

Chair
Elliot Weinstein, M.D.

Vice Chair
Diana Alexander

Executive Director
Karen E. Scott



Commissioners

Ted Alejandre
Supervisor Joe Baca, Jr.
Dr. Gwen Dowdy-Rodgers
Joshua Dugas
Gary Ovitt

Agenda: Children and Families Commission 10-2024

735 East Carnegie Drive, Suite 150, San Bernardino, California 92408

Meeting date, time, location October 2, 2024
3:30 p.m.
First 5 San Bernardino Commission Conference Room

Pledge of Allegiance Chair or designee will lead the Pledge of Allegiance.

Special Presentations None

Conflict of Interest Disclosure Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.

A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

Report Executive Director’s Report by Karen E. Scott

Consent Item The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time unless any Commissioner directs that an item be removed from the Consent Agenda for discussion.

Item No.	CONSENT
1	Approve Minutes from June 5, 2024, Commission Meeting
2	Approve Amendment A2 to Contract SI042 with San Bernardino County Children’s Network to increase the contract amount by \$2,700 an increase from \$801,207 to \$803,907, for a cumulative total of \$1,558,289 with no change to the contract term for FY 2023-2025 for community engagement and system improvement. (Presenter: Robert Mente, Staff Analyst II, 909-386-7706)

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.

Agenda: Children and Families Commission 10-2024

October 2, 2024

Page 2 of 3

3	Approve Amendment A2 for Contract IC054 with Health Management Associates, Inc. for an additional \$72,524 for 2024-2025 for a cumulative total of \$234,837 to advance an integrated home visiting service system for families in San Bernardino County with no change to the contract term through June 30, 2025. (Presenter: Dr. Wendy Lee, Systems Integration Officer, 909-252-4254)
4	Authorize the Executive Director to coordinate with San Bernardino County Human Resources Department to reclassify the Accountant III, Section Manager position to a Supervising Accountant and add a new position of Statistical Analyst. (Presenter: Karen E. Scott, Executive Director, 909-387-7706)
5	Approve acceptance of an additional \$1,121,885 for Fiscal Year 2024-2025 in funds as part of a grant amendment awarded through California Department of Social Services for the Quality Counts California Quality Improvement Grant for a total of \$3,383,215 with no change to the grant term of July 1, 2024 through June 30, 2027 and delegate the authority to the Executive Director or her designee to execute any agreements or documents required to effectuate the receipt of such funds. (Presenter: Erika Willhite, Staff Analyst II, 909-386-7706)

Item No.	DISCUSSION
6	Approve Contract EC046 with San Bernardino County Superintendent of Schools for \$4,415,248 from October 3, 2024, through June 30, 2027, for the Tomorrow's Readiness Starts Today initiative to facilitate efficient systems by providing resources and referrals to families through integrated supports. (Presenter: Erika Willhite, Staff Analyst II, 909-386-7706)
7	<ol style="list-style-type: none"> 1. Accept \$1,200,000 in funds awarded from Inland Empire Health Plan to support the implementation of a HealthySteps initiative for San Bernardino County. 2. Delegate authority to the Executive Director or designee to execute any agreements or documents as required from the Inland Empire Health Plan to effectuate the receipt of funding to implement HealthySteps. (Presenter: Dr. Wendy Lee, Systems Integration Officer, 909-252-4245)
8	Approve Statement of Work with Smartsheet for \$74,319 for fiscal year 2024-2025 to provide workflow management tool, digital asset management system, and professional services. (Presenter: Erin Meier, Administrative Supervisor I, 909-386-7706)

Item No.	INFORMATION
	No information item for this meeting.

Public Comment Persons wishing to address the Commission will be given up to three minutes and pursuant to Government Code 54954.2(a)(3) "no action or discussion will be undertaken by the Commission on any item NOT posted on the agenda."

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.

**Commissioner
Roundtable**

Open to comments by the Commissioners

Next Meeting

**Wednesday, December 4, 2024
3:30 p.m. to 5:00 p.m.**

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.



Minutes: Children and Families Commission Meeting

Date, time, location June 5, 2024
3:31 p.m.
735 E. Carnegie Drive, Suite 150, San Bernardino, CA 92408/Commission Conference Room

Pledge of Allegiance Pledge of Allegiance by Chair Weinstein

Conflict of Interest Disclosure Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.

A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

Special Presentations None

- Attendees**
- Commissioners**
- Diana Alexander
 - Supervisor Baca, Jr.
 - Dr. Gwen Dowdy-Rodgers
 - Joshua Dugas
 - Gary Ovitt
 - Dr. Elliot Weinstein
- Commission Counsel**
- Dawn Martin
- Absent**
- Commissioner Alejandre
- Staff**
- Dr. Wendy Lee, Psy.D.
 - Scott McGrath
 - Karen Scott
 - Mary Curtis Santoyo
 - Kim Browder
 - Iffat Quazi

Changes to the agenda

Commission Clerk reported that the Conflict of Interest page was updated to accurately reflect the agenda item number.

Executive Director's Report

Ms. Scott stated that she looks forward to seeing the outcomes of this year's investments and support for young children and their families, as documented in our Annual Outcomes Report.

First 5 San Bernardino (F5SB) is currently working on the 25th Anniversary celebration which will include a segment that will recognize our Commissioners for the leadership that they do.

Despite this challenging budget year, we remain hopeful. F5SB has actively engaged with elected officials, local counties, schools and statewide advocacy groups and departments to focus on ensuring the best possible outcomes for children, with particular emphasis on our strategic priority areas of child health, early care and education and family support.

This year's budget marks the highest revenue encumbrances seen in many years from the onset. The downside is that F5SB does not have much left and will bring new initiatives next fiscal year. Through conservative leadership and value-based investments, F5SB is confident in its ability to sustain operations and support the objectives and goals of our strategic plan. Despite potential declines in revenue from Prop. 10, we mitigate this impact through strategic planning, budgeting, system-building relationships, and pursuing alternative funding sources.

F5SB continues to stand in solidarity with our colleagues who share concerns about sustainability, advocating vigorously on behalf of all. The support the First 5 Network has received from the State Legislature and organizations like CSAC and CWDA is deeply appreciated and valued. F5SB is recognized as a leader in this field and stand ready to mobilize our efforts once the final State budget is adopted.

Item No.	CONSENT
1	<p>Approve Amendment A2 for Contract HW059 with San Bernardino County on behalf of Arrowhead Regional Medical Center to increase the amount by \$603,217 for Fiscal Year 2024-2025 resulting in a cumulative total of \$2,239,103 for Fiscal Years 2020-2025 to provide services for the Asthma Prevention and Treatment Program. (Presenter: Robert Mente, Staff Analyst II, (909) 386-7706)</p> <p>Motion by Supervisor Baca, Jr. and seconded by Commissioner Alexander to approve the Consent Items.</p> <p>Commissioner Alejandre: Absent Commissioner Alexander: Aye Commissioner Baca, Jr.: Aye Commissioner Dowdy-Rodgers: Aye Commissioner Dugas: Aye Commissioner Ovitt: Aye Commissioner Weinstein: Aye</p> <p>With Commissioner Alejandre absent, and without further comment or objection from the Commission or public, motion carried by unanimous vote on consent.</p>
2	<p>Approve Amendment A2 for Contract EC044 with American Academy of Pediatrics, District IX, Chapter 2 for \$462,800 for Fiscal Years 2024-2026 resulting in a cumulative total of \$930,561 for the Reach Out and Read Inland Empire to promote early literacy in pediatric care region-wide. (Presenter: Robert Mente, Staff Analyst II, (909) 386-7706)</p>
3	<p>Approve Amendment A2 for Contract IC053 with Health Management Associates, Inc., to increase the total Contract amount by \$130,914 for a cumulative total of \$274,784 for Fiscal Year 2024-2025 to continue to facilitate a collaborative focused outcome to improve child health and provide technical assistance to address specific issues related to Medi-Cal financing and requirements. (Presenter: Ronnie Robinson, Staff Analyst II, (909) 386-7706)</p>
4	<p>Approve Amendment A1 for Contract IC054 with Health Management Associates, Inc., for \$59,363 for Fiscal Year 2024-2025 for a cumulative total of \$162,313 to advance an integrated home visiting service system for families in San Bernardino County for one additional year. (Presenter: Dr. Wendy Lee, Psy.D., Section Manager, Evaluation and Impact, (909) 386-7706)</p>

5	<p>Approve the following Contract Amendments for implementation of Quality Start San Bernardino for Fiscal Year 2024-2025:</p> <ul style="list-style-type: none"> A. San Bernardino County Superintendent of Schools, Amendment A3 for Contract EC038 for \$261,419 resulting in a cumulative total of \$1,249,994 for administrative services; and B. University Enterprises Corporation/California State University, San Bernardino, Amendment A3 for Contract EC039 for \$403,942 resulting in a cumulative total of \$2,189,936 to enhance higher education opportunities in early care and education and conduct site assessments; and C. Child Care Resource Center, Amendment A3 for Contract EC040 for \$1,801,916 resulting in a cumulative total of \$8,391,391 for outreach and enrolment, coordination of quality improvement services, program evaluation and professional development. <p>(Presenter: Erika Willhite, Staff Analyst II, (909) 386-7706)</p>
---	--

Item No.	DISCUSSION
6	<p>Approve the Family Supports Initiative Contracts in the amount of \$11,913,765 for 2024-2027 for the following:</p> <ul style="list-style-type: none"> A. Chino Valley Unified School District, FS088 for \$781,705 B. Children’s Fund, Inc., FS089 for \$2,746,621 C. Walden Environment dba Walden Family Services, FS090 for \$2,753,520 D. Hearts and Lives, FS091 for \$1,234,441 E. The Mom & Dad Project, FS092 for \$2,110,043 F. Moses House Ministries, FS093 for \$900,000 G. Child Care Resource Center, FS094 for \$1,387,435 <p>(Presenter: Iffat Quazi, Staff Analyst II, 386-7706)</p> <p>Motion by Supervisor Baca, Jr. and seconded by Commissioner Dugas to approve Discussion Item 6.</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Commissioner Alejandre: Absent Commissioner Alexander: Aye Commissioner Baca, Jr.: Aye Commissioner Dowdy-Rodgers: Aye Commissioner Dugas: Aye Commissioner Ovitt: Abstained on 6B only. Commissioner Weinstein: Aye</p> <p>With Commissioner Alejandre absent and Commissioner Ovitt abstaining on 6B only, and without further comment or objection from the Commission or public, motion carried by unanimous vote.</p>

7	<p>Approve Budget for 2024-2025 and updates to the Five-Year Financial Plan. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 386-7706)</p> <p>Motion by Supervisor Baca, Jr. and seconded by Commissioner Alexander to approve Discussion Item 7.</p> <p><u>Discussion</u> Supervisor Baca, Jr. inquired whether providers utilize all allocated funds, and if not, whether the remaining funds are returned to the budget. Ms. Dickerson-Sims responded that during last year’s budget workshop, she conducted an analysis revealing that approximately 70% of allocated funds are expended, down from around 90% before Covid-19. There has been a gradual increase recently due to economic recovery. Supervisor Baca, Jr. then asked about operating at a \$9 million dollar deficit and whether this program would need to adjust its strategies moving forward. Ms. Dickerson-Sims confirmed there would be a need for change if we use some of the fund balance next year if we spend based on our projections. If we continue to operate as is, with no changes to the contracts and services, at the end of five years we will have \$61 million dollar in the fund balance with \$22 million reserved since FY 2016-17. The program can only draw down to this \$22 million threshold, leaving \$39 million available. Annual reviews are conducted to evaluate the need for adjustments. Supervisor Baca, Jr. inquired about an ideal fund balance amount, and Ms. Dickerson-Sims noted that any decision to draw down the fund balance would require discussion at a Budget Workshop with the Commissioners. Supervisor Baca, Jr. expressed interest in discussing a strategy for this in the future. Ms. Scott interjected, highlighting that F5SB maintains a relatively high fund balance compared to other commissions, many of which have spent down to just one year’s worth of revenue following state actions. The First 5 Association reported that the average commission maintains a three-year budget, underscoring F5SB’s strong financial position. Commissioner Dugas raised concerns about adjusting expenses in response to inflation, which Ms. Dickerson-Sims agreed to address in next year’s Budget Workshop.</p> <p><u>Public Comment</u> No</p> <p>Motion by Supervisor Baca, Jr. and seconded by Commissioner Alexander to approve Discussion Item 7.</p> <p>Commissioner Alejandre: Absent Commissioner Alexander: Aye Commissioner Baca, Jr.: Aye Commissioner Dowdy-Rodgers: Aye Commissioner Dugas: Aye Commissioner Ovitt: Aye Commissioner Weinstein: Aye With Commissioner Alejandre absent and without further comment or objection from the Commission or public, motion carried by unanimous vote.</p>
---	--

Public Comment None

**Commissioner
Roundtable**

Commissioners collectively thanked First 5 San Bernardino for all their hard work and presence out in the community and great job on budget presentation. Dr. Weinstein asked each provider from item number 7 to come up and give a brief description on what their organization does.

Adjourned

The meeting adjourned at 4:32 p.m.

Next Meeting

***Wednesday, July 10, 2024
3:30 p.m.***

Attest

Diana Alexander, Vice-Chair

Traci L. Homan, Commission Clerk



AGENDA ITEM 2
October 2, 2024

Subject	Contract SI042 A2 with San Bernardino County Children’s Network Community Engagement & System Improvements.
Recommendations	Approve Amendment A2 to Contract SI042 with San Bernardino County Children’s Network to increase the contract amount by \$2,700 from \$801,207 to \$803,907, for a cumulative total of \$1,558,289 with no change to the contract term for FY 2023-2025 for community engagement and system improvement. (Presenter: Robert Mente, Staff Analyst II, 909.386.7706)
Financial Impact	\$803,907 for Fiscal Year 2024 -2025.

Background Information Since 2004, the Commission has invested in a collaborative partnership with Children’s Network to provide continued leadership using an Early Childhood Mental Health System (ECHMS) Coordinator to establish referral pathways and leverage additional funding that would improve the system of service for the prevention of child abuse. In July 2023, the Commission approved contract SI042 to expand awareness campaigns, provide training resources, and identify gaps in service and referral pathways.

Each year, Children’s Network strives to raise awareness through a variety of community engagement campaigns including “Shine a Light on Child Abuse Awards Breakfast”. Children’s Network also serves as a leader in community engagement and systems improvement for the prevention of child abuse through training, and media campaigns to raise awareness addressing child abuse prevention, safe sleep, post-partum depression, domestic violence, father engagement, and intervention.

Today, Children’s Network is continuing the engagement through the San Bernardino Children’s Policy Council that provides overall direction of partnership established through the Children’s Network with intention of improving services to vulnerable children and their families. The San Bernardino Children’s Policy Council was established by the Board of Supervisors pursuant to Welfare and Institution Code Section 18986.10 and is composed of department heads or designees of San Bernardino County agencies and other non-County organizations that either provide services to children or administer such programs.

The Policy Council has several powers and duties prescribed by the Board of Supervisors including but not limited to:

- Prioritizing, committing and directing resources for interagency projects and programs.
- Developing an annual master plan for children’s services.
- Reviewing funding recommendations to forward the Board of Supervisors for Child Abuse Prevention funds.
- Developing departmental protocols and Memoranda of Understanding between departments.
- Recommending grant applications and projects that will benefit children at risk.
- Recommending to the board of Supervisors positions on legislation affecting children’s issues.

In April 2024, the Commission approved Amendment No. 1 to Contract S1042 to increase the contract amount an additional \$801,207 for a cumulative total of \$1,555,859. This Contract Amendment for an increase in the amount of \$2,700, in FY 2024-2025 is for the purpose of supporting the monthly Policy Council Meeting.

Pending Commission approval, SI042 A2 will continue to sustain the operations, vision, and mission of Children’s Network during fiscal year 2024-2025.

Approval of this amendment supports the following Strategic Priority Areas (SPAs) in the Commission’s 2023-2028 Strategic Plan:

- **Child Health:**
 - Children are screened and connected to appropriate developmental services.
 - Children’s Health is promoted through community education about local health issues.
 - Early care providers are aware of and able to connect children and families to existing mental and behavioral supports and services.
- **Family Support:**
 - Families are connected to services that support children’s development and parent/caregiver resiliency.
 - Families and providers are aware of and know how to access existing county resources and supports.
 - First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect.

