section 2 above, the Executive Director, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreement(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

Section 8 The Clerk of the Commission shall certify to the adoption of this Resolution.

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy(ies) of final executed New Agreements and/or Amendments to Existing Agreements)

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-14-C&FC

May 7, 2014

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE NEW AGREEMENTS, OR AMENDMENTS TO CURRENT AGREEMENTS AT THE EXECUTIVE DIRECTOR'S SOLE DISCRETION, WITH DESIGNATED INDIVIDUALS AND/OR ORGANIZATIONS TO PROVIDE ON-CALL/SPECIAL PROJECT CONSULTING SERVICES; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENTS AND/OR AMENDMENTS TO AGREEMENTS ON BEHALF OF THE COMMISSION

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the "Act") implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County ("Commission"); and

WHEREAS, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County's children prenatal to five years of age as codified in the Act; and

WHEREAS, the Executive Director and Commission Counsel have prepared a standard Master Agreement for Services ("Master Agreement"), which was approved by the Commission; and

WHEREAS, the Commission desires to enter New Agreements, or Amendments to Current Agreements at the Executive Director's sole discretion, with each of the individuals and/or organizations, hereinafter referred to as the "Consultant" in each of the Agreements or Amendments to Agreements identified in the staff report for the May 7, 2014 Commission meeting to provide On-Call/Special Project Consulting Services for the terms and in the amounts not to exceed and on the conditions as described in Attachment 2 therein; and

WHEREAS, each Consultant desires to enter into the applicable Agreements, or Amendments to Agreements in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Agreements; and

WHEREAS, Commission has reviewed the staff report for the May 7, 2014 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreements, or Amendments to Agreements, are in furtherance of and consistent with the Commission's Strategic Plan; and

WHEREAS, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreements, or Amendments to Agreements with each of the Consultants, for the

terms and in the amounts not to exceed and on the conditions as specified in Attachment 2 to the May 7, 2014 staff report for this Agenda Item; and

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 Commission authorizes the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements, or Amendments to Agreements, with each of the Consultants as described in Attachment 2 to the May 7, 2014 staff report for this Agenda Item to provide On-Call/Special Project Consulting Services for the terms and in the amounts not to exceed and on the conditions, consistent with the May 7, 2014 staff report and scope of services referenced therein; and

Section 3 The form of any New Agreements with the Consultants, for the terms and in the amounts not to exceed specified in Attachment 2 to the May 7, 2014 staff report for this Agenda Item shall be substantially similar to the form of the standard Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee and Commission Counsel. The approval by the Executive Director or designee of the New Agreements, and/or Amendments to Existing Agreements shall be conclusively evidenced by the execution of such Agreements by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the New Agreements, or Amendments to Existing Agreements at the Executive Director's sole discretion, with each of the Consultants as described in Attachment 2 to the May 7, 2014 staff report for this Agenda Item to provide On-Call/Special Project Consulting Services for the terms and in the amounts not to exceed and on the conditions as specified in the May 7, 2014 staff report for this Agenda Item.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the New Agreements and/or Amendments to Current Agreements on behalf of the Commission.

Section 6 A copy of each final New Agreement and/or Amendment to Existing Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. Each final executed Agreement or Amendment shall be placed on file in the office of the Clerk of the Commission.

Section 7 In addition to the authorization of Section 2 above, the Executive Director, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreement(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

Section 8 The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on May 7, 2014 to wit:

AYES Commissioners: _____

NOES: Commissioner(s): _____

EXCUSED: Commissioner(s): _____

ABSTAINED: Commissioner(s) _____

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, SUSAN NOVAK, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

IN WITNESS WHEREOF, I have hereto set my hand and seal.

SUSAN NOVAK
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-14-C&FC

Agenda Date: May 7, 2014

Item No. __



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

SUSAN NOVAK, Clerk of the Commission

By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy(ies) of final executed New Agreements and/or Amendments to Existing Agreements)