

SECTION V: CONTRACT SPECIFICS

A. SERVICE DESCRIPTION

1. Mountain View Whisman School District (Contractor) has selected two feeder schools, Castro Elementary School and Graham Middle School, to participate in the School Linked Services (SLS) Demonstration Hub project. Feeder schools are schools where students move from one designated school to another upon graduation. SLS Coordinator at each feeder school will partner (e.g., meet monthly and participate in each other's Campus Collaborative) to ensure continuity of services among students and families. Students that graduate from Castro Elementary School will enroll and attend Graham Middle School.
2. For the SLS Demonstration Hub project, Contractor shall hire and supervise two (2) SLS Coordinators. There shall be one SLS Coordinator at each of the two identified feeder school, according to the Santa Clara County SLS Strategic Plan (<http://www.sccgov.org/sls>).
3. For the Mental Health Services Act (MHSA) funded SLS Coordination, Contractor shall hire and supervise a district-wide SLS Coordinator according to the Santa Clara County SLS Strategic Plan.
4. The SLS Coordinators shall have the sole job function of an SLS coordinator and will not have a split job function with another position.
5. The SLS Coordinators shall foster community partnership and coordinator linkage of community services and resources among students and families; plan, implement, and evaluate family engagement events and projects; and plan and facilitate the Campus Collaborative. Specifically, the SLS Coordinators will perform the following tasks:
 - a. Community Partnership and Service Coordination
 - i. Build and maintain strong collaboration and communication with school officials, program directors, service providers, families, community agencies, and other stakeholders.
 - ii. Act as primary liaison through effective communication and partnership between the BHSD, schools/districts, and community agencies/organizations to support the needs of students and their families through activities such as educational events, consultations, and coordination of resources.
 - iii. Coordinate and implement the SLS infrastructure for referrals and provision of case management and counseling services, and serve as initial contact at school/district for referrals to community services and resources among families.
 - iv. Provide comprehensive service coordination, including triaging and needs assessment, service planning, referral, and monitoring for students and their families so that they are linked to the appropriate services by utilizing a variety of engagement strategies including individual and family meetings, and home visits.
 - v. Develop and maintain service inventory (e.g., services provided at school sites) to assist students and families with linkage to community resources.

- b. Family Engagement
 - i. Plan, implement, and evaluate family engagement events, workshops, and projects at schools that are in alignment with the SLS goals and outcomes. Family engagement plans should be based on the needs of each school, and informed by input from students, families, and the Campus Collaborative group.
 - ii. SLS Coordinator should partner with the Campus Collaborative members to implement events and projects (e.g., delegate tasks and responsibilities).
 - c. Campus Collaborative
 - i. Develop, manage, and facilitate the Campus Collaborative to actively engage school personnel, students, family members, caregivers, service providers, community members, and stakeholders.
 - ii. During the Campus Collaborative, gather input from group members to inform the plans (e.g., implementation and evaluation plans) of family engagement events and projects.
 - iii. Follow school district protocol and procedure to address crisis situation and assist in connecting students to appropriate services.
 - iv. Assist in addressing school climate and safety needs; support training needs of teachers and school staff in the areas of school climate, safety, and health.
 - v. For the SLS Demonstration Hub project, SLS Coordinators at each feeder school will attend each other's Campus Collaborative to assist the planning of family engagement events, as needed, and help plan and implement the events through a true partnership.
 - d. Data Collection
 - i. Gather and track services provided to students and families, and develop and submit monthly and quarterly reports to the BHSD.
 - e. Systems Integration
 - i. Integrate SLS initiative with current school (district) systems (e.g., Positive Behavioral Intervention Support, Multi-Tiered Systems of Support).
6. Contractor shall complete an SLS Action Plan within the first month of contract execution relative to the aforementioned items: service coordination, Family engagement, and campus collaborative, etc. The plan should be completed on a template provided by the BHSD.
7. Perform other duties as assigned by the BHSD.

B. DELIVERABLES AND MILESTONES

- 1. Contractor shall hire three (3) SLS Coordinators to the equivalent of 2.4 FTE with the following qualifications:
 - a. Education: B.A. or B.S. Degree in social work, counseling, or health related fields and a minimum of two years working with children or adolescents.
 - b. Experience working in a school-based or community-based program is preferred.
 - c. Experience working effectively with a multi-cultural community, and with service agencies and organizations.
- 2. Contractor shall give preference to candidates for the SLS Coordinator positions with the following qualifications:
 - a. Knowledge of and experience in behavioral management and strategies.