Review

Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor
Opposed:
Abstained:
Comment: _____
Witnessed:

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY
STANDARD CONTRACT**

FOR COMMISSION USE ONLY				
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000460	SC	Dept. 903	A Contract Number SI042 A2
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$1,558,559
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				
If not encumbered or revenue contract type, provide reason:				
Commodity Code 95200	Contract Start Date July 1, 2023	Contract End Date June 30, 2025	Original Amount 1,555,859	Amendment Amount \$2,700
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000734	Amount \$2,700
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use		Estimated Payment Total by Fiscal Year		
		FY	Amount	I/D
Community Engagement		2024-2025	\$2,700	I
System Improvement				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

San Bernardino County

Department/Division

Children's Network

Address

825 E. Hospitality Lane, 2nd Floor

San Bernardino, CA 92415-0049

Phone

(909) 383-9696

Federal ID No.

95-6002748

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 1,558,559 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to the Contractor, as provided herein, shall be in full

Auditor-Controller/Treasurer Tax Collector Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2023-24 \$ 754,652 July 1, 2023 through June 30, 2024
 Fiscal Year 2024-25 \$ 803,907 July 1, 2024 through June 30, 2025

Initial Here

ATTACHMENTS

Attachment B – Amended Program Budget for FY 24-25

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF, or other email transmission), the signature of which shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

This contract's other terms and conditions remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR
 SAN BERNARDINO COUNTY**

SAN BERNARDINO COUNTY
 Legal Entity

▶

 Authorized Signature

Elliot Weinstein M.D.
 Printed Name

Commission Chair
 Title

 Dated

▶

 Authorized Signature

Dawn Rowe
 Printed Name

Chair, Board of Supervisors
 Title

 Dated

Official Stamp

Reviewed for Processing ▶ <u>Cindy Faulkner</u> Assistant Director _____ Date	Approved as to Legal Form ▶ <u>Dawn Martin</u> Commission Counsel _____ Date	Presented to Commission for Signature ▶ <u>Karen E. Scott</u> Executive Director _____ Date
--	---	---



Agency Name:	San Bernardino County Children's Network	Contact: SI042 A2	Service Area: Countywide
Program Name:	Children's Network Community Engagement & Systems Improvements		Period: July 2024-June 2025

Expectations	Provide leadership & support system integration within San Bernardino County to enhance collective impact, sustainable competency workforce, & community awareness on issues serving children prenatal through 5 & their families in SBC including child abuse prevention.				
Outcomes	Strengthen infant early childhood mental health systems of care, increase transdisciplinary intervention, & improve communication across service delivery sectors to improve the lives of children prenatal through 5 & their families & communities.				
Objective/ Goal/ Measure	Activity/Description	Activity/ Dosage/ Frequency	Persimmony Verification (Data entry/Report /Upload supporting documents via PDF or Excel)		
			Submission Time Frame	Quantitative Data	Qualitative Data
Increase Competency training & education for providers & parents	<p>Training/education includes but is not limited to the following:</p> <ul style="list-style-type: none"> Adverse Child Experiences (ACE) training Including but not limited to: Nursing Child Assessment Satellite Training (NCAST), Dyadic Art Therapy, Watch, Wait, Wonder Local/national/international experts on high-risk 0-5 population Shaken baby syndrome prevention training. Safe Sleep training (crib distribution) 	Ongoing	Quarterly	<ol style="list-style-type: none"> Aggregate count in Persimmony, number of providers & parents who attended the training. Enter Monitoring Training tracking in Persimmony: <ul style="list-style-type: none"> Date of the training Name of the training Number of attendances Attendee Type 	<ol style="list-style-type: none"> Upload PDFs of the training description Upload PDF of attendance & registration records. Upload PDFs of the attendee's feedback & training evaluation Complete the Quarterly Narrative Reporting in the Monitoring Section
Broaden Fatherhood Engagement System	<p>Training/education includes but is not limited to the following:</p> <ul style="list-style-type: none"> Father engagement training Nurturing Father Program Facilitator Training Nurturing Fathers Program to dads (IEHP, CRC, Reentry, or CDCs) Serve as Chair of the Inland Empire Father Involvement Collation (IEFIC) Collaborate with other County & Community Partners Presentations & consultations in & out of county support, e.g., Orange & Riverside County Participate in Statewide Fatherhood initiative meetings. Coordinate support services that are accessible & father-friendly Coordinate Fatherhood programming in Preschools & school systems, e.g., donuts w/ dads, Watch DOGS, All Pro Dads 	Ongoing	Quarterly	<ol style="list-style-type: none"> Aggregate count in Persimmony, number of providers & parents who attended the training. Enter Monitoring Training tracking in Persimmony: <ul style="list-style-type: none"> Date of the training Name of the training Number of attendances Attendee Type Enter Monitoring Meeting tracking in Persimmony: <ul style="list-style-type: none"> Date of the meeting Name of the meeting Number of people in the meeting 	<ol style="list-style-type: none"> Upload PDFs of the training description Upload PDF of attendance & registration records. Upload PDFs of the attendee's feedback & training evaluation Upload PDFs of the meeting minutes. Complete the Quarterly Narrative Reporting in the Monitoring Section
Improve System Integration, resource mapping,	<p>Meetings include but are not limited to the following:</p> <ul style="list-style-type: none"> Early Childhood Mental Health Collaborative meeting (Facilitate) 	Ongoing	Quarterly	<p>Enter Monitoring Meeting tracking in Persimmony:</p> <ul style="list-style-type: none"> Date of the meeting Name of the meeting 	<ol style="list-style-type: none"> Upload PDFs of the meeting minutes. Complete the Quarterly Narrative Reporting in the Monitoring Section

coordination, & meetings	<ul style="list-style-type: none"> Referral, Screening, Assessment, Treatment (RSAT) meeting SART/EIIS funders/providers meeting Child Care Planning Council meeting County & Community Early Childhood Mental Health service provider meetings, as identified & appropriate. Child Death Review meeting oversight Children's Policy Council meeting (report out) Child Abuse Prevention Council meeting IE Maternal Mental Health collaborative meeting 			<ul style="list-style-type: none"> Number of people in the meeting Number of partner agencies represented in the meeting. List of the partner agencies 	
Develop & establish resource & referral pathway	<ul style="list-style-type: none"> Host meetings with community partners & agencies to identify the community's needs. Research resource gaps Ensure the current resources list is active & identify new resources in the community. Operate as the first stop to connect families with community resources. Collaborate & provide resources to bi-monthly collaboration & the First 5 funded partners. 	Ongoing	Quarterly	None	1. Complete the Quarterly Narrative Reporting in the Monitoring Section
Increase Media awareness campaigns on various topics impacting children (0-5) & their families.	<p>Topics include but are not limited to the following:</p> <ul style="list-style-type: none"> Child abuse/neglect Safe sleep Autism Spectrum Disorder (ASD) education Post-partum depression Domestic violence Father Engagement Community resources 	Ongoing	Quarterly	None	<ol style="list-style-type: none"> Upload PDFs of documentation of media awareness campaigns & analogic counts. Complete the Annual Narrative Reporting in the Monitoring Section
Host annual conferences & events on the transdisciplinary professional development focus on children (0-5).	<ul style="list-style-type: none"> Shine a Light on Child Abuse Award's Breakfast Children's Network Conference Topic-specific events 	Ongoing	Annual	Aggregate count in Persimmony number of providers & parents who attended the event/conference.	<ol style="list-style-type: none"> Upload PDF documentation of presentations on the annual event/conference Upload PDF of attendance & registration records Complete the Annual Narrative Reporting in the Monitoring Section

Data Type:	Quantitative and Qualitative Data	
Reporting Period:	Quarterly & annually	Due: By the 15 th of the following month



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION:	Children's Network	DIRECTOR:	JEANY ZEPEDA	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	Community Engagement and Systems Improvements	PROGRAM DIRECTOR:	ASHLEY BROOKSHER	TOTAL BUDGET:	\$ 803,907
INITIATIVE:		FINANCE OFFICER:	SAMANTHA C. COWELL	RFP/CONTRACT #:	SI042 A2

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1	Vacant	Associate Network Officer	0.50	44.74	1040	50%	46,530	23,302	69,832	139,663	50%	The Children's Network employs an Associate Network Officer. 50% of that position will serve as the ECMHS Coordinator. Duties of the ECMHS Coordinator attached.
2	Joseph Muratalla	ECMHS Office Assistant	1.00	23.09	2080	51%	48,027	24,425	72,452	72,452	100%	OAll provides support to the ECMHS Coordinator & assists in coordination efforts for the ECMHS program.
3	Samantha C. Cowell	CN Staff Analyst	1.00	34.51	2080	51%	71,781	36,540	108,321	108,321	100%	This position is responsible for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to ECMHS & CAP programs. Produces the annual report and monthly invoices
4	Xenedia Brown	Child Abuse Prevention Coordinator	0.75	26.13	1560	41%	40,763	16,908	57,670	76,894	75%	Attendance at community events throughout county disseminating CAP and safety materials. Will assists First 5 contracted agencies with resource information. Assists in the implementation and planning of the Children's Network campaigns.
5	Hillary Steenson-Ray	Community and Events Coordinator	0.50	36.92	1040	56%	38,397	21,644	60,041	120,081	50%	Plans and implements major CN events including conference and breakfast. Will serve as lead staff in launching Shaken baby prevention pilot with ARMC. Prepares and



FIRST 5 SAN BERNARDINO
 PROGRAM BUDGET
 FISCAL YEAR: 2024-2025

ORGANIZATION:	Children's Network	DIRECTOR:	JEANY ZEPEDA	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	Community Engagement and Systems Improvements	PROGRAM DIRECTOR:	ASHLEY BROOKSHER	TOTAL BUDGET:	\$ 803,907
INITIATIVE:		FINANCE OFFICER:	SAMANTHA C. COWELL	RFP/CONTRACT #:	SI042 A2

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
6	Juan Solis Father Engagement Coordinator	1.00	32.09	2080	39%	66,747	26,208	92,955	92,955	100%	Under direction, performs administrative and operational program development activities; analyzes, recommends and develops policies/ procedures and tools for agency/department programs. Organizes, coordinates and implements training and outreach relating to the importance of father involvement. Acts as liaison between First 5 San Bernardino, County, and community-based organizations.
Total Salaries & Benefits						\$ 312,244	\$ 149,027	\$ 461,271	\$ 610,367		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION:	Children's Network Community Engagement and Systems Improvements	DIRECTOR:	JEANY ZEPEDA	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	0	PROGRAM DIRECTOR:	ASHLEY BROOKSHER	TOTAL BUDGET:	\$ 803,907
INITIATIVE:		FINANCE OFFICER:	SAMANTHA C. COWELL	RFP/CONTRACT #:	SI042 A2

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Program Materials/Supplies	5%	43,890	Used for Purchasing child abuse prevention literature, safe baby/toddler materials, and promotional items, for dissemination in the community. Pay for fees associated with hosting collaborative meetings and participating in community fair/events. Purchase Safe Sleep Survival kits for parents of newborns. Pay for other child abuse prevention program materials as deemed necessary (i.e., post-partum campaign that children's network develops. Per the scope of service, the money will also be used to provide training materials, assessment tools, educational DVD's etc. as needed by the ECMHS Coordinator, ECMHS partners, and ECMHS providers.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION:	Children's Network Community Engagement and Systems Improvements	DIRECTOR:	JEANY ZEPEDA	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	0	PROGRAM DIRECTOR:	ASHLEY BROOKSHER	TOTAL BUDGET:	\$ 803,907
INITIATIVE:		FINANCE OFFICER:	SAMANTHA C. COWELL	RFP/CONTRACT #:	SI042 A2

2	Staff Development	2%	13,860	For Staff Development to attend 0-5 training and conferences, as well as conferences/training related to child abuse prevention. The Network Officer and Associate Network Officer may also attend 0-5 specific training and conferences. The expenses associated with the training will include: conference registration, airfare, hotel, and meals, and automobile mileage; and are included on this line item to mirror budgeting practices of the Children's Network. Any out of State travel will be pre-approved by First 5 San Bernardino using the appropriate form and submitted as outlined in the contract. Also budgeted for the ECMHS Coordinator will attend 0-5 trainings & conferences. The Network Officer, ECMHS partners and consultants may also attend 0-5 specific trainings & conferences. The expenses associated with these trainings will include: conference registration, airfare, hotel & meals, as well as automobile mileage.
3	Printing	2%	12,128	Budgeted amount will cover the cost of printing brochures and posters i.e. safe sleep. Post- partum depression, and other 0-5 specific topic. Cost of printing materials related to Shaken Baby Syndrome prevention program. As well as the Annual Report and CDRT report. Allocation to also cover the expense of training materials and ECMHS brochures.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION:	Children's Network Community Engagement and Systems Improvements	DIRECTOR:	JEANY ZEPEDA	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	0	PROGRAM DIRECTOR:	ASHLEY BROOKSHER	TOTAL BUDGET:	\$ 803,907
INITIATIVE:		FINANCE OFFICER:	SAMANTHA C. COWELL	RFP/CONTRACT #:	SI042 A2

4	Professional Services/Consultants	7%	57,750	Budgeted amount will be used to support the ECHMS programs, providers and community partners by providing appropriate professional trainings and consultation throughout the year. Trainings are intended to increase skills and knowledge in working with children ages 0-5 with behavioral and/or mental health difficulties. These trainings will take place at venues throughout the county. Budgeted amount will also support the CE program, providers, and community partners by providing appropriate professional trainings and consultation through-out the year. The topics of the trainings will reflect the campaigns Children's Network highlights in this fiscal year. The decision to highlight a particular campaign is driven by the data derived from CDRT and other meetings attended by Network Staff, as well as needs and gaps in services/campaigns that are identified through the Children's Policy Council Strategic Planning process. Subject matter experts will be chosen to facilitate these trainings to community partners/providers, parents, families, or County
5	Advertising	18%	144,375	Advertising related to child abuse prevention, safe sleep for infants, child burn prevention post-partum depression and fatherhood campaigns. Type and location of advertising will be based on market analysis. Year round presence of advertising is the goal with placement of at least one item per quarter. An additional advertising source will be to maintain Fatherhood website domain.
Total Services & Supplies			\$ 272,003	

III. FOOD

Event(s):	TOTAL F5SB BUDGET (\$)	Description/Justification:
1 SART monthly meetings	693	To provide light snacks and water for meetings and trainings. Approximately \$57.75 per meeting for 12 meetings.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION:	Children's Network Community Engagement and Systems Improvements	DIRECTOR:	JEANY ZEPEDA	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	0	PROGRAM DIRECTOR:	ASHLEY BROOKSHER	TOTAL BUDGET:	\$ 803,907
INITIATIVE:		FINANCE OFFICER:	SAMANTHA C. COWELL	RFP/CONTRACT #:	SI042 A2

2	ECMHS trainings and community events	10,553	NCAST trainings; two session per fiscal year. Budgeted for ECMHS Countywide trainings that will be held throughout the fiscal year. Also budgeted for Food for County-wide trainings and community events. Specific trainings will be chosen through-out the year to reflect the campaigns that Children's Network highlights. Examples include, but are not limited to: Safe Sleep, Post-Partum Depression, Car seat safety, Dial 211, Shaken Baby Project and Father Engagement. Actual cost of food may vary depending on the number of attendees and food chosen. AU dollars expended in this line item will require a sign in sheet for attendees and what programs the participants provide for the 0-5 children and their families. Also, the sign in sheet must indicate whether First 5 San Bernardino funds programs/activities for attending participants or their agency.
3	Collaborative Meetings	3,947	Light refreshment will be provided at the monthly Child Abuse Prevention Meetings. Children's Network will also provide light refreshments at the collaborative meetings that take place bi-monthly. Additionally refreshments will be provided at the monthly Inland Empire Father Involvement Coalition Meetings. CNET will also be utilizing the funds (\$2,700) to provide lunch for Policy Council Meetings.
	Total Food	\$ 15,193	

IV. TRAVEL

Destination:	Purpose:	TOTAL F5SB BUDGET (\$)	Description/Justification:
--------------	----------	------------------------	----------------------------



