

**SECOND AMENDMENT TO AGREEMENT BETWEEN THE CITY OF SAN PABLO AND
PUBLIC PROFIT**

Agreement No. YC17-1001

THIS SECOND AMENDMENT TO AGREEMENT BETWEEN THE CITY OF SAN PABLO AND PUBLIC PROFIT for consulting services is entered into this 5th day of August, 2019, by and between the CITY OF SAN PABLO, a municipal corporation ("City") and Public Profit ("Consultant").

R E C I T A L S

WHEREAS, on July 3, 2017, CITY and Consultant entered into an Agreement to provide evaluation of the San Pablo Community Schools Initiative (SPCSI), the SPCSI grant program–San Pablo Team for Youth (TFY), the San Pablo Youth Commission, Girls Circle, and Measure Q supported activities in San Pablo public schools, herein collectively referred to as "Providers" and to obtain services for Measure Q and Measure K reporting ("Agreement"); and

WHEREAS, on June 4, 2018, CITY and Agency entered into the First Amendment to Agreement for fiscal year 2018-19 to pay Agency an additional \$8,798 for a contract amount of \$87,943; and

WHEREAS, the parties have agreed to modify the term of the Agreement related to term, scope of services, and compensation;

NOW, THEREFORE, THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:

1. **SCOPE OF SERVICES.** Section 1 of the Agreement, "Scope of Services" and Exhibit A "Scope of Services" are amended to include the following provision:

"Consultant agrees to provide evaluation services to the City in conformance with the proposal submitted by Consultant, Scope of Services, **dated June 24, 2019** (Exhibit A), and the cost proposal submitted by Consultant, and reflected in the Reporting Requirements, (Exhibit B), all of which are attached and incorporated herein by reference. In the event of any discrepancy between any of the terms of Consultant's proposal and this agreement, the terms most favorable to the City shall prevail."

2. **COMPENSATION.** Section 2 of the Agreement, "Compensation" is amended to include the following provision:

"For fiscal year 2019-20, CITY shall pay Consultant an additional \$6,457.00 for a total compensation not to exceed Ninety-Four Thousand Four Hundred Dollars and No Cents (\$94,400.00)."

3. **TERM.** Section 4 of the Agreement, "Effective Date and Term" is amended to include the following provision:

"The effective date of this Second Amendment to the Agreement is August 5, 2019 and it shall terminate on October 31, 2020."

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

CITY OF SAN PABLO:

By: _____
Matt Rodriguez, City Manager

CONSULTANT: PUBLIC PROFIT

By: _____
Corey Newhouse, Principal

APPROVED AS TO FORM:

By: _____
Lynn Tracy Nerland, City Attorney

ATTEST:

Patricia Ponce, City Clerk

Dated: _____

EXHIBIT A

SCOPE OF SERVICES

INTRODUCTION

Public Profit helps youth service organizations measure and manage what matters. Public Profit is committed to improving the effectiveness of public service organizations through the effective use of information. They provide high-quality, cost-effective consulting services to nonprofits, governments, and schools.

PROGRAM DESCRIPTION

Public Profit will assist the City of San Pablo in **Evaluating the San Pablo Beacon Community Schools Initiative**. The goal of the design is to evaluate the impact of services on youth. Public Profit will evaluate the implementation of San Pablo's five community schools grant strategies at six San Pablo schools: Bayview, Dover, Downer, Helms, Lake, and Riverside. The evaluation will take a comprehensive, holistic look at each individual school's implementation of the grants according to its school-specific goals. In addition, the evaluation includes city-funded Violence Prevention and Intervention programs at Richmond High School.

The evaluation will include the San Pablo Youth Commission and Measure Q supported activities. Evaluation reports are intended to promote continuous quality improvement and to provide the public with information about the quality and benefits of the programs.

Public Profit will also produce a **Measure Q Report, Measure K Report, and Childhood Obesity Prevention Advisory Group (COPAG) Report** to present to the City of San Pablo and respective Oversight Committees.