- b. Knowledge of and experience in computer applications, such as Word, Excel, PowerPoint, and Outlook.
 - c. Knowledge of and experience in computer software, such as Windows and Acrobat, and a working knowledge of data entry.
 - d. Ability to gather, maintain, analyze, and interpret large scale assessment and program evaluation data.
 - e. Ability to communicate effectively in both oral and written forms.
 - f. Ability to follow and understand oral and written instructions and pay close attention to details.
 - g. Ability to organize work, set priorities, meet deadlines, follow up on assignments, and perform multiple tasks with accuracy.
3. Contractor shall require SLS Coordinators to obtain the following clearances before working with students:
 - a. Tuberculosis Clearance
 - b. Fingerprint/Criminal Justice Clearance
 - c. Other clearances, as required by the School District
 4. Contractor shall monitor the SLS Coordinators' performance.
 5. Contractor shall meet with the BHSD at least once a quarter to review the SLS Coordinators' activities and verify that tasks described in this contract are being performed satisfactorily.
 6. SLS Coordinator shall complete duties and responsibilities described in Section V.A.5.
 7. SLS Coordinator shall provide ongoing written updates to the BHSD on professional activities, specifically in facilitating relationships between schools and service providers.
 8. Contractor shall provide the BHSD with quarterly reports assessing the following factors:
 - a. SLS Coordinators' performance of the duties as detailed in this Agreement.
 - b. Adherence to the guidelines of the SLS Strategic Plan and Measure A.
 - c. Labor distribution, a breakdown of the number of hours spent performing the following service types (**Exhibit 2**):
 - i. Service coordination and collaborative development
 - ii. Administrative duties and data collection
 - iii. Training
 - d. For SLS Demonstration Hub project, Contractor will submit Quarterly Progress Status Reports as designated by the Measure A Evaluation Network (**Exhibit 7**). Quarterly Progress Status Report due dates will be specified by the Measure A Evaluation Network.
 9. Contractor shall develop and sustain partnership with the community Family Resource Centers (FRCs) and refer families to FRCs for resources and services as appropriate.

C. PERFORMANCE STANDARDS

1. For the SLS Demonstration Hub project, Contractor will implement and evaluate all the elements listed in the SLS Elements of Parent and Family Engagement (**Exhibit 6**) in their family engagement activities. These elements include:
 - a. Convene a Campus Collaborative;
 - b. Family Engagement Must be Systemic and Integrated into School;
 - c. Work in Partnership with Parents/Caregivers and Families;
 - d. Communication with Parents and Families;
 - e. Strong Leadership;
 - f. Supporting Parent and Family Advocacy and Leadership Development; and
 - g. Visibility.
2. For the SLS Demonstration Hub project, Contractor will use strategies for the parent engagement activities as described in the SLS Elements of Parent and Family Engagement (**Exhibit 6**), and as outlined in the SLS Action Plan. Funding strictly covers expenditures for parent and family engagement strategies. Strategies such as child supervision and food purchase must not exceed 6% of the Parent Engagement budget. Expenditures for child supervision and food purchases will only be approved if directly connected to family and parent engagement activities.
3. For the SLS Demonstration Hub project, the SLS Coordinators from each feeder model school shall meet at least on a monthly basis to ensure services are transitioned smoothly among students and families transferring from one feeder school to the other, and plan and implement joint family engagement events and program as appropriate.
4. SLS Coordinators shall be supervised by a District Administrator (e.g., Director of Student Services). The SLS Coordinators and District Administrator shall meet regularly to discuss progress, budget expenditures, and fidelity to feeder model (e.g., Coordinator partnership between schools and continuity of services for transferring students).
5. BHSD staff shall monitor and evaluate all deliverables, milestones, reports, and performance standards to ensure Contractor hires SLS Coordinators that meet the performance standards pursuant to this Agreement. SLS Coordinators shall provide services in alignment with SLS Strategic Plan.
6. Contractor shall ensure that the SLS Coordinators attend all SLS Coordinator meetings and trainings to support coordinator duties on a schedule established by the BHSD. These meetings may include participation in Reflective Practice.
7. Contractor agrees to abide by all federal and state laws governing the confidentiality of health and mental health records including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. parts 160 and 164, and implementing regulations, Health information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. No. 111-5 (Feb. 17, 2009), California Welfare & Institutions Code section 5328, and California Civil code section 56.10, et seq.