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION:	Children's Network Community Engagement and Systems Improvements	DIRECTOR:	JEANY ZEPEDA	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	0	PROGRAM DIRECTOR:	ASHLEY BROOKSHER	TOTAL BUDGET:	\$ 803,907
INITIATIVE:		FINANCE OFFICER:	SAMANTHA C. COWELL	RFP/CONTRACT #:	SI042 A2

1	Total Travel		-	
V. SUBCONTRACTORS				
	Organization Name:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1	National Orange Show	11,550	The annual Shine a Light on Child Abuse Prevention Awards Breakfast is held at this central location each year.	
2	Ontario Convention Center	43,890	This is the only venue that can meet the needs of our conference based on our large attendance. The total fees cover rental, food, parking, and other fees for over 500 participants.	
	Total Subcontractors	\$ 55,440		
VI. INDIRECT COSTS				
	Percent:			
	Basis:			
	Total Indirect Costs		-	
TOTAL FIRST 5 BUDGET		\$ 803,907		



Program Outline Document 2024-2025

AGENCY INFORMATION

Contract #: SI042 A2

Legal Entity: San Bernardino County

Dept./Division: Children’s Network

Project Name: Community Engagement and System Improvement

Program Site Address: 825 E. Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Client Referral Phone #: (909) 387-9677

CONTACT INFORMATION

SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Dawn Rowe **Title:** Chair, Board of Supervisors

Address: 385 North Arrowhead Ave, 5th Floor
San Bernardino, CA 92415 **Direct Phone #:** (909) 387-4830

E-Mail: Dawn.rowe@bos.sbcounty.gov **Fax #:** (909) 387-3018

CONTRACT REPRESENTATIVE

Name: Dawn Rowe **Title:** Chair, Board of Supervisors

Address: 385 North Arrowhead Ave, 5th Floor
San Bernardino, CA 92415 **Direct Phone #:** (909) 387-4830

E-Mail: Dawn.rowe@bos.sbcounty.gov **Fax #:** (909) 387-3018

PROGRAM CONTACT

Name: Ashley Brooksher **Title:** Interim Network Officer

Address: 825 E. Hospitality Lane, 2nd Floor
San Bernardino, CA 92415. **Direct Phone #:** (909) 383-9696

E-Mail: Ashley.Brooksher@hss.sbcounty.gov **Fax #:** _____

FISCAL CONTACT

Name: Samantha Cowell **Title:** Staff Analyst

Address: 825 E. Hospitality Lane, 2nd Floor
San Bernardino, CA 92415 **Direct Phone #:** (909) 383-9771

E-Mail: Samantha.cowell@hss.sbcounty.gov **Fax #:** _____

ADDITIONAL CONTACT (Describe): Choose an item.

Name: _____ **Title:** _____

Address: _____ **Direct Phone #:** _____

E-Mail _____

Fax #: _____

PROGRAM INFORMATION

TYPE OF AGENCY Government Agency

Describe: County

PROGRAM DESCRIPTION

Children’s Network coordinates preventive programs and services through collaboration and engagement with community partners to strengthen and promote child, family, and community well-being. The overall goal is to expand their reach of community-level awareness campaigns as well as increase the variety of trainings offered covering autism, Adverse Childhood Experiences (ACE), early childhood mental health, safe sleep, post-partum depression, domestic violence, and father engagement.

REGION
Countywide

The Community Engagement and System Improvement will expand awareness campaigns and provide expanded resources specific to the high-risk 0-5 population using demographic information and rates of risk and/or occurrences to drive the decision on targeting high-risk areas, discuss outcome findings, explore and leverage funding streams, identify gaps in services and referral pathways.

STRATEGIC PRIORITY AREA & OBJECTIVES

<input checked="" type="checkbox"/> Child Health	<input type="checkbox"/> Early Learning	<input checked="" type="checkbox"/> Family Supports
<input checked="" type="checkbox"/> Children are screened and connected to appropriate developmental services	<input type="checkbox"/> Quality early learning can be accessed and utilized by families	<input checked="" type="checkbox"/> Families are connected to services that support children’s development and parent/caregiver resiliency
<input checked="" type="checkbox"/> Children’s health is promoted through community education about local health issues	<input type="checkbox"/> Early learning providers receive training and supports to provide high quality learning opportunities to children.	<input type="checkbox"/> Families are connected to resources that support their caregiving skills and social/family engagement.
<input type="checkbox"/> Maternal health is promoted in the county through trainings and education for providers and families	<input type="checkbox"/> School readiness is promoted through increasing access to early literacy supports and materials.	<input checked="" type="checkbox"/> Families and providers are aware of and know how to access existing county resources and supports.
<input checked="" type="checkbox"/> Early care providers are aware of and able to connect children and families to existing mental and behavioral supports and services		<input checked="" type="checkbox"/> First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect

ASSIGNED ANALYST: Robert Mente

ASSIGNED ACCOUNTANT: Willmar Gultom

ASSIGNED EVALUATOR: Ray Salamat

PROCUREMENT TYPE:

Competitive

Non-Competitive
Selected

CONTRACT AMOUNT

Fiscal Year	Original Amount	Amendment Amount	Total
2023-2024	\$ 754,652	\$	\$
2024-2025	\$	\$ 803,907	\$
Total			\$ 1,558,289



AGENDA ITEM 3

October 2, 2024

Subject	Contract Amendment IC054 A2 with Health Management Associates, Inc.
Recommendation	Approve Amendment A2 for Contract IC054 with Health Management Associates, Inc. for an additional \$72,524 for 2024-2025 for a cumulative total of \$234,837 to advance an integrated home visiting service system for families in San Bernardino County with no change to the contract term through June 30, 2025. (Presenter: Dr. Wendy Lee, Systems Integrations Officer, 909-252-4254)
Financial Impact	\$131,887 for Fiscal Year 2024-2025.
Background Information	<p>On January 3, 2023, First 5 California (F5CA) announced the release of the Regional Technical Assistance for Home Visiting Coordination and Integration Request for Applications (RFA). Regional Technical Assistance for Home Visiting Coordination and Integration aims to empower counties to continue their work to create a sustainable, unified system that supports families with home visiting services to support family well-being and maximize available funding to serve more families. F5CA chose Health Management Associates, Inc (HMA) to provide Regional Technical Assistance.</p> <p>On January 11, 2024, the Commission approved Contract IC054 with HMA to build upon the Home Visiting System work thus far, solidifying the development of the San Bernardino County (SBC) Home Visiting System (HVS) and continuing the momentum with partners and stakeholders for SBC HVS.</p> <p>On June 5, 2024, the Commission approved Contract IC054 A1 with HMA to continue the Home Visiting System work. The approved amount for FY24-25 was \$59,363.</p> <p>HMA is a preeminent, independent consulting firm that supports and advises healthcare and social service providers, payers, government policymakers, and other stakeholders. HMA has supported multiple First 5 county commissions throughout California as trusted advisors. HMA offers insights and technical assistance gained from real-world experience and ongoing work on the cutting edge of healthcare and social service reform and improvement. HMA can assist First 5 San Bernardino (F5SB) in developing a comprehensive strategy to expand access and engagement in home visiting services.</p> <p>Additional funding of \$72,524 is required to extend the Home Visiting System work until June 30, 2025, bringing the total budget for FY24-25 to \$131,887.</p> <p>Pending Commission approval, HMA will assist F5SB in enhancing and supporting system development for SBC HVS.</p> <p>HMA will continue to support F5SB in the following ways:</p> <ul style="list-style-type: none">• Leveraging partners' investments in home visiting and related early intervention to maximize opportunities for all families to benefit from home visiting services.• Increasing families' access and acceptance to prevention and early intervention services by diversifying and increasing the platforms for engagement.

-
- Develop strategies to blend and braid multiple funding sources to create a sustainable system.

Approval of this Amendment supports the following Strategic Priority Areas (SPAs) in the with the Commission’s 2023-2028 Strategic Plan:

- **Family Supports:**

- Families are connected to services that support children’s development and parent/caregiver resiliency.
- Families are connected to resources that support their caregiving skills and social/family engagement.
- Families and providers are aware of and know how to access existing county resources and support.
- First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect.

Review

Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY
STANDARD CONTRACT**

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10013141	SC	Dept. 903	A		
Organization Children and Families Commission				Contract Number IC054 A2		
Commission Representative Cindy Faulkner, Assistant Director			Telephone 909-386-7706	Contractor's License No.		
Total Contract Amount \$234,837						
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code 95200	Contract Start Date January 11, 2024	Contract End Date June 30, 2025	Original Amount \$162,313	Amendment Amount \$72,524		
Cost Center 9033009900		GL Account 53003357	Internal Order No.	Amount \$72,524		
Cost Center		GL Account	Internal Order No.			
Cost Center		GL Account	Internal Order No.	Amount		
Abbreviated Use <u>Home Visiting System Building</u>	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
	FY24-25	\$72,524	I			

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Health Management Associates, Inc.

Department/Division

Address

2501 Woodlake Circle, Suite 100

Okemos, MI 48864

Phone

(517) 482-9236

Federal ID No.

38-2599727

Program Address (if different from legal address):

Grant Number (if applicable)

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 2**

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 234,837 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Auditor-Controller/Treasurer Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2023-24 \$ 102,950 January 11, 2024 through June 30, 2024
Fiscal Year 2024-25 \$ 131,887 July 1, 2024 through June 30, 2025

Initial Here

Initial Here

2. This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY24-25

Attachment B – Amended Program Budget for FY24-25

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY**

HEALTH MANAGEMENT ASSOCIATES, INC.
Legal Entity

▶ _____
Authorized Signature

Elliot Weinstein M.D.
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Kelly Johnson
Printed Name

Chief Administrative Officer
Title

Dated

Official Stamp

Reviewed for Processing

▶ _____
Cindy Faulkner
Assistant Director

Date

Approved as to Legal Form

▶ _____
Dawn Martin
Commission Counsel

Date

Presented to Commission for
Signature

▶ _____
Karen E. Scott
Executive Director

Date



Agency Name: Health Management Associates, Inc.	Contract # IC054 A2	Service Area: Countywide
Program Name: Home Visiting System Building		Period: January 2024 – June 2025

Expectations	Project Management: HMA’s approach to project management emphasizes accountability, frequent contact with the client project manager, early identification of project risks and constraints, and strategies for proactively countering potential obstacles to project progress. The following project plan will be discussed, detailed, and confirmed with the F5SB project team.
Outcomes	<ul style="list-style-type: none"> • Leveraging partners’ investments in home visiting and related early intervention to maximize opportunities for all families to benefit from home visiting services. • Increasing families’ access and acceptance to prevention and early intervention services by diversifying and increasing the platforms for engagement. • Develop strategies to blend and braid multiple funding sources to create a sustainable system.

Objective Goal/ Measure	Activity/ Description	Activity Dosage/ Frequency	Persimmony Verification (Data entry/Report /Upload supporting documents via PDF or Excel)		
			Submission Time Frame	Quantitative Data	Qualitative Data
Workstream One: Develop landscape analysis	<ul style="list-style-type: none"> • Review prior landscape analysis and analyze available data from First 5 and county public health to understand current services, models, and funding. • Gather input from FSSB, El Sol, and other key partners. • Develop landscape report. 	Jan – May 2024	Monthly	Report meeting Monitoring	Upload PDF documents of Landscape report and meeting materials (agendas, PowerPoint decks, and associated tools) for each session.
Workstream Two: Convene partners around a common vision	Convene and facilitate 15 (Monthly, April 2024-June 2025) planning sessions with partners, including: <ul style="list-style-type: none"> • Scheduling and preparation • Facilitation • Follow-up Sessions will focus on identifying the current challenges of the system, setting a vision for the system, and setting year-one priorities and long-term goals.	Feb 2024 – June 2025	Monthly	N/A	Upload PDF Summary of meeting materials (agendas, PowerPoint decks, and associated tools) for each session.
Workstream Three: Evaluate data needs and resources.	Task 1: Assess current data collection resources. Task 2: Summarize findings and recommendations for expanding data infrastructure	May – October 2024	Monthly	N/A	Upload PDF Summary of data collection resources
Workstream Four: Evaluate potential resources to provide the backbone system infrastructure.	Task 1: Define backbone function options and recommendations. Task 2: Develop implementation strategy and timeline. Task 3: Provide coaching and technical assistance to support the organization stepping into this role	April 2024 – June 2025	Monthly	N/A	Upload PDF: <ul style="list-style-type: none"> • Summary of recommendations and options • Facilitated sessions • Infrastructure work plan and timeline

					<ul style="list-style-type: none"> • TBD based on identified technical assistance needs • Collaborative work-plan to support organization stepping into backbone function for FY25-26.
Project Management	<p>Ensure smooth communication, collaboration, and timely execution of all activities and deliverables.</p> <ul style="list-style-type: none"> • Kickoff meeting and prep • Regular bi-weekly check-in meetings with the First 5 SB team • Written status updates • Other project management tasks, as needed 	January 2024 – June 2025	Monthly	N/A	<p>Upload PDF:</p> <ul style="list-style-type: none"> • Kickoff meeting agenda and materials • Check-in meeting agendas and notes • Monthly project status updates

Data Type:	Quantitative & Qualitative	
Reporting Period:	Monthly	Due: By the 15 th of the following month

Agency Name:	Health Management Associates, Inc.	Contract Number:	IC054 A2
Program Name:	Home Visiting System Building	Service Area:	Countywide
Project Period:	January 2024 – June 2025		
Budget Period	July 2024 – June 2025		

Workstream	Activity/Description	Timeline	Deliverable	Total Hours	Professional Fee
Workstream One: Develop landscape analysis	<ul style="list-style-type: none"> Review prior landscape analysis and analyze available data from First 5 and county public health to understand current services, models, and funding. Gather input from FSSB, El Sol, and other key partners. Develop landscape report. 	January – May 2024	<ul style="list-style-type: none"> Landscape Report 	0	\$0
Workstream Two: Convene partners around a common vision	<ul style="list-style-type: none"> Convene and facilitate 15 (Monthly, April 2024-June 2025) planning sessions with partners, including: <ul style="list-style-type: none"> Scheduling and preparation Facilitation Follow-up Sessions will focus on identifying the current challenges of the system, setting a vision for the system, and setting year-one priorities and long-term goals 	April 2024 – June 2025	<ul style="list-style-type: none"> Meeting materials (Agenda, PowerPoint decks, and associated tools) for each session 	177	\$64,101
Workstream Three: Evaluate data needs and resources.	<ul style="list-style-type: none"> Task 1: Assess current data collection resources. Task 2: Summarize findings and recommendations for expanding data infrastructure 	May – October 2024	<ul style="list-style-type: none"> Summary of data collection resources 	49	\$18,055
Workstream Four: Evaluate potential resources to provide the backbone system infrastructure.	<ul style="list-style-type: none"> Task 1: Define backbone function options and recommendations. Task 2: Develop implementation strategy and timeline. Task 3: Provide coaching and technical assistance to support the organization stepping into this role 	April 2024 – June 2025	<ul style="list-style-type: none"> Summary of recommendations and options Facilitated sessions Infrastructure work plan and timeline TBD based on identified technical assistance needs FY25-26 Collaborative work plan to support organization stepping into backbone function 	88	\$31,933

Workstream	Activity/Description	Timeline	Deliverable	Total Hours	Professional Fee
Project Management	Ensure smooth communication, collaboration, and timely execution of all activities and deliverables. <ul style="list-style-type: none"> • Kickoff meeting and prep • Regular bi-weekly check-in meetings with the First 5 SB team • Written status updates • Other project management tasks, as needed 	January 2024 – June 2025	<ul style="list-style-type: none"> • Kickoff meeting agenda and materials • Check-in meeting agendas and notes • Monthly project status updates 	21	\$7,798
Estimated Other Expenses					\$10,000
TOTAL for Fiscal Year 2024 - 2025				335	\$131,887

PROGRAM INFORMATION

TYPE OF AGENCY Private Entity/Institution **Describe:** For Profit

PROGRAM DESCRIPTION

HMA’s approach to project management emphasizes accountability, frequent contact with the client project manager, early identification of project risks and constraints, and strategies for proactively countering potential obstacles to project progress.

