

## County of Solano Contract Review Worksheet DocuSign only

Contract Number: (Dept., Division, FY, #)				
Authority:				
	Dept Head Execute			
	CAO Execute			
	BOS Approval Required			

NOTE: Please review all instructions on the back of this worksheet before you begin processing.								
1. Department/Division: CAO	2. I	Date: 12/2/24						
3. Contract Administrator: Megan	4. I	Phone Ext: 6122						
5. Contract Attributes:	☐ Original Bid/RFP Required? ☐ YES ■ NO				Amendment/Change Order Amendment/Change Order Number			
	Sole Source Contract? Bid/RFP No:			Contract No:				
☐ Expenditure ■ Revenue	■ YES □ NO			Data	Date: 9/5/23			
Intergovernmental Personal/Professional Svcs	Date Please attach copy of Bid/RFP or justification.		Bute.	Please attach copies of original/amendments				
Purchase of Goods Lease	Description of Contract:  Revenue for staffing provided to CAP Solano JPA for staffing services				7. Name of Contractor: CAP Solano JPA 8. EIN SSN			
Construction				CAP So				
Other				8. EIN				
Is Contractor a California Public Pension Plan Retiree?								
Does Contractor have a personal	relationship in a direct	t line of supervision	in your Departr	ment?	☐ YES ■ NO			
10. If yes, please describe relationship			_	_				
	Does Contractor have a personal relationship with someone in another Department?   YES   NO							
If yes, please provide Department and describe relationship:  11. Has County contracted with Contractor previously during this fiscal year?  If yes, please provide Department and describe relationship:  11. Western the provided								
Please list County department if other than the department listed on number 1 above.								
12. Effective Date: Original	nation Date:	3/30/24						
This am	1		is amendment:					
14. Contract Budget:		15. Payment	Terms:		16. Source of Funds:    Fed/State Grant			
	45,124	Prepaid		■ Monthly	Fed/State Grant Fed/State Funding			
Total of Previous Amendments:	172996	■ Arre	ears		County Specify:			
				Quarterly Progress	Fed Catalog No:			
	78,120	Actual  Estimate		Other	State Legislation: AB SB			
17. Fund: <b>001</b> Budget Unit: 1115	I/ Flind: UUI Silb-object: 9/13 IX Clirrent Appropriation Slitticient? III YES I I NO							
19. Proposed Board of Supervisors A	genda Date, if require	d. Please attach age	nda summary a	and ATR reques	st. 12/10/24			
20. Remarks								
21. Signature Route:								
May Riche	Email merichards@	solanocounty.com			Email			
Department Contract Administrator N	legan Richards		for Contract Ennent (for insura					
Contractor Signatory Name (Informational only) Email	r Macenski		201	Richa	Email merichards@solanocounty.com			
	г. ч	CAO Analys	st	Megan Richards				
Department Head or Designee	Email		<b>かま</b> て William Emlen (Dec 11, 2024 14:	:50 PST)	Email wfemlen@solanocounty.com			
Email kawelsh@solanocounty.com  Authorizing Signature (CAO/DH)  Bill Emlen								
County Counsel Reviewer Kelly	Welsh							

### MEMORANDUM OF UNDERSTANDING BETWEEN COMMUNITY ACTION PARTNERSHIP OF SOLANO JPA, AND THE COUNTY OF SOLANO

#### **AMENDMENT 2**

This Second Amendment ("Amendment 2") is made by and between the Community Action Partnership of Solano, JPA ("CAP Solano JPA"), a Joint Powers Authority, and the County of Solano ("County") to the Original Memorandum of Understanding (Original MOU) for the staffing services effective July 18, 2023.

**WHEREAS**, CAP Solano JPA and the County entered into the Original MOU effective July 18, 2023, to provide staffing services to CAP Solano JPA; and

**WHEREAS**, CAP Solano JPA and the County amended the agreement December 11, 2023 to provide additional staffing services to CAP Solano JPA; and

**WHEREAS**, CAP Solano JPA and the County desire to amend the agreement to extend it through June 30, 2025.

**THEREFORE**, CAP SOLANO and the County now desire to amend the agreement as set forth below:

A. Paragraph 4 TERM is deleted in its entirety and replaced with:

The effective date of this MOU shall be July 18, 2023 and ending June 30, 2025 or ending 90 days after the start date of the full-time Executive Director of the CAP Solano JPA, whichever comes first.

B. Paragraph 6 BILLING is deleted in its entirety and replaced with:

The fee for the services is inclusive of:

- Project Manager: The full salary, FICA and Medicare of the Extra Help Project Manager for time spent July 18, 2023-June 30, 2025 up to a total amount of \$90,248.
- ii. JPA Facilitator: The Productive Hourly Rate of a designated Management Analyst up to 0.5 FTE from the County Administrator's Office for time spent January 1, 2024-June 30, 2025 up to \$187,872.

County will invoice CAP Solano JPA for costs incurred up to a total amount up to \$278,120.

# CAPSolano CAPSolano CAPSolano CAPSolano JOINT POWERS AUTHORITY

FUTHERMORE, all other terms, provisions, requirements, and specifications contained in the Original MOU and Amendment 1 will remain in full force and effect.

#### **EXECUTION**

The undersigned hereby warrants that s/he has the requisite Authority to enter into this Amendment on behalf of the parties and thereby bind the parties to the terms and conditions of the same.

Community Action Partnership of Solano JPA, a Joint Powers Authority

By_	
Trevor Macenski, Board Chair	
County of Solano	Approved as to form:
By William Emlen (Dec 11, 2024 14:50 PST)	By Kelly Welsh (Dec 2, 2024 11:40 PST)
Bill Emlen, County Administrator	County Counsel