SCOPE OF WORK

Key deliverables for this scope of work include an evaluation plan, youth surveys, stakeholder interviews, and document review, and event and participation data. Data will be analyzed and summarized into a five to ten-page high level executive summary, an at-a-glance summary infographic, seven school profiles, a summer program profile.

MONTH	ACTIVITY	PURPOSE
June 2019	Preliminary evaluation plan	Develop preliminary evaluation plan in collaboration with City staff to refine outcome goals and data sources for the evaluation.
	Finalize surveys	Prepare youth surveys.
July	Produce summer surveys	Ensure all sites have the surveys they need.
	Summer surveys in field	Surveys are administered at sites.
August	Summer surveys collected: Due August	Hard copy surveys turned in by sites to the

MONTH	ACTIVITY	PURPOSE
	9	YSCP Division.
September	Produce fall surveys	Ensure all sites have the surveys they need.
	2018-19 Community Schools Evaluation Report	Complete the report and develop a presentation on the evaluation results.
October	City Council presentation	Present the 2018-19 SPBCSI Evaluation to San Pablo City Council.
	Evaluation Planning Session	Lead a participatory planning process with YSCP Division staff to further refine outcome goals and data sources for the evaluation.
November	Fall surveys in the field	Surveys are administered at sites.
	Evaluation Orientation	Provide interactive, high-energy introduction to updated evaluation approach for site leads and City of San Pablo staff.
	Instrument Interview Protocol	Design interview protocol for stakeholder interviews at all seven schools.
December	Produce Spring surveys	Ensure all sites have the surveys they need.
January 2020	Fall surveys collected: Due January 16	Hard copy surveys turned in by sites to the Youth, School, and Community Partnerships Division Office; PP collects from YSCP.
February	Distribute surveys	Ensure all sites have the surveys they need.
March	Surveys in the field	Surveys are administered at sites.
	Community schools stakeholder interviews	Collect process evaluation data for Community Schools Coordination grants
April	Surveys collected: Due April 17	Hard copy surveys turned in by sites to the Youth, School, and Community Partnerships Division Office; PP collects from YSCP Division Office.
	Community schools stakeholder interviews	Collect process evaluation data for Community Schools Coordination grants.
May	Community schools and Richmond High stakeholder interviews	Collect process evaluation data for Community Schools Coordination grants, and Violence Prevention grants at Richmond High.
June	Draft Executive Summary report	Incorporate youth survey and stakeholder interview data into report.
	Document Review	Review school specific documents.
July	Prepare population level indicators	Compile and analyze publicly available data at the City and school level.
	Cityspan evaluator export – July 2019 through June 2020	Provide program, referral, and event attendance data.

MONTH	ACTIVITY	PURPOSE
August	Draft school profiles to client	Review of report structure and site-level data.
	Draft Executive Summary report to client	Full review of all data and findings.
	Draft infographic to client	At-a-glance summary of findings.
September	Final 2019-20 deliverables to client	Finalized Executive Summary, school profiles, and infographic. Develop a presentation on the evaluation results.
October	City Council Presentation	Present the 2019-20 SPBCSI Evaluation to San Pablo City Council.

Measure Q and Measure K Report

Public Profit will simultaneously work on the development of a Measure Q and Measure K report to present to the City of San Pablo and Oversight Committees by the end of the fiscal year. Timeline is subject to change based on the availability of the Auditor's Report.

MONTH	ACTIVITY	PURPOSE
January/ February	Data gathering	Provide Auditor's Report, department program information for Police Department, EDC, and Youth, School, and Community Partnerships Division.
March	Draft report to client	Full review of all data and findings.
April/May	Final report to client	Summarize findings; answer evaluation questions.

Childhood Obesity Prevention Advisory Group (COPAG) Report

Public Profit will simultaneously work on the development of a Childhood Obesity Prevention Advisory Group (COPAG) report to present to the City of San Pablo and Oversight Committees by the end of the fiscal year.