REGION
San Bernardino County

<input type="checkbox"/> Child Health	<input type="checkbox"/> Early Learning	<input checked="" type="checkbox"/> Family Supports
<input type="checkbox"/> Children are screened and connected to appropriate developmental services.	<input type="checkbox"/> Quality early learning can be accessed and utilized by families.	<input checked="" type="checkbox"/> Families are connected to services that support children’s development and parent/caregiver resiliency.
<input type="checkbox"/> Children’s health is promoted through community education about local health issues.	<input type="checkbox"/> Early learning providers receive training and supports to provide high quality learning opportunities to children.	<input checked="" type="checkbox"/> Families are connected to resources that support their caregiving skills and social/family engagement.
<input type="checkbox"/> Maternal health is promoted in the county through trainings and education for providers and families.	<input type="checkbox"/> School readiness is promoted through increasing access to early literacy supports and materials.	<input checked="" type="checkbox"/> Families and providers are aware of and know how to access existing county resources and supports.
<input type="checkbox"/> Health care providers are aware of and able to connect children and families to existing mental and behavioral supports and services.		<input checked="" type="checkbox"/> First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect.

ASSIGNED ANALYST: Wendy Lee, Psy.D.

ASSIGNED ACCOUNTANT: Ileana Conley

ASSIGNED EVALUATOR: Ray Salamat

PROCUREMENT TYPE: Competitive Non-Competitive Sole Source

CONTRACT AMOUNT

Fiscal Year	Original Amount	Amendment Number	Amendment Amount	Total
2023-2024	\$102,950		\$0	\$102,950
2024-2025	\$0	A1	\$59,363	\$162,313
2024-2025	\$0	A2	\$72,524	\$234,837
Total	\$102,950		\$131,887	\$234,837



**AGENDA ITEM 4
October 2, 2024**

Subject	Approval to reclassify from an Accountant III, Section Manager to a Supervising Accountant and add a new position of Statistical Analyst.
Recommendations	Authorize the Executive Director to coordinate with San Bernardino County Human Resources Department to reclassify the Accountant III, Section Manager position to a Supervising Accountant and add a new position of Statistical Analyst. (Presenter: Karen E. Scott, Executive Director, 252-4253)
Financial Impact	None – Funds allocated in current budget
Background Information	<p>During the First 5 San Bernardino (F5SB) Commission Budget and Planning Workshop held on May 10, 2023, staff recommended that the current organizational structure adopted in 2019 needed to be reviewed and restructured to ensure that current business needs are being met, and that the daily operations are as efficient as possible.</p> <p>Since 2023, the Commission staff has been reviewing the internal evaluation of current staffing roles, expertise, and business needs, while also ensuring the highest levels of efficiencies and responsiveness to the Commission’s budget, Strategic Plan, and measurable outcomes in service to the communities that F5SB serves.</p> <p>In consultation with the San Bernardino County’s Human Resources (HR) Department, it is being recommended to reclassify the position of Accountant III, Section Manager to Supervising Accountant and add a new position of Statistical Analyst as a definitive step towards meeting the current business needs of the organization.</p> <p>Pending Commission approval, the Executive Director will work with the HR Department in order for a Supervising Accountant employee contract be sent to the San Bernardino County Board of Supervisors for approval and a recruitment for a Statistical Analyst be initiated.</p>
Review	Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



AGENDA ITEM 5
October 2, 2024

Subject	Quality Counts California Quality Improvement Grant Award.
Recommendations	Approve acceptance of an additional \$1,121,885 for Fiscal Year 2024-2025 in funds as part of a grant amendment awarded through the California Department of Social Services for the Quality Counts California Quality Improvement Grant for a total of \$3,383,215 with no change to the grant term of July 1, 2024 through June 30, 2027 and delegate the authority to the Executive Director or her designee to execute any agreements or documents required to effectuate the receipt of such funds. (Presenter: Erika Willhite, Staff Analyst II, 909.386.7706)
Financial Impact	Revenue of \$3,383,215 for 2024-2027
Background Information	<p>First 5 San Bernardino (F5SB) has received Quality Counts California (QCC) funding since 2020 to administer quality improvement supports to early learning and care (ELC) programs through Quality Start San Bernardino (QSSB).</p> <p>On May 8, 2024, the Commission approved the receipt of \$2,261,330 in funds awarded through the California Department of Social Services (CDSS) for the QCC Quality Improvement (QI) grant for July 1, 2024, through June 30, 2027.</p> <p>CDSS announced that F5SB was eligible for additional QCC QI funds in June 2024. The additional \$1,121,885 must be expended by June 30, 2025, and no leftover funds will be rolled over into the next fiscal year or beyond. The purpose of the QCC QI Grant is to support increased learning and healthy development of California’s children by supporting site-level improvements, administrative supports, and building an equitable child care system. This grant will support local QCC consortia to provide site-based training, technical assistance, coaching, and other resources to support continuous quality improvement and promote better outcomes for children and families.</p> <p>The additional QCC QI funding will allow QSSB to continue to meet the goals of this grant including:</p> <ul style="list-style-type: none">• Reducing the number of California Child Care Licensing type A violations in licensed centers and child care family homes.• Increasing the use of evidence-based observation tools and use data to improve child outcomes, using tools such as the Desired Results Development Profile (DRDP).• Increasing the use or offering of annual health screenings including vision, hearing, and developmental screenings, using tools such as the Ages & Stages Questionnaire (ASQ).• Improve the effectiveness of teaching staff to respond to children’s needs, using tools such as the Classroom Assessment Scoring System (CLASS).• Supports should be prioritized for child care settings that serve children and families with the most need and at highest risk. <p>Commission approval will authorize the receipt of \$3,383,215 grant funds and provide such additional revenue for Fiscal Years 2024-2027 to support QSSB and the Early Learning and Care system for San Bernardino County.</p>

Approval of this item supports the **Early Learning and Family Supports** Strategic Priority Areas in the Commission’s 2023-2028 Strategic Plan:

Early Learning

- Quality early learning can be accessed and utilized by families.
- Early learning providers receive training and supports to provide high quality learning opportunities to children.

Family Supports


- Families are connected to services that support children’s development and parent/caregiver resiliency.
- Families are connected to resources that support their caregiving skills and social/family engagement.
- Families and providers are aware of and know how to access existing county resources and supports.

Review

Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

Grant Award Notification

GRANTEE NAME AND ADDRESS First 5 San Bernardino County 735 East Carnegie Drive, #150 San Bernardino, CA 92408		CDSS GRANT NUMBER: FGRT-24-GAN-CCD-QCC-011 A1				
		FY	PCA		Suffix	
		24/25	24130			
		25/26	24092			
Attention Karen E. Scott, Executive Director		STANDARDIZED ACCOUNT CODE STRUCTURE		COUNTY		
Program Office		Resource Code	Revenue Object Code	36		
Telephone (909) 386-7706		5035	8290	INDEX		
Name of Grant Program Quality Counts California Quality Improvement Grant FY 2024-25, 2025-26, 2026-27				9990		
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$569,155.51 \$170,007.49	\$1,121,885.00	\$1,861,048.00	A1	07/01/2024	06/30/2025
	\$580,209.63 \$173,309.37		\$753,519.00		07/01/2025	06/30/2026
	\$591,858.96 \$176,789.04		\$768,648.00		07/01/2026	06/30/2027
CFDA Number	Award Number	Federal Grant Name		Federal Agency		
93.575	2434CACDD-2734CACDD	Child Care and Development Block Grant		U.S. Department of Health and Human Services		
<p>The California Department of Social Services (CDSS) is pleased to inform you that your award for the fiscal year 2024-2025 Quality Counts California (QCC) Quality Improvement Grant has been amended to increase the award total. This Grant is based on your previous approved QCC Quality Improvement plan per the original submittal as well as future and approved updates to your plan. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the three-page, signed Grant Award Notification (AO-400) electronically via email to: Lisa Sullivan, Child Development Consultant Child Care and Development Division California Department of Social Services QCC@dss.ca.gov</p>						
California Department of Social Services Contact Lisa Sullivan				Job Title Child Development Consultant		
E-mail Address QCC@dss.ca.gov				Telephone (916) 584-6772		
Signature of the Chief Deputy Director, California Department of Social Services 				Date 9/17/2024		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS						
<i>On behalf of the Grantee named above, I accept this Grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the Grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>						
Printed Name of Authorized Agent				Title		
E-mail Address				Telephone		
Signature ▶				Date		

Grant Award Notification (Continued)

All Grantees shall:

1. Comply with the data and reporting requirements of this Grant, including but not limited to the following:
 - a. A quarterly fiscal report, accompanied by a fiscal narrative.
 - b. The annual site-level common data report for their county or regional consortia.
 - c. The Annual Performance Report. Content is determined annually.
 - d. Any further program data requested by the CDSS.
2. Comply with and retain a copy of the General Assurances and Certifications, which can be obtained at the [General Assurances and Certifications Funding Tools & Materials](#) for each specific fiscal year.
3. Comply with all the terms, conditions and assurances specified in the Request for Application (RFA) in FY 2024-2027 and outlined in the approved plan submitted by the Grantee. The funding shall only be used for the activities approved through the RFA process.
4. Work to increase their county/consortium's QCC site participation using approved locally determined targets, and ensuring QCC site participation in the following activities at a minimum:
 - a. Develop locally driven Program/Site Quality Improvement Plans
 - b. Serve as the quality improvement (QI) umbrella to holistically set and implement supports to address equitable QI priorities such as supporting children who have experienced trauma, disaster, are in foster care, or have disabilities, as well as strengthening family engagement and QI for providers. QI activities should meet the local needs.

Fiscal Requirements:

All Grantees shall:

1. Agree to follow any applicable federal or state law relating to this Grant and shall meet all fiscal and auditing standards required by the CDSS. Any Grantee receiving QCC Quality Improvement funds is required to use the funds only for the intended purposes of this Grant and cannot supplant any other funding for this purpose.
2. Adhere to the Financial Management Requirements set forth in 45 Code of Federal Regulations 75.
3. Obtain and submit to the CDSS their true and correct Unique Entity Identifier (UEI) as set forth in 2 Code of Federal Regulations Part 25.
4. Maintain accurate fiscal data in accordance with generally accepted accounting principles and standards for governmental entities and report actual expenditures by category.

5. Maintain documentation to substantiate that all costs are reasonable, necessary, allowable, and allocable to the Grant (e.g., invoices, receipts, agreements). Grantees must submit documentation to the CDSS on request.
6. Maintain time and effort records to support all salaries, wages, and benefits charged to the Grant in accordance with the California School Accounting Manual and/or CDSS Audit Guide and any subsequently updated version thereof issued by the CDSS. If the employee works on more than one activity or cost objective, the Lead Agency must maintain time cost objectives.
7. Retain all records related to this Grant for at least five years or where an audit has been requested, until the date the audit is resolved, whichever is longer.
8. Comply with the Uniform Guidance and be guided by the California School Accounting Manual and/or CDSS Audit Guide and any subsequently updated version thereof issued by the CDSS.
9. Be allowed four budget revisions each Fiscal Year (1 per quarter) for the Grant period.
10. Submit a signed quarterly reimbursement invoice and supporting fiscal narrative via the QCC Reporting Portal within the required three-week timeline listed below. Any invoice received outside of the three-week reporting window without prior approval shall be required to wait until the subsequent quarterly reporting period for processing. Extension requests shall be submitted at least 10 days in advance of the closure of the reporting window. Narratives **must** be succinct and fully specify justification for each invoice. Lead Fiscal Agencies must ensure, and be prepared to document, that the expenditure is an allowable use of Grant funds and pursuant to approved plan and budget.

Quarterly Reporting Period:

- Q 1 - July through September
- Q 2 - October through December
- Q 3 - January through March
- Q 4 - April through June

Reimbursement Invoice Due Date:

- September 30 through October 20
- December 31 through January 20
- March 31 through April 20
- June 30 through July 31

11. Be advised that upon receipt of the signed Grant Award Notification and when the budget funds are accessible to the CDSS, no more than 25% of the original Grant award shall be distributed. Upon approval of quarterly reports, reimbursement shall be made for expenditures that exceed the initial allotment. Reimbursement payments for allowable expenditures shall be prepared upon receipt and approval of the reimbursement invoice.

Payments shall be remitted to the following address:

PO BOX 981561
San Bernardino, CA 95798

Per the State Administrative Manual, [Section 8422.204](#), when a payment is to be made to a county, or an agency or office of a county, the payment will be made to the County Treasurer. This requirement is inclusive of County Offices of Education, Superintendents of Schools, First 5s, and school districts. Please notify your County Treasurer of this upcoming Grant and that payments should be sent to your entity.



AGENDA ITEM 6
October 2, 2024

Subject	Contract EC046 with San Bernardino County Superintendent of Schools
Recommendations	Approve Contract EC046 with San Bernardino County Superintendent of Schools for \$4,415,248 from October 3, 2024, through June 30, 2027 for the Tomorrow's Readiness Starts Today initiative to facilitate efficient systems by providing resources and referrals to families through integrated supports. (Presenter: Erika Willhite, Staff Analyst II, 909.386.7706)
Financial Impact	\$4,415,248 for Fiscal Years 2024-2027
Background Information	<p>San Bernardino County Superintendent of Schools (SBCSS) proposes the Tomorrow's Readiness Starts Today (TRST) initiative as a comprehensive project designed to support families with young children ages 0-5 in San Bernardino County Communities. This innovative approach is in line with First 5 San Bernardino's commitment to effective collaboration, community capacity building, and workforce development.</p> <p>The primary objective of the TRST project is to pilot a support program that fosters connections between local education agencies (LEAs) and families, as well as between families and local resource and referral support. By leveraging the developing California Community School Partnership Project (CCSPP) system design, LEAs in San Bernardino County can enhance their community connections. The TRST project aims to provide coordinated support to families through a centralized system, emphasizing integrating supports and alignment with California's focus on a Universal Prekindergarten Mixed Delivery system to increase access and equity, especially for underserved families.</p> <p>The project will coordinate services for families through the CCSPP site Coordination of Services Team (COST) and support partnerships between the early learning and care community and LEAs. It will also provide LEA leadership and workforce with the necessary support to increase their capacity for serving children ages 0-5 for prevention and early intervention services.</p> <p>SBCSS proposes to contract with three LEAs, Morongo Unified School District, Rim of the World Unified School District and Colton Joint Unified School District for this pilot project. These LEAs will be responsible for a system development needs assessment, development and/or expansion of a site COST to include resources and referrals and the intake of families with children ages 0-5 with the intention of prevention and early intervention outcomes.</p> <p>TRST seeks to enhance family and community engagement through parenting courses and networking opportunities through a partnership with California State University San Bernardino (CSUSB). CSUSB will provide Science of Parenting: Parenting Young Children 0-5 Years courses for family cohorts for each CCSPP school site.</p>

Pending Commission approval, this contract will allow families and children ages 0-5 to connect with resources to support early literacy and school readiness, which lay the foundation for positive outcomes for children from cradle to career. This contract will support the developing partnership between the broader early learning and care community with LEAs.

Approval of this item supports the **Child Health, Early Learning and Family Supports** Strategic Priority Areas in the Commission’s 2023-2028 Strategic Plan:

Child Health

- Children are screened and connected to appropriate developmental services.
- Children’s health is promoted through community education about local health issues.

Early Learning

- Quality early learning can be accessed and utilized by families.
- School readiness is promoted through increasing access to early literacy support and materials.

Family Support

- Families are connected to services that support children’s development and parent/caregiver resiliency.
- Families are connected to resources that support their caregiving skills and social/family engagement.
- Families and providers are aware of and know how to access existing county resources and supports.
- First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect.