8. Contractor will maintain confidentiality of medical and psychiatric records of clients as required by law, including, but not limited to:
 - a. California Welfare and Institutions Code section 5328 et seq.; and
 - b. California Evidence Code section 1010 et seq.

9. The County Contract Monitor and Contractor shall meet quarterly to review contract deliverables and collaboratively assess the progress of the program to determine if any changes are necessary for implementation in the upcoming fiscal year. It is stipulated that when a Contractor's program operation falls below the standard stated in the contract a progression of steps shall be implemented to assist in resolving the issue(s). These steps include:
 - a. The Contract Monitor shall send a letter alerting Contractor that the program is operating below contract standards and listing some possible corrective measures;
 - b. The Contract Monitor shall schedule a meeting with Contractor to develop a Corrective Plan of Action;
 - c. A formal group meeting shall be convened between County representatives Contractor to determine next steps to be taken to assist Contractor in meeting contractual commitments; and
 - d. Recurring compliance issues with Contractor that remain unresolved during the fiscal year may be referred by the Contract Monitor to the BHSD's Compliance and Privacy Manager for further review and possible actions.

10. Contractor will maintain all records related to services provided pursuant to this Agreement as required by federal, state, and local laws and regulations, and at a minimum for the duration of this Agreement through the applicable retentions period. Contractor understands and agrees that the County has the right to audit the foregoing records and will supply copies of any records related to this Agreement to the County, at Contractor's expense. Contractor will provide any copies requested by the County within 10 business days.

11. Contractor agrees that the County is providing funding for non-religious purposes and that County funding may only be used for such purposes. Contractor is prohibited from providing or failing to provide agreed-upon services under this agreement based upon religious affiliation.

12. MHSA and SLS Demonstration Hub Program Goals and Outcomes
 - a. The County's MHSA SLS Coordinators are funded under the Prevention and Early Intervention (PEI) component of the MHSA. The Contractor shall implement the MHSA SLS Coordination in accordance with California Code of Regulations (CCR) Title 9, Division 1, Chapter 14, Article 6.
 - b. The County's MHSA SLS Coordination and the SLS Demonstration Hub project goals are listed below. Contractor shall ensure program goals are achieved and be able to demonstrate outcomes achieved through data collection and reporting.
 - i. Reduction of Stigma and Discrimination
 - ii. Reduction of Disparities in Access to Mental Health Services
 - iii. Reduction of Psycho-Social Impact of Trauma

- iv. Prevention and Early Intervention of At-Risk Children, Youth, and Young Adult Populations experiencing onset of serious Psychiatric Illness
- v. Reduction and Prevention of Suicide Risk
- vi. Increase Student Attendance in School
- vii. Increase Social and Emotional Competency in Youth
- viii. Increase Parent Engagement with School Personnel
- c. Objectives
 - i. Engage underserved children, youth, and families who have not benefited from traditional outpatient mental health services due to complex risk factors including substance abuse, community violence, interpersonal family violence, general neglect, and exposure to trauma;
 - ii. Increase school engagement, attendance, and achievement;
 - iii. Prevent/decrease juvenile justice involvement;
 - iv. Prevent/decrease child welfare involvement;
 - v. Positive family engagement in and experience of care; and
 - vi. Increase and strengthen natural support systems for children, youth, and families.
- d. Key Outcomes
 - i. Process Measures
 - Contractor shall meet staffing requirements as specified in this Agreement.
 - ii. The County will work with Contractor to establish the following target benchmarks:
 - 1) Improve access to services;
 - 2) Positive experience of service;
 - 3) Demonstration site schools will see a decrease in truancy rates over the duration of the program;
 - 4) Demonstration site schools will see a reduction in the number of school referrals to the school administration for social and behavioral problems;
 - 5) Demonstration site schools will see an increase in social and emotional resiliency in youth;
 - 6) Improved academic performance;
 - 7) Parents will express high level of engagement working in partnership with teachers and administration, aimed at the educational attainment of their child; and
 - 8) School personnel will express a high level of engagement working in partnership with parents.
 - iii. Family Engagement program outcomes include:
 - 1) Connectedness to school;
 - 2) Connectedness to their child;
 - 3) Health/well-being;
 - 4) Improved academic performance;
 - 5) Improved attendance;
 - 6) Involvement with the child's education; and
 - 7) Positive school climate/safety.

