

**FIRST AMENDMENT TO ENGAGEMENT LETTER  
BETWEEN COUNTY OF SOLANO and WIPFLI LLP**

This First Amendment to Engagement Letter ("First Amendment") is entered into as of the 25th day of June, 2025, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and Wipfli LLP, ("Contractor").

**1. Recitals**

- A. The parties entered into an engagement letter dated January 6, 2025 (the "Contract"), in which Contractor agreed to provide services related to the preparation of four Medi-Cal Change in Scope of Services Requests and one Medi-Cal Home Office Report for the year ended June 30, 2025.
- B. The County now needs to amend the Contract scope of work and fees payable.
- C. This First Amendment represents an increase of \$163,000.
- D. The parties agree to amend the Contract as set forth below.

**2. Agreement.**

**A. Scope of Work.**

The Contract is amended to include the Scope of Work attached to and incorporated into this First Amendment as Exhibit A.

**B. Amount of Contract**

The "Fees" section on page one of the Contract is amended to add the Budget Detail and Payment Provisions attached to and incorporated into this First Amendment as Exhibit B.

**3. Effectiveness of Contract.**

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

COUNTY OF SOLANO, a political subdivision of the State of California

By: Bill En

APPROVED AS TO FORM

By: Carrie Blacklock  
Carrie Blacklock,  
Assistant County Counsel

Wipfli LLP

By: David B. Mullen

**EXHIBIT A**  
**SCOPE OF WORK**

**CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:**

1. Prepare four Medi-Cal Change in Scope of Services Requests (Form 3096), and a Medi-Cal Home Office Report (Form 3089) for the year ended June 30, 2025, in accordance with the guidelines established by the Department of Health Care Services ("DHCS") based on information provided by you for the following locations:

• Fairfield Adult Primary Care Center	NPI 1083845275
• Fairfield Pediatric Primary Care Center	NPI 1508078817
• Fairfield Dental Health Center	
• Vacaville Family Health Services Center	NPI 1710274899
• Vallejo Family Health Services Center	NPI 1730310236
• Home Office Cost Report	
2. Provide accounting and financial reporting support to assist you in compiling accurate data and analysis necessary for the preparation and presentation of the reports described above. This support does not ensure that there will be no material modifications that should be made to the reports for them to be in accordance with the guidelines established by CMS, and DHCS, as identified above.
3. Develop a productivity exemption request based on the large volume of homeless visits completed at your locations. This will include collaboration with your fiscal and medical leadership to provide the appropriate reports and supporting information, which will include an attestation from your Chief Medical Officer (CMO) expressing the challenges and barriers to meeting productivity expectations when caring for your vulnerable, homeless population.
4. Provide ongoing project management and administrative support to see that the triggering event is completed and that the necessary visits and established workflows continue as expected in order to strengthen your submission of the Change in Scope Service Request.
5. Other Ad-Hoc FQHC Strategic Advisory services as requested.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. COMPENSATION**

Total Price for the first amendment shall not exceed \$163,000, payable as follows:

	Activity	Fee	Notes
1	Prepare 4 Medi-Cal CSOSR and Medi-Cal Home Office Report for 4 locations	\$45,150	Flat Fee
2	Provide accounting and financial reporting support		
3	Develop Productivity exemption request based on the large volume of homeless visits completed at clinic locations	\$33,140 - \$47,140	Range is dependent on start date, submission date, available data, staff availability
4	Provide ongoing project management and administrative support to see that the triggering event is completed	\$49,710 - \$70,710	Ensuring the project stays on track, the work to gather data is completed, follow up with operations and billing teams to ensure visits are completed and billed, verify workflows support the CSOSR
5	Other Ad-Hoc FQHC Strategic Advisory services as requested		
Total	Fee Range	\$128,000 - \$163,000	Total Range is dependent on start date, staff availability, and available data

FQHC Team Rates	Hourly Rate	Low Hours	Low \$	High Hours	High \$
Partner	\$585	37.18	\$21,750	46.59	\$27,255
Director/Snr Manager	\$480				
Manager	\$400	122.75	\$49,100	188.99	\$75,596
Snr Consultant	\$320				
Consultant II	\$265				
Consultant I	\$215	55.81	\$11,999	69.77	\$15,001
Medi-Cal CSOSR and Associated Reports	Flat Fee		\$45,150		\$45,150
Total		216	\$128,000	305	\$163,000

**2. METHOD OF PAYMENT**

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall, within thirty days of receipt, pay Contractor in arrears for fees and expenses incurred the prior month, up to the maximum amount provided for on the Standard Contract. Each invoice must specify services rendered, to whom, date of service and the accrued charges.