Review

Dawn Martin, Commission Counsel

Report on Action as taken	
Action:	
Moved: _____	Second: _____
In Favor:	
Opposed:	
Abstained:	
Comments: _____	
Witnessed:	

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY

STANDARD CONTRACT**

<i>FOR COMMISSION USE ONLY</i>				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000014	SC	Dept. 903	A
Organization Children and Families Commission				Contract Number EC046
Commission Representative Cindy Faulkner, Assistant Director				Telephone 909-386-7706
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				Contractor's License No.
If not encumbered or revenue contract type, provide reason:				Total Contract Amount \$4,415,248
Commodity Code 95200	Contract Start Date October 3, 2024	Contract End Date June 30, 2027	Original Amount	Amendment Amount
Cost Center 9033009900		GL Account 53003357	Internal Order No.	Amount \$1,440,338
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use Tomorrow's Readiness Starts Today Project	FY	Estimated Payment Amount	Total by Fiscal Year	
			I/D	FY Amount I/D
	24-25	\$1,440,338		
	25-26	\$1,469,068		
	26-27	\$1,505,842		

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)
 San Bernardino County Superintendent of Schools
 Department/Division
 Early Education and Development; Education Support Services Branch
 Address
 601 North E Street
 San Bernardino, CA 92415
 Phone
 (909) 386-2701
 Federal ID No.
 95-6000931

Program Address (if different from legal address):

 Grant Number (if applicable)

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by San Bernardino County Code under Sections 12.2901 – 12.2907 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

I.	DEFINITIONS.....	3
II.	CONTRACTOR'S SERVICE RESPONSIBILITIES.....	4
III.	CONTRACTOR'S GENERAL RESPONSIBILITIES	4
IV.	COMMISSION RESPONSIBILITIES	13
V.	FISCAL PROVISIONS.....	13
VI.	RIGHT TO MONITOR AND AUDIT	16
VII.	CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION.....	166
VIII.	TERM	17
IX.	GENERAL PROVISIONS	177
X.	NONDISCRIMINATION	188
XI.	IMPROPER CONSIDERATION.....	19
XII.	DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS	19
XIII.	CONCLUSION.....	21
	PROGRAM WORK PLAN	Attachment A
	PROGRAM BUDGET	Attachment B

I. DEFINITIONS

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A document containing program expectations and deliverables as agreed upon by First 5 San Bernardino and program contractors. The work plan includes information on the individual components of the program in addition to structure including dosage, activities, outcome expectations and verification methods. This document is signed by the contractor leadership and is approved by the First 5 San Bernardino Commission.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Unduplicated Clients: Clients who are counted as receiving service for the first time.

Uninsured: Individuals not covered by health insurance.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan and Attachment B – Program Budget. Pursuant to Section II, paragraph E, Section III, paragraph AA and Section VIII, paragraph D of the Contract, Attachment A will be amended to list the specific quantitative targets for the respective year.

Initial Here

B. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

C. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

D. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

E. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section VIII.

Initial Here

III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any

increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

The Commission shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five (5) days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies beyond thirty (30) days and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one (1) working day, in writing and by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the

Commission of these designees within fifteen (15) days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two (2) weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five (5) business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

- Contractor shall ensure that all staff, volunteers and/or Subcontractors performing Services under this Contract comply with the Commission's Policy 18-01 Non-public Personally Identifiable Information specified at <https://www.sbcounty.gov/uploads/First5/CommissionPolicies/CURRENT-CFC18-01Non-PublicPersonallyIdentifiableInformation.pdf> prior to providing any Services. Contractor shall immediately notify the Commission of any suspected or actual breach of confidential information as further detailed in the requirements. These requirements specified at <https://www.sbcounty.gov/uploads/First5/CommissionPolicies/CURRENT-CFC18-01Non-PublicPersonallyIdentifiableInformation.pdf> are hereby incorporated by this reference.
- Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.
- Contractor shall comply with all applicable provisions of the [Health Insurance Portability and Accountability Act of 1996](#) (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by [Penal Code Sections 11164 et seq.](#) to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any

observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;

- Provision of or arrangement of training in child abuse reporting laws ([Penal Code, Sections 11164 et seq.](#)) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

Initial Here

P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in [Penal Code Section 11105.3](#). This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

Initial Here

Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in [Penal Code Section 11105.3](#) and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least ten (10) business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided

by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor’s employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.
4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.
5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.
6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum “Best” Insurance Guide rating of “A- VII”.
8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.
9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.
10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission’s risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

- a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

- b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- 1) Premises operations, fixed assets and mobile equipment.
- 2) Products and completed operations.
- 3) Broad form property damage (including completed operations).
- 4) Explosion, collapse and underground hazards.
- 5) Personal injury
- 6) Contractual liability.
- 7) \$2,000,000 general aggregate limit.

- c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

- d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.
- e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

- f. Cyber Liability Insurance - Cyber Liability Insurance with limits of no less than \$1,000,000 for each occurrence or event with an annual aggregate of \$2,000,000 covering privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy shall protect the involved County entities and cover breach response cost as well as regulatory fines and penalties.
- g. Abuse/Molestation Insurance – Contractor shall have abuse or molestation insurance providing coverage for all employees for the actual or threatened abuse or molestation by anyone of any person in the care, custody, or control of any insured, including negligent employment, investigation and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than one million dollars (\$1,000,000) with a two million dollars (\$2,000,000) aggregate limit.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract shall ensure that it has all necessary licenses, permits and/or certifications required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations and agrees to pay all fees and other charges required thereby. The Contractor shall maintain these licenses, permits and/or certifications in effect for the duration of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal to safety and health ordinances and statutes, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Attorney's Fees and Costs

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

X. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of this Contract shall acknowledge the Commission as the funding agency and Contractor as the creator of the publication.

Y. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines

https://www.sbcounty.gov/uploads/First5/docs/main/media_guidelines.pdf.

Z. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

AA. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. For each calendar month, Contractor shall provide the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the reporting period.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

▪ Fiscal Reports

For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within fifteen (15) calendar days from the end of the reporting period.

Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

▪ Asset Report

Contractor shall report all assets worth \$500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than thirty (30) days prior to the normal conclusion of a Contract. If the Contract is terminated early under any fiscal provision or due to correction of performance deficiencies, Contractor shall submit the Closing Asset report within ten (10) business days of receiving notice of Contract termination.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

BB. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (<https://www.ecfr.gov/current/title-48/section-352.237-70>)

CC. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549 \[51 Fed. Reg. 6370\]](#) (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters ([45 C.F.R., section 76](#)):

- a. The Contractor certifies that neither it, its principals, nor any potential subcontractors:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at [45 C.F.R. section 76.200](#)) by any federal department or agency;
 - 2) Have not within a three (3)-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and
 - 4) Have not within a three (3)-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
 - 5) Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this

Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

DD.Environmental Requirements

The Commission has adopted a recycled product purchasing standards policy ([San Bernardino County Policy 11-08](#)), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

- A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.
- B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.
- C. Commission shall specify all reports and deliverables required from the Contractor.
- D. Commission shall provide technical assistance as deemed necessary.
- E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within fifteen (15) days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 4,415,248 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2024-25	\$ <u>1,440,338</u>	October 3, 2024 through June 30, 2025
Fiscal Year 2025-26	\$ <u>1,469,068</u>	July 1, 2025 through June 30, 2026
Fiscal Year 2026-27	\$ <u>1,505,842</u>	July 1, 2026 through June 30, 2027

Initial Here

B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

If requested in writing, a one-time advance of funds in an amount not to exceed 15% of the annual contract amount may be issued the first month of the contract only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports, projected costs and cash on hand collectively.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining from finds another revenue source without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two (2) Budget Revision Requests per fiscal year.

The Contractor must submit any Budget Revision Requests to the Commission no later than **February 28th** of the fiscal year. Budget Revision Requests may be submitted in hard copy form with original signatures or electronically in a PDF format. Postmarked envelopes received after **February 28th** will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Variances to the individual line items of Section A: Salaries and Benefits may be allowed if deemed reasonable and does not increase the total budgeted amount of Section A: Salaries and Benefits.

Annual variances of up to 10% of individual line items within Section B: Services and Supplies are allowable provided that the variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Annual variances in excess of 10% of line item cannot be made by the Contractor without prior approval of a Budget Revision Request by the Commission in accordance with Section V, Paragraph G of this Contract.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of \$5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of \$500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of \$500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five (5) years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor's Report for the term of the Contract.

Initial Here

E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or

- B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.
- C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.
- D. Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract and approved by the person(s) authorized to do so on behalf of Contractor and Commission.
- E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

Initial Here

- F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.
- G. The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, San Bernardino County, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County, San Bernardino District.
- H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. NONDISCRIMINATION

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in providing services, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

B. Americans with Disabilities Act/Individuals with Disabilities

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission Staff if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

C. Employment and Civil Rights

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

1. Equal Employment Opportunity Program

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of San Bernardino County and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

2. Civil Rights Compliance

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract.

D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision "key employees" includes any individuals providing direct service to the Commission. "Key employees" do not include clerical personnel providing service at the Contractor's offices or locations.

continued on next page

XIII. CONCLUSION

- A. This Contract, consisting of 21 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.
- B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
- C. This contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

CHILDREN AND FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY

SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOLS

Legal Entity

▶ _____
Authorized Signature

Elliot Weinstein M.D.
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Richard De Nava
Printed Name

Chief Business Officer
Title

Dated

Official Stamp

Reviewed for Processing

▶ _____
Cindy Faulkner
Assistant Director

Date

Approved as to Legal Form

▶ _____
Dawn Martin
Commission Counsel

Date

Presented to Commission for
Signature

▶ _____
Karen E. Scott
Executive Director

Date



Agency Name:	San Bernardino County Superintendent of Schools (SBCSS)	Contract #: EC046	Service Area:	Rim of the World Unified School District, Colton Joint Unified School District, Morongo unified School District
Program Name:	Tomorrow's Readiness Starts Today		Period:	October 3, 2024 – June 30, 2027

Expectations	<p>The primary objective of the <i>Tomorrow's Readiness Starts Today</i> initiative is to pilot a support program that fosters connections between local education agencies (LEAs) and families, as well as between families and local resource and referral (R&R) support. By leveraging the developing California Community Schools Partnership Program (CCSPP) system design, LEAs in San Bernardino County can enhance their community connections.</p> <p>This project aims to provide coordinated support to families through a centralized system, emphasizing integrated supports and alignment with California's focus on a Universal Prekindergarten Mixed Delivery system to increase access and equity, especially for underserved families.</p> <p>The project will coordinate services for families through the CCSPP site Coordination of Services Team (COST) and support partnerships between the early learning and care community and LEAs. It will also provide LEA leadership and workforce with the necessary support to increase their capacity for serving children ages 0-5 for prevention and early intervention services.</p> <p>The <i>Tomorrow's Readiness Starts Today</i> project aims to unite families with the support they need, enhancing access and equity to essential resources through their neighborhood school site. The initiative is designed to be replicable and sustainable, which means that it can be implemented in other regions and continue to provide benefits over time.</p>
---------------------	---

Outcomes	<p>The project is designed to achieve several outcomes that include, but are not limited to:</p> <ul style="list-style-type: none"> • Integration and alignment of the California Community Schools Partnership Program and the Community Engagement Initiative (CEI) to the development of the UPK Mixed Delivery System in San Bernardino County. • Development of a replicable and sustainable LEA system, including a Coordination of Services Team (COST) that is readily available to intake families and children ages 0-5 • Increased family access to integrated support systems and with local LEAs and community school sites. • Increased opportunities for families to build capacity, increase knowledge and develop supportive relationships within the cohort. • LEA uses CEI tools and resources to assess system readiness and increase family and community engagement in system development. • Participation in developing a F5 Family Supports Resource Network. • Increased collaboration and partnership with Quality Start San Bernardino partners including but not limited to California State University San Bernardino and Child Care Resource Center and local education agencies.
-----------------	--

Objective/ Goal/Measure	Activity/Description	Activity Dosage/Frequency	Persimmony Verification (Data entry/Report /Upload supporting documents via PDF or Excel)		
			Submission Time Frame	Quantitative Data	Qualitative Data
Alignment of current and future systems to support families of children ages 0-5 with a focus on whole child, whole family, whole community needs	Establish a Steering Committee and regular meeting schedule to oversee the initiative's progress and ensure alignment with grant objectives	Steering Committee selection and Review: <i>annually</i> Meeting cadence: <i>monthly</i> and <i>as needed</i> dependent upon scope of work	Quarterly	# of meetings # of attendees # of partner agencies in attendance # of agency representatives in attendance	<ul style="list-style-type: none"> • Meeting agendas; • Meeting minutes; • Presentation materials; • Narrative report of successes and challenges
Development and/or expansion of CCSPP site Coordination of Services Team (COST) to include resources and referrals for children ages 0-5	Make strategic connections to CCSPP COST teams to support families with children ages 0-5 and San Bernardino County Resource and Referral (R&R) agencies.	<i>Weekly, bi-weekly, and/or monthly</i> as needed.	Quarterly	# of meetings # of attendees # of partner agencies in attendance # of agency representatives in attendance	<ul style="list-style-type: none"> • Meeting agendas; • Meeting minutes; • Presentation materials; • Narrative report of successes and challenges

<p>Coordination of outreach services to pediatric medical and dental professionals serving families of children ages 0-5</p>	<p>Develop an Arc GIS map identifying CCSPP sites, WIC (Women, Infant, and Children) offices, low-income medical/dental facilities serving children ages 0-5.</p> <p>Develop partnerships with pediatric medical/dental clinics to ensure that families have access to high-quality medical and dental care for their children</p>	<p>Map development will be started at the project's onset and then reviewed and updated <i>bi-annually</i> to ensure accuracy.</p> <p><i>Regularly and consistently</i> throughout the project as needed.</p>	<p>Annually</p> <p>Quarterly</p>	<p># of providers included in map information # of data points included for each provider (e.g., languages spoken, etc.)</p> <p># type and date of initial and follow-up contact # of support sessions provided # of families/children served Demographic data of providers and/or families served Additional notes as necessary</p>	<ul style="list-style-type: none"> • Meeting agendas; • Meeting minutes; • Presentation materials; • Narrative report of successes and challenges; • Arc GIS map <p>Meeting agendas; Meeting notes; Presentation materials; Narrative report of successes and challenges</p>
<p>Expanded opportunities for families to engage in workshops, network meetings, and courses to increase knowledge, build capacity and practice strategies that lead to improved outcomes</p>	<p>Create community cohorts to engage in family network meetings, parenting classes and workshops.</p> <p>Provide <i>Science of Parenting: Parenting Children Ages 0-5</i> courses, free of charge to families, guardians, and caregivers. California State University San Bernardino trainers will provide the 9-week parenting courses.</p>	<p>Cohorts created <i>annually</i>; however, participation will be <i>open year-round</i> to all interested families</p> <p>Meeting cadence will be <i>determined by the needs of the families</i> participating and according to their availability and preferences. <i>Monthly</i> convenings are preferred if possible.</p>	<p>Quarterly</p>	<p># of meetings # of attendees # of partner agencies in attendance # of agency representatives in attendance</p> <p>Demographic data of providers and/or families served</p>	<ul style="list-style-type: none"> • Meeting agendas; • Meeting notes; • Presentation materials; • Narrative report of successes and challenges

<p>Intentional use of Community Engagement Initiative (CEI) tools and resources to assess LEA system readiness to intake and support families of children ages 0-5</p>	<p>Provide training and guidance to LEA administrators and COST team to utilize the CEI tools for data collection, analyze the data, and develop a sustainable intake system</p>	<p><i>Biweekly or monthly</i>, depending on the needs of the COST team and the readiness of the LEA/site</p>	<p>Quarterly</p>	<p># of meetings # of attendees # of partner agencies in attendance # of agency representatives in attendance Demographic data of providers and/or families served by COST team</p>	<ul style="list-style-type: none"> • Meeting agendas; • Meeting notes; • Presentation materials; • Narrative report of successes and challenges
<p>Increase in family, parent, and caregiver capacity to support the health and well-being of their child(ren) through parenting course and networks</p>	<p>Develop a website linking families, LEA/COST teams and the broader community to resources, referrals, and FAQs related to parenting young children. This website will be a centralized location to access information and resources related to their children’s health and well-being.</p>	<p>Website development will occur in the latter part of year 1 and will be <i>monitored and updated at least monthly</i> or as needed.</p>	<p>Annually</p>	<p># of meetings # of attendees # of partner agencies in attendance # of agency representatives in attendance # of hits on website pages/links after publishing</p>	<ul style="list-style-type: none"> • Meeting agendas; • Meeting notes; • Presentation materials; • Narrative report of successes and challenges
<p>Engagement in a continuous improvement model when assessing the effectiveness of the pilot project with three LEAs using measurable outcome data prior to replicating and scaling across San Bernardino County</p>	<p>Utilize continuous improvement model(s) such as Plan-Do-Study-Act (PDSA) cycles to determine effectiveness and make timely shifts in design and practice</p>	<p>Continually throughout the project.</p>	<p>Quarterly</p>		<ul style="list-style-type: none"> • Meeting agendas; • Meeting notes; • Presentation materials; • Narrative report of successes and challenges (Varied data points per PDSA cycle focus)