e. Measure Method

The County will work with the Contractor to establish outcome measurement methods for the outcomes to be achieved as specified in this Agreement. Methods may include the following data reporting collection of:

- 1) SLS data collection (**provided by the BHSD**)
Due: January, April, July, and October
- 2) Monthly labor distribution (**Exhibit 2**)
Due: January, February, March, April, May, June, July, August, September, October, November, and December.
- 3) Quarterly Reports (**Exhibit 3**)
Due: January, April, July, and October
- 4) Service Inventory (**Exhibit 4**)
Due: Annually in October
- 5) Measure A quarterly progress reports and other documents as defined by the Measure A Evaluation Network (**Exhibit 7**). Quarterly Progress Status Report due dates will be specified by the Measure A Evaluation Network.

D. PAYMENT SCHEDULE

1. Contractor shall allocate and spend funds according to **Exhibit B1(d)**.
2. Contractor shall submit **monthly invoices** to the Contract Monitor for costs incurred under this Agreement.
 - a. District employees with benefits: If an SLS Coordinator is a district staff, the position may be salaried.
 - b. Contracted positions: If an SLS Coordinator is a contracted staff, the BHSD funding (e.g., Measure A) should be used to reimburse for only times worked and not for vacation or sick leave. Districts are responsible to develop hourly wage amount and maximum hours per year for the contracted staff, based on the approved funding amount. The SLS coordinator should be paid the set hourly wage amount for the times worked for each pay period.
 - c. Contractor will invoice for services within two months of completion of events, programs, and workshops.
 - d. Contractor will invoice for purchases within one month.
3. Format of invoices shall comply with the Family & Children Division's Cost Reimbursement Invoice (provided by the BHSD). Contractor's invoices shall include the following:
 - a. Contractor's name and address, date, invoice number, total invoice amount, prior drawdowns, current balance, current drawdown, and available balance.
 - b. Description of the services/deliverable and total hours of services rendered; and
 - c. Invoices, receipts, and supporting documents.
4. Contractor's invoices shall not exceed any of the designated totals as outlined in this Agreement.

5. Contractor shall be reimbursed upon receipt of a complete and approved invoice within 45 days.
6. Contractor shall provide contact information for District's fiscal representative who is responsible for submitting invoices.
7. Contractor shall provide two (2) separate invoices. One invoice will be submitted for the County's MHSA SLS Coordination and the other for the SLS Demonstration Hub project.
8. Contractor shall return all purchased electronics (e.g., Chromebooks, iPads, Laptops, etc.) and supplies (e.g., translation headset, laminator, etc.) at the completion of the contract.

EXHIBIT B-2 (revised)

C. Notice of Cancellation

All coverage as required herein shall not be canceled or changed so as to no longer meet the specified County insurance requirements without 30 days' prior written notice of such cancellation or change being delivered to the County of Santa Clara or their designated agent.

D. Insurance Required

1. Commercial General Liability Insurance - for bodily injury (including death) and property damage which provides limits as follows:

- a. Each occurrence - \$1,000,000
- b. General aggregate - \$2,000,000
- c. Products/Completed Operations aggregate - \$2,000,000
- d. Personal Injury - \$1,000,000

2. General liability coverage shall include:

- a. Premises and Operations
- b. Products/Completed
- c. Personal Injury liability
- d. Severability of interest

3. General liability coverage shall include the following endorsement, a copy of which shall be provided to the County:

Additional Insured Endorsement, which shall read:

“County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara, and the officers, agents, and employees of the County of Santa Clara, individually and collectively, as additional insureds.”

