

**SECOND AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO AND NENA MESSINA, PH.D.**

This Second Amendment ("Second Amendment") is made on April 2, 2013, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and NENA MESSINA, Ph.D. ("Contractor").

1. Recitals

- A. The parties entered into a contract dated 2/1/2012 (the "Contract"), in which Contractor agreed to provide evaluation and reporting for Second Chance Act Women's Reentry Achievement (WRAP) grant.
- B. The County amended the Contract ("First Amendment") dated September 5, 2012 to extend the term of the Contract and increase the scope of work.
- C. The County now needs to amend the Contract a second time ("Second Amendment") to extend the terms and to increase the amount of the Contract to include activities for recidivism study, national evaluation and subcontract with an assistant.
- D. This Second Amendment represents an increase of \$45,200 of the Contract.
- E. The parties agree to amend the Contract as set forth below.

2. Agreement

A. Term of Contract

Section 2 is amended as follows: The term of this Contract is 2/1/2012 to 10/31/2013.

B. Amount of Contract

Section 3 is deleted in its entirety and replaced with: The maximum amount of this Contract is: \$85,200.

C. Scope of Work

Exhibit A is deleted in its entirety and replaced with the Scope of Work attached to and incorporated by this reference as Exhibit A-2.

D. Budget

Exhibit B is deleted in its entirety and replaced with the Budget attached to and incorporated by this reference as Exhibit B-1.


3. Effectiveness of Contract

Except as set forth in this Second 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

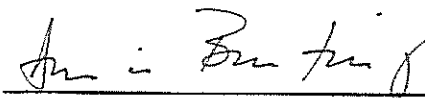
NENA MESSINA

By 
Birgitta E. Corsello
County Administrator

By 
Nena Messina, Ph.D.
Consultant

APPROVED AS TO FORM

APPROVED AS TO CONTENT

By 
County Counsel


By 
Patrick O. Duterte, Director
Health and Social Services Department

EXHIBIT A-2
SCOPE OF WORK

A. WORK ACTIVITIES

Contractor shall:

- I. Provide guidance in the creation of Solano County's Women's Re-entry Achievement Program (WRAP) data development design, implementation and evaluation. Consultant will attend meetings as requested by County in person (or via phone conference) and adjust evaluation design as needed.
- II. Design a process evaluation of the services provided under the Second Chance Act WRAP grant.
 - a) Process evaluation will include one focus group meeting with participating County staff members to assess their perceptions of barriers to implementing the new Second Chance program curricula and feasibility of sustaining the WRAP program.
 - b) Process evaluation will include 4 brief surveys with participating administrative agency members selected by County to assess their backgrounds and outline their roles with regard to the delivery of the WRAP program.
 - c) Process evaluation will include documenting progress towards meeting Second Chance program goals and outlining plans for future directions.
- III. Design a pilot outcome evaluation of the services provided under the Second Chance Act WRAP grant.
 - a) Contractor will determine collectively with County the data that can be feasibly collected with regard to the timelines and funding available from the grant.
 - b) Contractor will review the risk and needs assessment (LSCMI) and trailer proposed to be delivered to participants as useful for the designed outcome evaluation. Risk and needs of participants will be important data to be reported as well as services delivered as a result.
 - c) Contractor will meet with designated County/jail staff on data collection procedures and meet with participating administrative agencies to determine available data to be collected from perspective agencies.
 - d) Outcome evaluation will include outlining the data to be collected from 160 women entering the program from the California Department of Corrections and Rehabilitation or Solano County Jail. Contractor will design data collection to capture relevant data with regard to specific outcomes [as feasible during the one year timeline].
 - i. Evaluation of outcomes will focus on data as prioritized by County.
 - ii. Outcome evaluation will determine relevant background characteristics for participating women and determine if those characteristics are to be used as control variables in analyses.
 - e) Outcome evaluation will include brief pre-release surveys with the same 160 women to determine change in psychosocial measures and future plans upon release after receiving the WRAP services.
- IV. Determine relevant agency data to be collected and develop a merged database. Provide earlier templates of tables and figures as required for the performance measures prior to quarterly and semiannual reports.
- V. Perform quantitative analysis and interpret program's data for the evaluation process, feasible evaluation outcomes, and program fidelity. Train designated staff to on the goals of the evaluation.

County of Solano
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- VI. Aid in the drafting of the final report required by the Second Chance Act WRAP grant.
- a) The data for the quarterly and annual reports will be provided by participating agencies to Contractor electronically (when possible), collected as part of the standard operating procedures and/or modified procedures related to the specific project deliverables.
 - b) Data will be transferred to Contractor for cleaning, merging, analyses and report preparation.
 - c) Contractor will create a report describing the population for which services have been provided in Microsoft Word, with tables and figures transferable for future Power Point Presentations.
- VII. Evaluate the design of County's program by:
- a) Designing/selecting an evaluation instrument and protocols;
 - b) Creating an evaluation plan, evaluation package and schedule of evaluation instruments;
 - c) Monitoring evaluation activities and fidelity to the program design.
- VIII. Oversee the collection of data by:
- a) Instructing designated program staff in data collection, using the evaluation package;
 - b) Conducting follow-up focus groups with clients; and
 - c) Conducting focus groups with program staff.
- IX. Design, conduct, transcribe, and perform qualitative analysis from focus groups to determine staff and agency perceptions of the WRAP services, barriers to implementation, and perceptions of sustainability, report this information to the program sponsor
- X. Contract an assistant to compile, enter and format participant's data as required for the National Institute Justice (NIJ) evaluation.
- XI. Communicate as needed with NIJ evaluators on the requirements for the upcoming program evaluation; provide available data and reports.
- XII. Be the liaison with the Department of Justice to obtain arrest records. These records will be used to conduct recidivism study for the program.

B. REPORTING REQUIREMENTS

Contractor shall:

- I. Provide quarterly and annual reports to County within 5 days prior to grant due dates (4/30/12; 7/30/12; 10/30/12; 1/30/2013; and 4/30/2013) in order for the provision of feedback and comments.
- II. Provide written relevant policy implications from findings from above.
- III. Prepare preliminary and final evaluation summaries, as requested by County.

EXHIBIT B-1
BUDGET DETAIL AND PAYMENT PROVISIONS

A. BUDGET DETAILS:

1. The maximum amount to be paid under the terms of this Contract shall not exceed \$85,200.00 for Contractor fees and expenses. Compensation for all services performed by Contractor will be paid as follows:

Contractor	\$72,850 (767 hours at \$95 per hour)
Assistant	\$ 7,350 (163 hours at \$45 per hour)
Travel	<u>\$ 5,000</u>
Total	\$85,200

2. Reimbursable travel expenses include actual and necessary expenses incurred in connection with work performed under this Contract, reimbursable at the same rates allowable to Solano County employees. Applicable receipts are required to be submitted for reimbursement.

B. METHOD OF PAYMENT:

1. Upon submission of an invoice by Contractor, and upon review and approval of County's representative, County will pay Contractor monthly in arrears for fees and actual expenses incurred the prior month, or upon demonstrated completion of deliverables, as applicable, 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. Contractor must document all expenses submitted to County for payment under this Contract by maintaining complete and accurate records of all financial transactions related to the services performed under this Contract including, but not limited to, invoices, receipts, time sheets, itemized cost lists, and other official documentation that sufficiently support all charges under this Contract.
2. Contractor must submit the final invoice under this Contract no later than 60 days after the termination of this Contract.
3. Final Contract payment will be released upon submission of final report and acceptance by County.