Preliminary identification of unique needs of families and communities across the three regions of San Bernardino County and how best to meet those needs	Distribute formal family needs assessment. Maximum effort will be put into providing the needs assessment in the home languages of participating families.	Formal assessment: <i>biannually</i> Informal assessment: <i>regularly</i> through family cohort meetings and COST team meetings	Annually		Formal and informal assessment results report
---	--	---	----------	--	---

Data Type:	Quantitative & Qualitative	
Reporting Period:	Quarterly & Annually	Due: By the 15 th of the following month



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION:	San Bernardino County Superintendent of Schools	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	Tomorrow's Readiness Starts Today Family Support Pilot	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,440,338
INITIATIVE:		FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name: Position:										
1	Karen Good Program Manager	0.50	105.19	908	34%	95,513	32,684	128,197	256,394	50%	The EED Program Manager will oversee project progression, identify areas of success and challenges through continuous improvement cycles and data review and provide leadership to internal and external project partners to ensure collaboration, coordination of services and deliverable completion.
2	New Position (vacant) Outreach Specialist	1.00	60.16	1816	51%	109,251	55,980	165,231	165,231	100%	The Early Education and Development Outreach Specialist will develop strategic and systematic communication plans that will include tools and means of outreach. Regular reporting of outreach strategies and success rate will be delivered to the Project Lead and additional project staff during scheduled meetings. At the onset of the project meetings will be scheduled weekly to ensure the design phase is completed within the allotted timeframe as shown in the scope of work graphic below. During the planning and implementation phases meeting cadence will be determined by project progress and the needs of the partner LEAs. In addition, the Outreach Specialist will conduct data reviews that include the number of families engaging with the community school site, the type of services and/or support being requested, the age of the child(ren) needing services, demographic data as allowable, and other information as deemed appropriate to ensure a continuous improvement cycle is in effect.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR:**

2024-2025

ORGANIZATION:	San Bernardino County Superintendent of Schools	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	Tomorrow's Readiness Starts Today Family Support Pilot	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,440,338
INITIATIVE:		FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Angelina Darnold Project Analyst	0.70	65.11	1271	50%	82,755	41,187	123,942	177,088	70%	Angelina Darnold is the fiscal analyst who supports all of the budgets in the Early Education and Development Department. For over 18 years she has worked with organizations, in a fiscal capacity, providing guidance and oversight for a variety of funding sources, including grants. Angie will provide budget management support as well as fiscal reporting documentation and fiscal tracking oversight. She is especially adept at ensuring fiscal solvency and grant compliance review measures which will be performed regularly throughout the grant period.
4	Marissa Lazo-Necco Parent/Family/Community Engagement Manager	0.50	82.13	908	46%	74,574	34,334	108,908	217,816	50%	The Family and Community Engagement Content Manager who resides with the Leadership and Outreach Department, also part of ESS, will be an integral member of the project team; she has valuable experience as the Community Engagement Initiative lead and will support the use of CEI tools in the development of the system to successfully engage families and the community partners.
Total Salaries & Benefits						\$ 362,092	\$ 164,185	\$ 526,277	\$ 816,528		



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025

ORGANIZATION:	San Bernardino County Superinte	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	Tomorrow's Readiness Starts Tod	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,440,338
INITIATIVE:	0	FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

II. SERVICES & SUPPLIES					
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1	Materials and supplies	0%	5,000	Materials and supplies may include but not be limited to professional texts for internal and external staff engaging in the project, ink for printing materials related to project deliverables, creation and maintenance of project website/resource hub, office/clerical supplies needed for meetings and overall project management	
2	Equipment	1%	10,000	Base technology set up cost for the new Outreach Specialist position	
3	Network user fees, copier fees, conference room fees	1%	8,035	Required fees for daily operations	
Total Services & Supplies			\$ 23,035		
III. FOOD					
	Event(s):		TOTAL F5SB BUDGET (\$)	Description/Justification:	
1			-		
Total Food			\$ -		
IV. TRAVEL					
	Destination:	Purpose:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1		TRAVEL	\$ 8,000.00	Travel expenses may include mileage reimbursement for staff traveling to in-person meetings at the LEA sites, registration/hotel/travel expenses to conferences that will provide opportunities for professional learning to support the project and/or present pilot project plans as an innovative approach to UPK and community schools' alignment.	
Total Travel			\$ 8,000.00		
V. SUBCONTRACTORS					



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025

ORGANIZATION:	San Bernardino County Superintendent	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	Tomorrow's Readiness Starts Today	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,440,338
INITIATIVE:	0	FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

	Organization Name:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	California state University, San Bernardino	83,333	CSUSB will be contracted to provide Science of Parenting courses to cohorts of families in each of the partner LEAs: Morongo, Colton, and Rim of the World. The trainings will be scheduled and facilitated by CSUSB trainers throughout the project to support children in the home environment.
2	Morongo Unified School District	250,000	Pilot LEAs were chosen based on several criteria including: eligibility for Differentiated Assistance, third-grade English-Language Arts performance data, CEI participation, UPK planning and implementation and CCSPP cohort enrollment. The districts represent the three regions of SBC, as well as small, medium and large sizes. The Morongo Unified School District serves families and children in Morongo Valley, the Town of Yucca Valley, Pioneertown, Landers, Joshua Tree, the City of Twentynine Palms, the Marine Corps Air Ground Task Force Training Center at Twentynine Palms. The District covers over 1400 sq miles.
3	Rim of the World School District	250,000	Pilot LEAs were chosen based on several criteria including: eligibility for Differentiated Assistance, third-grade English-Language Arts performance data, CEI participation, UPK planning and implementation and CCSPP cohort enrollment. The districts represent the three regions of SBC, as well as small, medium and large sizes. The Rim of the World School District serves families and children in Cedar Pines Park, Crestline, Blue Jay, Lake Arrowhead, Running Springs and Green Valley Lake. It is located in the San Bernardino Mountains and covers 110 square miles of forested land.



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025

ORGANIZATION:	San Bernardino County Superintendent	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	Tomorrow's Readiness Starts Today	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,440,338
INITIATIVE:	0	FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

				Pilot LEAs were chosen based on several criteria including: eligibility for Differentiated Assistance, third-grade English-Language Arts performance data, CEI participation, UPK planning and implementation and CCSPP cohort enrollment. The districts represent the three regions of SBC, as well as small, medium and large sizes. The Colton Joint Unified School District covers approximately 47 square miles and serves children and families in Colton, Bloomington, and Grand Terrace and small portions of Fontana, Rialto and San Bernardino. It is the third largest elementary school district in California.
4	Colton Joint Unified School District		250,000	
	Total Subcontractors		833,333	
VI.	INDIRECT COSTS			
	Percent:	7.56%		
	Basis:	\$ 657,312	49,693	Approved IDC 7.56%
	Total Indirect Costs		\$ 49,693	
TOTAL FIRST 5 BUDGET			\$ 1,440,338	



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR:

2025-2026

DIRECTOR: HEATHER SMITH SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS	DIRECTOR: KAREN GOOD TOMORROW'S READINESS STARTS TODAY FAMILY SUPPORT PILOT	DIRECTOR: ANGELINA DARNOLD OFFICE OFFICER:	PROGRAM YEAR: 2025-2026 TOTAL BUDGET: \$ 1,469,068 RFP/CONTRACT #: EC046
---	---	--	--

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name: Position:										
1	Karen Good Program Manager	0.50	109.38	908	35%	99,317	34,413	133,730	267,461	50%	The EED Program Manager will oversee project progression, identify areas of success and challenges through continuous improvement cycles and data review and provide leadership to internal and external project partners to ensure collaboration, coordination of services and deliverable completion.
2	New Position (vacant) Outreach Specialist	1.00	62.54	1816	53%	113,573	59,853	173,425	173,425	100%	The Early Education and Development Outreach Specialist will develop strategic and systematic communication plans that will include tools and means of outreach. Regular reporting of outreach strategies and success rate will be delivered to the Project Lead and additional project staff during scheduled meetings. At the onset of the project meetings will be scheduled weekly to ensure the design phase is completed within the allotted timeframe as shown in the scope of work graphic below. During the planning and implementation phases meeting cadence will be determined by project progress and the needs of the partner LEAs. In addition, the Outreach Specialist will conduct data reviews that include the number of families engaging with the community school site, the type of services and/or support being requested, the age of the child(ren) needing services, demographic data as allowable, and other information as deemed appropriate to ensure a continuous improvement cycle is in effect.



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR:

2025-2026

ON:	San Bernardino County Superintendent of Schools	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2025-2026
FILE:	Tomorrow's Readiness Starts Today Family Support Pilot	ADDITIONAL DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,469,068
LINE:		PRINCIPAL OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Angelina Darnold Project Analyst	0.70	67.69	1271	51%	86,034	44,015	130,049	185,813	70%	Angelina Darnold is the fiscal analyst who supports all of the budgets in the Early Education and Development Department. For over 18 years she has worked with organizations, in a fiscal capacity, providing guidance and oversight for a variety of funding sources, including grants. Angie will provide budget management support as well as fiscal reporting documentation and fiscal tracking oversight. She is especially adept at ensuring fiscal solvency and grant compliance review measures which will be performed regularly throughout the grant period.
4	Marissa Lazo-Necco Parent/Family/Community Engagement Manager	0.50	85.40	908	47%	77,543	36,670	114,213	228,427	50%	The Family and Community Engagement Content Manager who resides with the Leadership and Outreach Department, also part of ESS, will be an integral member of the project team; she has valuable experience as the Community Engagement Initiative lead and will support the use of CEI tools in the development of the system to successfully engage families and the community partners.
	Total Salaries & Benefits					\$ 376,467	\$ 174,951	\$ 551,418	\$ 855,126		



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2025-2026

ORGANIZATION:	San Bernardino County Superinte	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2025-2026
PROGRAM TITLE:	Tomorrow's Readiness Starts Tod	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,469,068
INITIATIVE:	0	FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Materials and supplies	0%	5,000	Materials and supplies may include but not be limited to professional texts for internal and external staff engaging in the project, ink for printing materials related to project deliverables, creation and maintenance of project website/resource hub, office/clerical supplies needed for meetings and overall project management
2	Network user fees, copier fees, conference room fees	0%	4,432	Required fees for daily operations
Total Services & Supplies			\$ 9,432	

III. FOOD				
	Event(s):		TOTAL F5SB BUDGET (\$)	Description/Justification:
1				
Total Food			\$ -	

IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1		Travel	\$ 8,000.00	Travel expenses may include mileage reimbursement for staff traveling to in-person meetings at the LEA sites, registration/hotel/travel expenses to conferences that will provide opportunities for professional learning to support the project and/or present pilot project plans as an innovative approach to UPK and community schools' alignment.
Total Travel			\$ 8,000.00	

V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET (\$)	Description/Justification:



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2025-2026

ORGANIZATION:	San Bernardino County Superinte	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2025-2026
PROGRAM TITLE:	Tomorrow's Readiness Starts Tod	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,469,068
INITIATIVE:	0	FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

1	California state University, San Bernardino	83,333	CSUSB will be contracted to provide Science of Parenting courses to cohorts of families in each of the partner LEAs: Morongo, Colton, and Rim of the World. The trainings will be scheduled and facilitated by CSUSB trainers throughout the project to support children in the home environment.
2	Morongo Unified School District	250,000	Pilot LEAs were chosen based on several criteria including: eligibility for Differentiated Assistance, third-grade English-Language Arts performance data, CEI participation, UPK planning and implementation and CCSPP cohort enrollment. The districts represent the three regions of SBC, as well as small, medium and large sizes. The Morongo Unified School District serves families & children in Morongo Valley, the Town of Yucca Valley, Pioneertown, Landers, Joshua Tree, the City of Twentynine Palms, and the Marine Corps Air Ground Task Force Training Center at Twentynine Palms. The District covers over 1400 square miles.
3	Rim of the World School District	250,000	Pilot LEAs were chosen based on several criteria including: eligibility for Differentiated Assistance, third-grade English-Language Arts performance data, CEI participation, UPK planning and implementation and CCSPP cohort enrollment. The districts represent the three regions of SBC, as well as small, medium and large sizes. The Rim of the World School District serves families and children in Cedar Pines Park, Crestline, Blue Jay, Lake Arrowhead, Running Springs and Green Valley Lake. It is located in the San Bernardino Mountains and covers 110 square miles of forested land.



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2025-2026

ORGANIZATION:	San Bernardino County Superintendent	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2025-2026
PROGRAM TITLE:	Tomorrow's Readiness Starts Today	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,469,068
INITIATIVE:	0	FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

				Pilot LEAs were chosen based on several criteria including: eligibility for Differentiated Assistance, third-grade English-Language Arts performance data, CEI participation, UPK planning and implementation and CCSPP cohort enrollment. The districts represent the three regions of SBC, as well as small, medium and large sizes. The Colton Joint Unified School District covers approximately 47 square miles and serves children and families in Colton, Bloomington, and Grand Terrace and small portions of Fontana, Rialto and San Bernardino. It is the third largest elementary school district in California.
4	Colton Joint Unified School District		250,000	
	Total Subcontractors		833,333	
VI. INDIRECT COSTS				
	Percent:	10%		
	Basis:	\$ 668,850	66,885	Estimated at 10% to be replaced with actual rate when published.
	Total Indirect Costs		\$ 66,885	
TOTAL FIRST 5 BUDGET			\$ 1,469,068	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2026-2027**

ORGANIZATION:	San Bernardino County Superintendent of Schools	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2026-2027
PROGRAM TITLE:	Tomorrow's Readiness Starts Today Family Support Pilot	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,505,842
INITIATIVE:		FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1	Karen Good	Program Manager	0.50	113.73	908	35%	103,267	36,247	139,514	279,027	50%	The EED Program Manager will oversee project progression, identify areas of success and challenges through continuous improvement cycles and data review and provide leadership to internal and external project partners to ensure collaboration, coordination of services and deliverable completion.
2	New Position (vacant)	Outreach Specialist	1.00	65.02	1816	54%	118,076	63,620	181,696	181,696	100%	The Early Education and Development Outreach Specialist will develop strategic and systematic communication plans that will include tools and means of outreach. Regular reporting of outreach strategies and success rate will be delivered to the Project Lead and additional project staff during scheduled meetings. At the onset of the project meetings will be scheduled weekly to ensure the design phase is completed within the allotted timeframe as shown in the scope of work graphic below. During the planning and implementation phases meeting cadence will be determined by project progress and the needs of the partner LEAs. In addition, the Outreach Specialist will conduct data reviews that include the number of families engaging with the community school site, the type of services and/or support being requested, the age of the child(ren) needing services, demographic data as allowable, and other information as deemed appropriate to ensure a continuous improvement cycle is in effect.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2026-2027**

ORGANIZATION:	San Bernardino County Superintendent of Schools	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2026-2027
PROGRAM TITLE:	Tomorrow's Readiness Starts Today Family Support Pilot	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,505,842
INITIATIVE:		FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Angelina Darnold Project Analyst	0.70	70.38	1271	52%	89,453	46,766	136,219	194,629	70%	Angelina Darnold is the fiscal analyst who supports all of the budgets in the Early Education and Development Department. For over 18 years she has worked with organizations, in a fiscal capacity, providing guidance and oversight for a variety of funding sources, including grants. Angie will provide budget management support as well as fiscal reporting documentation and fiscal tracking oversight. She is especially adept at ensuring fiscal solvency and grant compliance review measures which will be performed regularly throughout the grant period.
4	Marissa Lazo-Necco Parent/Family/Community Engagement Manager	0.50	88.79	908	48%	80,621	38,916	119,537	239,074	50%	The Family and Community Engagement Content Manager who resides with the Leadership and Outreach Department, also part of ESS, will be an integral member of the project team; she has valuable experience as the Community Engagement Initiative lead and will support the use of CEI tools in the development of the system to successfully engage families and the community partners.
	Total Salaries & Benefits					\$ 391,417	\$ 185,548	\$ 576,966	\$ 894,426		