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by the County of Santa Clara, its officers, agents, and employees shall be excess only and not contributing with insurance provided under this policy. Public Entities may also be added to the

EXHIBIT B1(d)

SANTA CLARA VALLEY HEALTH & HOSPITAL SYSTEM
 BEHAVIORAL HEALTH SERVICES DEPARTMENT
 DIVISION: FAMILY & CHILDREN SERVICES
 FISCAL YEAR: 2018

SCHOOL NAME: Castro Elementary School & Graham Middle School(Mountain View Whisman School District)
 PROGRAM NAME & TITLE: School Linked Services MHSA and Measure A Programming

<u>EXPENSE CATEGORY</u>	<u>FTE</u>	<u>Classification</u>	<u>\$/FTE</u>
	1.00	SLS Measure A Coordinator	\$63,000
	0.40	SLS MHSA Coordinator	\$28,302
		Subtotal Salary & Benefits	\$91,302
<u>Measure A</u>			
Operating Expenses (Family Engagement)			\$141,698
Training & Travel			\$8,000
Food/Childcare			<u>\$9,000</u>
		Subtotal Ongoing Expenses	\$158,698
Total Expense**			\$250,000

**Notes:
 Measure A funding: \$221,698
 MHSA funding: \$28,302

EXHIBIT B-2 (revised)

additional insured endorsement as applicable and the contractor shall be notified by the contracting department of these requirements.

4. Automobile Liability Insurance

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.

4a. Aircraft/Watercraft Liability Insurance (Required if Contractor or any of its agents or subcontractors will operate aircraft or watercraft in the scope of the Agreement)

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired aircraft/watercraft.

5. Workers' Compensation and Employer's Liability Insurance

- a. Statutory California Workers' Compensation coverage including broad form all-states coverage.
- b. Employer's Liability coverage for not less than one million dollars (\$1,000,000) per occurrence.

E. Special Provisions

The following provisions shall apply to this Agreement:

1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Contractor and any approval of said insurance by the County or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to the provisions concerning indemnification.
2. The County acknowledges that some insurance requirements contained in this Agreement may be fulfilled by self-insurance on the part of the Contractor. However, this shall not in any way limit liabilities assumed by the Contractor under this Agreement. Any self-insurance shall be approved in writing by the County upon satisfactory evidence of financial capacity. Contractors obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.

EXHIBIT B-2 (revised)

3. Should any of the work under this Agreement be sublet, the Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverages, or Contractor may insure subcontractors under its own policies.
4. The County reserves the right to withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above.

F. Fidelity Bonds (Required only if contractor will be receiving advanced funds or payments)

Before receiving compensation under this Agreement, Contractor will furnish County with evidence that all officials, employees, and agents handling or having access to funds received or disbursed under this Agreement, or authorized to sign or countersign checks, are covered by a BLANKET FIDELITY BOND in an amount of AT LEAST fifteen percent (15%) of the maximum financial obligation of the County cited herein. If such bond is canceled or reduced, Contractor will notify County immediately, and County may withhold further payment to Contractor until proper coverage has been obtained. Failure to give such notice may be cause for termination of this Agreement, at the option of County.

COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT
This is an amendment to an existing Agreement

Purchase Order Number:	4300011169	Amendment Number:	6	Effective Date (Will be the date executed by Authorized County Representative):	
Maximum Financial Obligation (Prior to this Amendment):	\$ 802,480.89	Amended Maximum Financial Obligation (If dollar amount is changing):		\$ 1,052,480.89	
Current Agreement End Date:	06/30/17	New Agreement End Date:		6/30/18	

For County Use Only – SAP

	Account Assignment	Plant Number	General Ledger (Expense Code)	Cost Center (Dept Code)	Amount	WBS (Capital Project Code)	Internal Order (“PCA” code – optional)
<i>Line 1</i>	H	0415	5255100	4550	221,698.00	FY18 Services	
<i>Line 2</i>	H	0415	5255100	4383	28,302.00	FY18 Services	
<i>Line 3</i>	Select...						
<i>Line 4</i>	Select...						
<i>Line 5</i>	Select...						

Parties to Agreement

Legal notices and invoices pertaining to this Agreement shall be sent to the appropriate contact person listed below. Notices shall be in writing and served either by personal delivery or sent by certified or registered mail, postage prepaid, addressed as follows. Notice shall be deemed effective on the date that the notice is personally delivered or, if mailed, three (3) days after deposit in the mail. Either party may designate a different person and/or address for the receipt of notices by sending written notice to the other party, which shall not require an amendment to this Agreement.