MONTH	ACTIVITY	PURPOSE
December/ January	Data gathering	Review approved grant proposals, assessments, participation data, surveys, and other 2018-19 documents provided by COSP.
February/ March	Evaluation Consulting	Up to 5 hours consultation to support the creation of outcome metrics and data collection tools to be used in the 2020-21 year.
May	Draft report to client	Prepare brief memo (~3-4 page) describing the design and implementation of 2018-19 COPAG programs based on the document review.

EXHIBIT B

REPORTING REQUIREMENTS

REPORTING GUIDELINES

All reports shall be submitted by the appropriate deadlines. If reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved.

All reporting documents should be submitted to:

Bertha Romo
City of San Pablo
Youth, School and Community Partnerships Division
13831 San Pablo Avenue
San Pablo, CA 94806

Required Quarterly Reports

1. The Contractor's Invoice Form (Attachment #1) shall be submitted by the **tenth** working day of the month on a quarterly basis.
2. A Project Status Report (Attachment #2) which logs hours and briefly describes project progress shall be submitted with each invoice, or a comparable agency report.

Other Documentation Required

Additional data related to project performance or management may also be requested for auditing or evaluation purpose.

**City of San Pablo – Community Services Department
2018 Contractor's Invoice Form**

Attachment #1

City Contact: Bertha Romo	Division: YSCP	Phone: 510-215-3087	Contract #: YC17-1001	Contract Period: 7/1/19 – 10/31/20	Invoice #:	Invoice Period:
Contractor's Name: Public Profit		Contractor's Address: 1212 Broadway, Suite 501 Oakland, CA 94612		Project/Program Name: Evaluation of San Pablo Community Schools Initiative, Measure Q, Measure K, and COPAG Reports		Contact Person & Phone #: Corey Newhouse, 510-835-1669 corey@publicprofit.net

Maximum amt.	Amt. this Month	Balance	Description	Cost	General Fund	Measure Q	Measure K	Total
			Public Profit Principal	\$191.00/hour				
			Public Profit Research Associate	\$145.00/hour				
			Public Profit Research Assistant	\$104.00/hour				
			Public Profit Project Assistant	\$93.00/hour				
			Administrative Costs					
			Evaluation Supplies					
								Subtotal
								Deductions
								Net Amount of Request

Total Contract Budget = \$94,400	2019 GENERAL FUND				2018 GENERAL FUND
	General Fund	Measure Q	Measure K	COPAG	Total
2019 Total Budget	\$77,000	\$10,500	\$3,900	\$3,000	\$94,400.00
Less PREVIOUS Payment					
Less Net Amount of This Request					
Equals Contract Balance					

INVOICE CERTIFICATION - I, the undersigned, do hereby certify under penalty of perjury under the laws of The State of California, to the best of my knowledge and belief after diligent inquiry, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against The City of San Pablo, and that I am authorized to authenticate and certify to said claim.

Print Name: **Corey Newhouse**

Authorized Signature:

FOR OFFICE USE ONLY			
Acct#:	Fund – Object – Division – Project	PO#:	Amount to be paid:
I certify this is for official business and is a true and correct statement.	Authorize expenditures of budgeted funds up to \$5,000.	Authorize expenditure of budgeted funds exceeding \$5,000	Approval of adequate documentation.
_____ REQUESTER'S SIGNATURE	_____ DEPARTMENT APPROVAL	_____ CITY MANAGER APPROVAL	_____ FINANCE AUDIT
Date:	Date:	Date:	Date:

Attachment #2

PROJECT STATUS REPORT

Consultant's Name: Public Profit		Contract Number: YC17-1001
Project Name: Evaluation of San Pablo Community Schools Initiative, Measure Q, Measure K, COPAG Reports		For Contract Period: July 1, 2019 – October 31, 2020
Name of Person Completing Report:		Reporting Month:
CONSULTANT SERVICES		
Date	Number of Hours	Staff and Activities Summary
		Total General Fund Hours
		Total Measure Q Hours
		Total Measure K Hours
		Total COPAG Hours

City of San Pablo – Community Services Department
PROJECT STATUS REPORT

Attachment #2