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2026-2027

ORGANIZATION:	San Bernardino County Superinte	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2026-2027
PROGRAM TITLE:	Tomorrow's Readiness Starts Tod	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,505,842
INITIATIVE:	0	FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Materials and supplies	0%	5,000	Materials and supplies may include but not be limited to professional texts for internal and external staff engaging in the project, ink for printing materials related to project deliverables, creation and maintenance of project website/resource hub, office/clerical supplies needed for meetings and overall project management.
2	Network user fees, copier fees, conference room fees	1%	12,315	Required fees for daily operations
Total Services & Supplies			\$ 17,315	

III. FOOD			
	Event(s):	TOTAL F5SB BUDGET (\$)	Description/Justification:
1			
Total Food		\$ -	

IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1		Travel	\$ 8,000.00	Travel expenses may include mileage reimbursement for staff traveling to in-person meetings at the LEA sites, registration/hotel/travel expenses to conferences that will provide opportunities for professional learning to support the project and/or present pilot project plans as an innovative approach to UPK and community schools' alignment.
Total Travel			\$ 8,000.00	

V. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET (\$)	Description/Justification:



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2026-2027

ORGANIZATION:	San Bernardino County Superintendent	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2026-2027
PROGRAM TITLE:	Tomorrow's Readiness Starts Today	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,505,842
INITIATIVE:	0	FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

1	California State University, San Bernardino	\$ 83,333	CSUSB will be contracted to provide Science of Parenting courses to cohorts of families in each of the partner LEAs: Morongo, Colton, and Rim of the World. The trainings will be scheduled and facilitated by CSUSB trainers throughout the project to support children in the home environment.
2	Morongo Unified School District	\$ 250,000	Pilot LEAs were chosen based on several criteria including: eligibility for Differentiated Assistance, third-grade English-Language Arts performance data, CEI participation, UPK planning and implementation and CCSPP cohort enrollment. The districts represent the three regions of SBC, as well as small, medium and large sizes. The Morongo Unified School District serves families and children in Morongo Valley, the Town of Yucca Valley, Pioneertown, Landers, Joshua Tree, the City of Twentynine Palms, and the Marine Corps Air Ground Task Force Training Center at Twentynine Palms. The District covers over 1400 square miles.
3	Rim of the World School District	\$ 250,000	Pilot LEAs were chosen based on several criteria including: eligibility for Differentiated Assistance, third-grade English-Language Arts performance data, CEI participation, UPK planning and implementation and CCSPP cohort enrollment. The districts represent the three regions of SBC, as well as small, medium and large sizes. The Rim of the World School District serves families and children in Cedar Pines Park, Crestline, Blue Jay, Lake Arrowhead, Running Springs and Green Valley Lake. It is located in the San Bernardino Mountains and covers 110 square miles of forested land.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2026-2027**

ORGANIZATION:	San Bernardino County Superintendent	DIRECTOR:	Heather Smith	PROGRAM YEAR:	2026-2027
PROGRAM TITLE:	Tomorrow's Readiness Starts Today	PROGRAM DIRECTOR:	Karen Good	TOTAL BUDGET:	\$ 1,505,842
INITIATIVE:	0	FINANCE OFFICER:	Angelina Darnold	RFP/CONTRACT #:	EC046

					Pilot LEAs were chosen based on several criteria including: eligibility for Differentiated Assistance, third-grade English-Language Arts performance data, CEI participation, UPK planning and implementation and CCSPP cohort enrollment. The districts represent the three regions of SBC, as well as small, medium and large sizes. The Colton Joint Unified School District covers approximately 47 square miles and serves children and families in Colton, Bloomington, and Grand Terrace and small portions of Fontana, Rialto and San Bernardino. It is the third largest elementary school district in California.
4	Colton Joint Unified School District		\$	250,000	
	Total Subcontractors		\$	833,333	
VI.	INDIRECT COSTS				
	Percent:	10%			
	Basis:	\$	702,281	70,228	Estimated IDC 10% to be replaced with actual rate when published.
	Total Indirect Costs		\$	70,228	
TOTAL FIRST 5 BUDGET			\$	1,505,842	



Program Outline Document 2024-2027

AGENCY INFORMATION

Contract #: EC046

Legal Entity: San Bernardino County Superintendent of Schools

Dept./Division: Early Education and Development Dept./Education Support Services Branch

Project Name: Tomorrow's Readiness Starts Today Family Support Project

Program Site Address: 601 North E Street
San Bernardino, CA 92415

Client Referral Phone #

CONTACT INFORMATION

SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Richard De Nava **Title:** Chief Business Officer

Address: 760 E Brier Dr. San Bernardino, CA 92408 **Direct Phone #:** (909) 388-5768

E-Mail: Richard.denava@sbcss.net **Fax #:** (909) 388-5771

CONTRACT REPRESENTATIVE

Name: Kevin Garcia **Title:** Procurement Services Manager

Address: 760 E Brier Dr. San Bernardino, CA 92408 **Direct Phone #:** (909) 386-9517

E-Mail: Kevin.garcia@sbcss.net **Fax #:** (909) 388-5771

PROGRAM CONTACT

Name: Heather Smith **Title:** Director, Early Education and Development

Address: 601 N E St. San Bernardino, CA 92415 **Direct Phone #:** (909) 386-2633

E-Mail: Heather.smith@sbcss.net **Fax #:** (909) 332-5801

FISCAL CONTACT

Name: Angelina Darnold **Title:** Project Analyst

Address: 601 N E St. San Bernardino, CA 92415 **Direct Phone #:** (909) 386-2622
Fax#: (909) 332-5801

E-Mail: Angelina.darnold@sbcss.net **Fax#:**

ADDITIONAL CONTACT (Describe): Program

Name: **Title:**

Address: For Staff Analyst use only. **Direct Phone #:**

E-Mail **Fax #:**

PROGRAM INFORMATION

TYPE OF AGENCY Educational Institution

Describe: County/State educational Institution

PROGRAM DESCRIPTION

The *Tomorrow's Readiness Starts Today* initiative is a comprehensive project designed to support families with young children ages 0-5 in San Bernardino County communities. The primary objective of the project is to pilot a support program that fosters connections between local education agencies (LEAs) and families, as well as between families and local resource and referral (R&R) support. By leveraging the developing CCSPP system design, LEAs in San Bernardino County can enhance their community connections.

REGION
Countywide

The project will coordinate services for families through the CCSPP site Coordination of Services Team (COST) and support partnerships between the early learning and care community and LEAs. It will also provide LEA leadership and workforce with the necessary support to increase their capacity for serving children ages 0-5 for prevention and early intervention services.

Moreover, the project seeks to enhance family and community engagement through parenting courses and networking opportunities. By addressing the holistic needs of children and families, it aims to establish a stable and resilient foundation for families to thrive while fostering positive interactions with local LEAs. This will not only streamline the process of connecting families with resources but also cultivate positive relationships with school staff before children enter the TK-12 system.

STRATEGIC PRIORITY AREA & OBJECTIVES

<input checked="" type="checkbox"/> Child Health	<input checked="" type="checkbox"/> Early Learning	<input checked="" type="checkbox"/> Family Supports
<input checked="" type="checkbox"/> Children are screened and connected to appropriate developmental services	<input checked="" type="checkbox"/> Quality early learning can be accessed and utilized by families	<input checked="" type="checkbox"/> Families are connected to services that support children's development and parent/caregiver resiliency
<input checked="" type="checkbox"/> Children's health is promoted through community education about local health issues	<input type="checkbox"/> Early learning providers receive training and support to provide high quality learning opportunities to children.	<input checked="" type="checkbox"/> Families are connected to resources that support their caregiving skills and social/family engagement.
<input type="checkbox"/> Maternal health is promoted in the county through trainings and education for providers and families	<input checked="" type="checkbox"/> School readiness is promoted through increasing access to early literacy support and materials.	<input checked="" type="checkbox"/> Families and providers are aware of and know how to access existing county support and resources.
<input type="checkbox"/> Health care providers are aware of and able to connect children and families to existing mental and behavioral supports and services		<input checked="" type="checkbox"/> First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect

Defined by the Strategic Plan

ASSIGNED ANALYST: Erika Willhite

ASSIGNED ACCOUNTANT: Ileana Conley

ASSIGNED EVALUATOR: TBD

PROCUREMENT TYPE:

Competitive

Non-Competitive

Choose an item.

CONTRACT AMOUNT

Fiscal Year	Original Amount	Amendment Amount	Total
2024-2025	\$ 1,440,338	\$	\$ 1,440,338
2025-2026	\$ 1,469,068	\$	\$ 1,469,068
2026-2027	\$ 1,505,842	\$	\$ 1,505,842
Total			\$ 4,415,248



AGENDA ITEM 7
October 2, 2024

Subject	Accept funds in the amount of \$1,200,000 from Inland Empire Health Plan to implement HealthySteps in San Bernardino County
Recommendations	<ol style="list-style-type: none">1. Accept \$1,200,000 in funds awarded from Inland Empire Health Plan to support the implementation of a HealthySteps initiative for San Bernardino County.2. Delegate authority to the Executive Director or designee to execute any agreements or documents as required from Inland Empire Health Plan to effectuate the receipt of funding to implement HealthySteps. (Presenter: Scott McGrath, Deputy Director of Systems and Impact, 909-252-2425)
Financial Impact	\$1,200,000 for Fiscal Years 2024-2026
Background Information	<p>ZERO TO THREE's HealthySteps program provides early childhood development support to families where they are most likely to access it – the pediatric primary care office.</p> <p>HealthySteps is an innovative healthcare delivery model that improves access to developmental and behavioral services for children and their families by embedding trained professionals known as HealthySteps Specialists into pediatric primary care. These Specialists offer enhanced well-child visits, home visits, child development and parent screenings, parenting guidance, referrals to services, and many other resources.</p> <p>The HealthySteps Network spans over 77 pediatric and family practice sites in 13 states nationwide and serves over 25,000 children a year. In 2015, ZERO TO THREE, a national non-profit with deep early childhood experience, acquired HealthySteps to revamp the program and boost its impact.</p> <p>In August of 2024, Inland Empire Health Plan (IEHP) approached First 5 San Bernardino with interest in implementing a HealthySteps initiative for San Bernardino County in the amount of \$1,200,000. This was to provide equity in the region as IEHP has been supporting First 5 Riverside for the same amount to provide HealthySteps in Riverside County. Subsequently, First 5 staff submitted a proposal to IEHP officially requesting the \$1,200,000 in funding and outlining its implementation of the HealthySteps program. As proposed, funding for San Bernardino County will span two years with the first year focusing on planning and start-up costs and the second year focusing on technical assistance to create a sustainable system supported by Medi-Cal and/or other funding in year three and beyond.</p> <p>Approval of this item will authorize First 5 leadership to work with IEHP to receive funding in the amount of \$1,200,000 and execute any agreements or documents required by IEHP to implement a HealthySteps model of care in San Bernardino</p>

County.

Review

Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



Implementation of HealthySteps in San Bernardino County
(a F5SB and IEHP Children's Health Strategy)

Proposal to Inland Empire Health Plan (IEHP)



First 5 San Bernardino (F5SB) is seeking funding in the amount of \$1.2 million dollars from the Inland Empire Health Plan (IEHP) to enhance and improve health practices and outcomes for children prenatal through age 5 and their families in San Bernardino County (SBC).

F5SB's vision is that all children in SBC are healthy, safe, nurtured, and prepared to thrive. F5SB's strategic plan focuses on investing in a well-coordinated, collaborative, and comprehensive system of care that strengthens the health of children, families, and communities in SBC through integrated system planning and evidence-based program implementation.

In collaboration with key stakeholders, F5SB has embarked on an important effort to identify strategies to leverage existing resources and sustain their investments in collective and data-driven systems for San Bernardino's youngest children. This effort included a review of F5SB's own initiatives and those of cross-sector partners within SBC, designed to improve the quality and accessibility of pediatric care. Inland Empire Health Plan (IEHP) has been a co-sponsor of this work.

This collective work to date, of this Children's Health Strategic Planning effort, has resulted in the development of a framework that lays out priority issues, needed changes and/or improvements, and recommended strategies for F5SB, that is reflective of a completed landscape scan, as well as extensive stakeholder engagement. Ultimately, this effort is intended to advance F5SB's Child Health Goals and Objectives as outlined in the F5SB 2023-2028 Strategic Plan:

Children and their families can access and utilize the full spectrum of health services to enhance their well-being.

Objective #1: Children are screened and connected to appropriate developmental services.

Objective #2: Children's health is promoted through community education about local health issues.

Objective #3: Maternal health is promoted in the county through trainings and education for providers and families.

Objective #4: Health care providers are aware of and able to connect children and families to existing mental and behavioral supports and services.

The Children's Health strategic planning effort was grounded in a commitment to ensure children/families with disproportionate challenges have access to all the services they need to help them grow up healthy and ready to thrive. Informed by our understanding of the pediatric health conditions in SBC, the goal of the effort is to collectively prioritize the most important issues for consideration and identify how to work collectively to address those issues.

Through this strategic work of identifying the need for improvement in children’s access to comprehensive health services and utilization, stakeholders identified three areas of concern:

CHILDREN’S HEALTH: PROBLEM STATEMENT

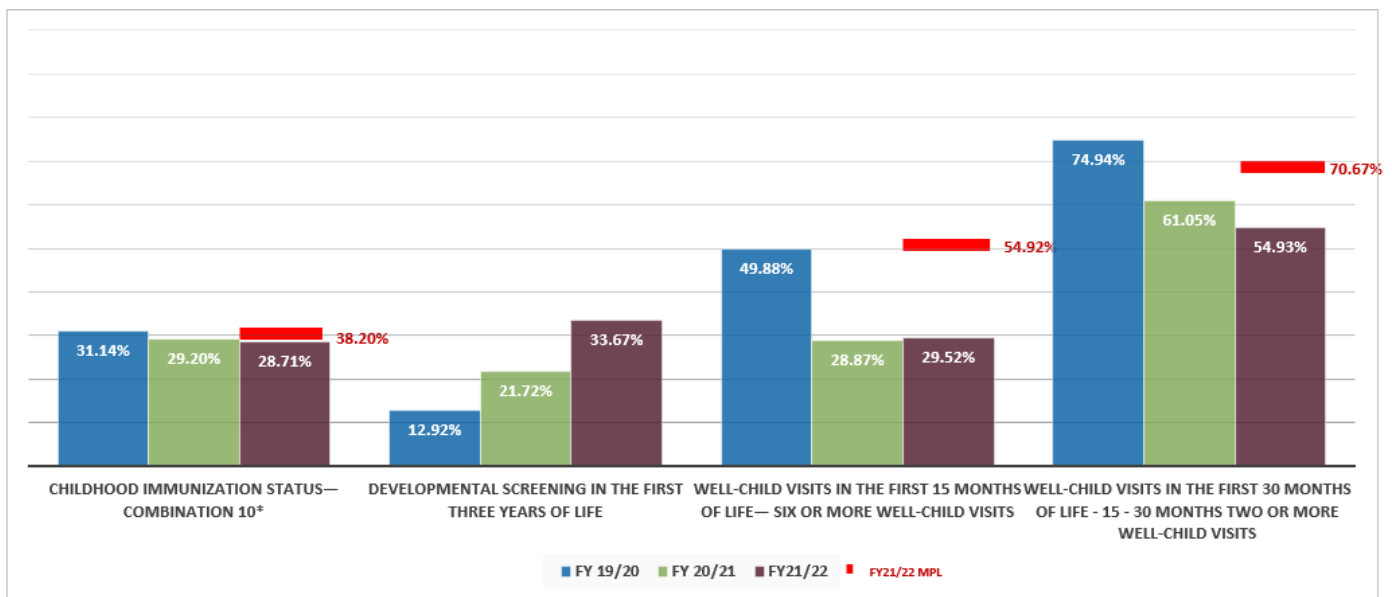
Low utilization of early preventative services for children who are assigned to a provider, as indicated well-child check-ups, developmental screening, immunizations

Significant disparities within San Bernardino County in terms of access to care as reflected in the racial/ethnic and geographical health outcomes

Despite improvements, children in San Bernardino County are not receiving **timely developmental screenings**

Health Management Associates, Inc. All Rights Reserved.