Contractor

Contractor Name (As Displayed In SAP):	Mountain View Whisman School District
Contact Person:	Heidi Smith
Street Address *:	780-A San Pierre Way
City, State, Zip *:	Mountain View, CA 94043
Telephone Number *:	(650) 526-3500
Email Address *:	hsmith@mvwsd.org
SCC Vendor Number (As Assigned In SAP):	1007141

* To be completed for Independent Contractors Only – DO NOT COMPLETE FOR DEPENDENT CONTRACTORS

COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT
This is an amendment to an existing Agreement

County of Santa Clara

Agency / Department:	Behavioral Health Services Department	Department Number: 0415
Program Manager or Contract Monitor Name:	Lily Vu	
Street Address:	725 E. Santa Clara St., 3rd Floor, Ste. 301	
City, State, Zip:	San Jose, CA 95116	
Telephone Number:	408-794-0679	
Fiscal Contact (Accounts Payable Contact):	Don Casillas/ 408-885-3881	
Contract Preparer:	Lingxia Meng/ 408-793-6476	

Signatures

Amendment is not valid until signed by Contractor and the County Authorized Representative. The Agreement as amended constitutes the entire agreement of the parties concerning the subject matter herein and supersedes all prior oral and written agreements, representations and understandings concerning such subject matter. By signing below, signatory warrants and represents that he/she executed this Amendment in his/her authorized capacity, that he/she has the authority to bind the entity listed below to contractual obligations and that by his/her signature on this Amendment, the entity on behalf of which he/she acted, executed this Amendment.

Agency/Department Manager:		Date:
Agency/Department Fiscal Officer:		Date:
Contractor:		Date:
County Authorized Representative: <i>(Procurement Department, Board of Supervisors, or Delegated Authority)</i>		Date:
County Counsel: <i>(Signature required when the Standard Provisions language (Section VI) is revised, or for IT Services pursuant to Board Policy 5.3.5.2 (4), or for Board approved contracts, or for contracts with Board delegated authority to agencies/departments) Please note: Attachments and exhibits that include additional terms and conditions, conflict with County standard provisions, or require risk assessment must be approved by County Counsel.</i>		Date:
Office of the County Executive: <i>(Signature required when Board approved contract by a Delegation of Authority)</i>		Date:
Attest Clerk of the Board: <i>(Signature required when Board approved contract)</i>		Date:

COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT
This is an amendment to an existing agreement

Reason(s) for Amending the Service Agreement

Amend Term of Agreement

To extend through FY18 to include funds for School-Linked Services (SLS) Coordinators funded by Mental Health Services Act (MHSA) and Measure A.

Or see Attachment _____ as incorporated by this reference

Amend Contract Specifics

Note: A new Agreement should be created if the Scope of Services is significantly modified or expanded.

Attachment A5 is replaced in its entirety by Attachment A6 to reflect revised Contract Specifics. Exhibits 2, 3, 4, 6 and 7 stay unchanged.

Or see Attachment A6 as incorporated by this reference

Amend Maximum Financial Obligation

A.	Maximum Financial Obligation prior to this Amendment: (Same as on page 1)	\$ 802,480.89 (FY13-FY17)
B.	Amount of increase or decrease: (Explain below)	\$ 250,000.00 (FY18)
C.	Revised Maximum Financial Obligation: (A +/- B will equal C)	\$ 1,052,480.89

Explanation of increase / decrease (include new payment terms if applicable):

To add funds for FY18 services. Exhibit B1(c) is hereby replaced in its entirety by Exhibit B1(d) to reflect FY18 budget.

Or see Attachment Ex. B1(d) as incorporated by this reference

COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT
This is an amendment to an existing agreement

Amend Standard Provisions

Or see Attachment _____ as incorporated by this reference
 Or Section VI. Standard Provisions is replaced in its entirety by Attachment _____

Other (please explain below)

Or see Attachment _____ as incorporated by this reference

Contract History

Total financial obligation from prior fiscal year(s):	\$ 802,480.89 (FY13-FY17)
Financial obligation in current fiscal year:	\$ 250,000.00 (FY18)
Cumulative total of all agreements with this Contractor within Budget Unit for same type of services (including this amendment):	\$ 1,052,480.89

Insurance

Insurance does not require changes

Insurance Exhibit is replaced by Exhibit B -2 attached and incorporated by this reference.