On a similar note, IEHP’s goal of improving State minimum performance levels in the following areas for children’s health, mirror that of F5SB and its stakeholders:



No MPL for Developmental Screenings

Source: [CA DHCA Medi-Cal Managed Care Quality Improvement Reports for Reporting Years 2020, 2021, 2022](#)

Collectively, F5SB and IEHP have identified Child Health Objectives and Strategies to address the need for improvement in Children’s Pediatric Care. One of the recommended strategies is implementation of the HealthySteps program.

F5SB recommends implementing the HealthySteps program in three pediatric primary care sites within SBC to ensure children and families have access to quality healthcare within a high performing Manage Care Plan (MCP).

The Medi-Cal care system has a significant reach for San Bernardino's children and pregnant people. In SBC, 47% of children are Medi-Cal enrolled, and Medi-Cal pays 46.6% of births. Of those, 90% of children are enrolled in Medi-Cal managed care, and the remaining 10% are in the Medi-Cal fee-for-service system. As one of the broad SBC MCP, IEHP serves 91% of children enrolled in Medi-Cal.

The ZERO TO THREE HealthySteps program is an evidence-based, interdisciplinary program that partners with pediatric primary care providers to promote and support caregivers and improve babies' and toddlers' health, well-being, and school readiness.

A strategic approach to reach all prenatal to five children, and their families, in SBC is through the pediatric primary care system. The pediatric primary care system is naturally trusted within the community and is frequently accessed by families and their young children for parenting and health information. Incorporating HealthySteps Specialists into the care coordination team will lead to positive outcomes for children, families, and practices. These positive outcomes include improved vaccination rates, increased well-child visit attendance, early identification of maternal depression, and addressing social determinants of health, all of which contribute to a healthier and more prepared community.

The Department of Health Care Services (DHCS) issued All Plan Letter (APL) 22-029 Dyadic Services and Family Therapy Benefit, which became effective January 1, 2023, for all Medi-Cal managed care plans under Non-Specialty Mental Health Services (NSMHS). Per California Welfare and Institutions Code § 14132.755, the dyadic service benefit is a family and caregiver-focused model of care intended to address developmental and behavioral health conditions of children as soon as they are identified and that fosters access to preventive care for children, rates of immunization completion, coordination of care, child social-emotional health and safety, developmentally appropriate parenting, and maternal health.

The goal of the dyadic service benefit is to support the implementation of a comprehensive model of dyadic services, including HealthySteps, that works within the pediatric clinic setting to identify and address caregiver and family risk factors for the child's benefit. HealthySteps increases the efficiency of the medical system and supports team-based comprehensive care. Practices that successfully implement HealthySteps operationalize the American Academy of Pediatrics' Bright Futures recommendations. A HealthySteps Specialist, a child development expert, joins the pediatric team to support practice-wide universal screening and provide successful intervention, referrals, and follow-up to the whole family.

First 5 Riverside, Orange County, and Santa Clara have seen significant improvement in Children’s Pediatric access to services and utilization rates and are now in the process of expanding and adding more HealthySteps sites. In addition, Health Plans such as The Hilton Foundation, Cal Optima, San Francisco Health Plan, and Blue Anthem Blue Cross have seen value in HealthySteps and have funded and supported startup sites. HealthySteps is a recommended best practice through the state funded initiative known as the Children and Youth Behavioral Health Initiative (CYBHI).

With funding from IEHP, F5SB can plan, coordinate, and execute implementation of three HealthySteps program sites in San Bernardino County over the next two years. With the initial two-year start-up investment, the goal is to establish HealthySteps to be ready and billable in the system as a sustainable program under Medi-Cal.

The proposed/projected start-up costs of HealthySteps across three clinic sites in SBC based on the national HealthySteps' budget template are as follows:

F5SB HealthySteps Program Budget			
Item	# of Sites	Fund/Site	Amount
One HealthySteps Specialist for each clinic	3	\$150,000	\$450,000
HealthySteps Program Licensure for each clinic	3	\$30,000	\$ 90,000
Subtotal			\$540,000
Onboarding planning, development, grant agreement, and execution (3 months)			\$210,000
HealthySteps start-up (9 months)			\$180,000
Technical assistance for each clinic (12 months follow-up)			\$150,000
Other Administrative Costs (over 24 months)			\$120,000
Total Investment			\$1,200,000

On behalf of children ages prenatal through five living in SBC, First 5 San Bernardino, with 25 years’ experience in investing and implementing supportive services and systems, sincerely appreciates this opportunity to partner with IEHP to improve children’s health outcomes.

F5SB Points of Contact:

Cindy Faulkner, Assistant Director, cfaulkner@cfc.sbcounty.gov (909) 252-4253

Erin Meier, Administrative Supervisor, Erin.Meier@cfc.sbcounty.gov (909) 252- 4261

Wendy Lee, Psy.D, Systems Integration Officer Wendy.Lee@cfc.sbcounty.gov (909) 252-4254

Peiyong Yang, Accountant III, Peiyong.Yang@cfc.sbcounty.gov (909) 252-4278



**AGENDA ITEM 8
October 2, 2024**

Subject	Statement of Work with Smartsheet to provide a workflow and digital asset management tool
Recommendations	Approve Statement of Work with Smartsheet for \$74,319 for fiscal year 2024-2025 to provide workflow management tool, digital asset management system, and professional services. (Presenter: Erin Meier, Administrative Supervisor I, 909-386-7706)
Financial Impact,	\$74,319 for fiscal year 2024-2025
Background Information	First 5 San Bernardino (F5SB) has a need to streamline workflows with scalable tools that can be used in all facets of the organization.

Smartsheet will allow F5SB to modernize workflows, enhance collaboration, and manage large amounts of valuable content. Smartsheet is currently being used by many governmental agencies, including San Bernardino County through the following departments :

1. San Bernardino County Department of Public Works
2. San Bernardino County Homeless Partnership
3. San Bernardino County Human Services, IT Service Desk
4. San Bernardino County Information Technology Department
5. San Bernardino County Human Services, Human Resources Department
6. San Bernardino County Community Development and Housing

Smartsheet will allow for cross organizational visibility of project status and tracking allowing F5SB to make informed decisions about resource allocation, budget management and process improvement.

Smartsheet is National Association of State Procurement Officials (NASPO) approved. NASPO is the nation’s leader in public procurement and promotes best practices, education, professional development and research.

Pending Commission approval, this approval of the Statement of Work by Smartsheet will allow F5SB to be more agile and contribute to cost savings by streamlining processes, mitigating manual workflows, and providing insight into impactful change opportunities.

Approval of this item supports the **Child Health, Family Support, and Early Learning** Strategic Priority Areas in the Commission’s 2023-2028 Strategic Plan:

Child Health:

- Children’s health is promoted through community education about local health issues
- Early care providers are aware of and able to connect children and families to existing mental and behavioral support services.
- **Early Learning:**
 - Quality early learning can be accessed and utilized by families.
 - Early learning providers receive training and supports to provide high quality learning opportunities to children.

-
- School readiness is promoted through increasing access to early literacy supports and materials.

Family Support:

- Families are connected to services that support children’s development and parent/caregiver resiliency.
- Families are connected to resources that support their caregiving skills and social/family engagement.
- Families and providers are aware of and know how to access existing county resources and supports.
- First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect.

Review

Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

Statement of Work

This Statement of Work (“**SOW**”) shall be effective as of the date of last signature below (the “**Effective Date**”) and is entered into by and between Smartsheet Inc. (“**Smartsheet**”) and Customer, whose legal entity name is listed below. This SOW is governed by, and hereby incorporates by reference, that certain agreement governing your company’s receipt and/or use of professional services provided by Smartsheet, or if there is not such an agreement, the Terms & Conditions for Add-Ons and Professional Services available at <https://www.smartsheet.com/enterprise-supplemental-terms> (the “**Agreement**”). Smartsheet may assign any employees or subcontractors to perform the professional services specified in this SOW. This SOW may not be amended except in writing signed by an authorized representative of each party. To the extent this SOW conflicts with the Agreement, this SOW shall control. Capitalized terms used but not defined in this SOW have the meanings ascribed to them in the Agreement.

1. CONTACTS

The parties designate the following persons as their respective project managers to manage the performance of Professional Services set forth in this SOW:

		Customer	Smartsheet
Customer Legal Entity Name:		Children and Families Commission for San Bernardino County	
Primary Contact:	Name:		Professional Services
	E-mail:		services@smartsheet.com
	Phone:		
Secondary Contact:	Name:		
	E-mail:		
	Phone:		Project Code: SR-14198 - County of San Bernardino Department of Children and Families Commission

2. SCOPE OF WORK

The following outlines the general scope, and approach, of a typical Smartsheet Services engagement.

The Customer is seeking to collaborate with Smartsheet to conduct remote services activities. Based upon Customer’s needs, Smartsheet and the Customer agree upon the following scope:

(a) Smartsheet Solution Development

- One (1) Smartsheet Control Center Blueprint, limited to the scope of this package, as defined by Smartsheet [See Section 3 for Details].

(b) Smartsheet Product and Solution Training

- All sessions outlined below are up to two (2) hours in duration. ■ Attendee limitations are noted for each topic/session:
 - Up to four (4) virtual, instructor-led Training sessions on Smartsheet’s Core Capabilities for up to twenty-five (25) attendees per session.
 - Introduction to Smartsheet & Control Center (“SCC”)
 - Core Product Session 1
 - Core Product Session 2
 - Core Product Session 3
 - Up to one (1) virtual, instructor-led SCC Admin session, for up to ten (10) attendees
 - Up to two (2) virtual, instructor-led training series on up to two (2) Smartsheet Advanced Capabilities for up to five (5) attendees per series.
 - One (1) SCC Blueprint builder learning path (5 sequential courses) for up to ten (10) attendees.
 - All attendees are recommended to have earned one of the following before attending the path:
 - 2021 Core App Skills Badge
 - 2022 Core App Skills Badge
 - 2022 Core Product Certification

(c) Smartsheet Certifications

- 2 Associate Certification attempts (Core Product or Sysadmin)

(d) Next Steps Planning

- Smartsheet Roadmap Workshop (30,60,90 roadmap)

Any items not explicitly listed above shall be out of scope and shall require a separate SOW or an amendment to this SOW.

Assumptions:

1. *Smartsheet Solution Development*
 - a. Custom integrations to any external systems and/or databases (including those provided by third parties) are out of scope.
 - b. Smartsheet will provide Customer guidance on data migration activities. Customer is responsible for conducting and/or implementing such activities as deemed necessary by Customer in its sole discretion.
 - c. Financial forecasting and rolling month tracking is out of scope.
 - d. Customer project types shall fit within a process and solution that is standardized to be consistent across all project types. Aspects of the solution that shall be standardized include, but are not limited to, notifications, column names and types, approval workflows, reports, metrics, and dashboards. The exception to this shall be the ability to customize the tasks on a project plan based on project type.
 - e. Inclusion of Bridge workflows in any phase, including Training, is out of scope.

- f. Smartsheet will design a solution which contains an Intake, Work Management, and Reporting process which is facilitated by the SCC application, the scope of which will be defined by Smartsheet. Smartsheet will recommend the use of Advanced Capabilities as a part of the overall solution design and indicate where the Customer should apply their ‘Advanced Capabilities Sessions’ in relation to the Solution.
 - g. Resource planning and/or capacity planning shall require a Resource Management by Smartsheet subscription and is out of scope for this engagement.
2. *Smartsheet Advanced Capabilities Series*
- a. Customer may elect to apply the two (2) Advanced Capabilities Series to up to two (2) Premium Applications
 - b. Customer may elect to apply the two (2) Advanced Capabilities Series to the recommended use cases by the consultants or apply them to specific workflows dictated by the Customer
3. *Next Steps Planning*
- a. A formalized change management process is out of scope. Any such change management process would be subject to a separate written agreement between the parties.
 - b. The 30-60-90 day roadmap will be developed in collaboration with the primary stakeholder group via Smartsheet and will contain phased recommendations on leveraging the Smartsheet Advance investment for future solution enhancements and additional workflows.

3. **SOLUTION DEVELOPMENT PHASES**

For the general purposes of conducting the Solution Development, Smartsheet’s tasks will consist of the following:

- **Design Phase Outcomes**
 - Conduct project kickoff and solution design activities
 - Current State Discovery
 - Requirements Gathering
 - Solution Design Document
 - Schedule & Complete Core Product training sessions
- **Develop Phase Outcomes**
 - Complete sprints and collect feedback on solution components ○ Present to Customer as a completed Solution.
- **Deploy Phase Outcomes**
 - Create Solution documentation that may include the Solution architecture diagram, process maps, technical requirements, end-user scenarios, and an FAQ section.
 - Complete Advanced Capability training & implementation support sessions
 - Schedule & Complete SCC Blueprint Builder Learning Path sessions ○ Conduct the Customer Success Manager (“CSM”) hand-off meeting.
 - Provide guidance and documented process steps necessary for Customer 30/60/90 future state plan

Customer and Smartsheet shall utilize a formal backlog sheet to manage the prioritization, estimated level of effort, and timing of requests for Smartsheet involvement.

Disclaimer. Smartsheet consultants and personnel are experts in the Smartsheet Subscription Service and are not in any way providing legal or compliance advice to Customer.

Ownership. Notwithstanding anything to the contrary in the Agreement, Smartsheet shall own all right, title and interest in and to any software, code, materials, ideas, deliverables, and items that are conceived, made, discovered, written, or created by Smartsheet’s personnel in connection with Professional Services under this SOW.

Customer must be subscribed to the appropriate level of Smartsheet Subscription Service in order to receive any applicable customized deliverables, if described above. In addition, if Customer’s subscription has a limit on the number of sheets, Reports or Dashboards available to Customer, Customer is responsible for ensuring that there is adequate capacity within those limits for Smartsheet to provide the items above or Customer will be required to purchase additional capacity (via a separate order).

4. CUSTOMER RESPONSIBILITIES

In order to meet the obligations of this work effort and to achieve the desired results, Customer accepts the following responsibilities in respect of the project:

- Maintain senior management sponsorship for the Consulting.
- Host and/or facilitate the availability of personnel to participate in the respective Product Training session(s).
- Provide timely access to appropriate personnel for interviewing and review.
- Maintain overall responsibility for management decisions concerning the Consulting, and retain ultimate responsibility for policy decisions.
- Provide ongoing, timely direction regarding scope and objectives.
- Timely review of Smartsheet work product and/or deliverables.
- Communicate project expectations and timelines to the system/process owners.
- Facilitate contact identification, secure meetings and cooperation with key contacts as needed.
- Upon request, provide prompt management decisions, approvals, acceptance and such other information and assistance desired or required by Smartsheet to perform its obligations.

5. SCHEDULE

This SOW shall commence on the Effective Date and, unless sooner terminated under the provisions of the Agreement, shall remain in full force and effect until (i) project completion or (ii) one hundred eighty (180) calendar days from the Effective Date. For the avoidance of doubt, the project shall be deemed complete once Smartsheet has provided the items in Sections 2 (a)-(d) to Customer in accordance with this SOW and Customer need. Upon termination, Customer will be responsible for payment towards i) milestones completed to date and ii) prorated milestone amounts for the Services provided through the termination date.

Representative Bundle Timeline:

Project Activity / Milestone	Estimated Duration
SOW Execution	TBD based on signature
Bundle Kickoff	TBD based on resource availability (Customer and SMAR)
Design Phase	14 business days
Develop Phase	21 business days
Deploy Phase	14 business days
Enablement Activities	TBD based on resource availability (Customer and SMAR)

6. FEES AND INVOICES

Customer has chosen to purchase the Professional Service Essentials Bundle for this SOW through a Channel Partner. Customer must purchase the Professional Service Essentials Bundle from the Channel Partner prior to work commencing under this SOW. Smartsheet will invoice Channel Partner for the Professional Service Essentials Bundle upon the Effective Date. Should additional hours be required the parties shall process an addendum to this SOW and Customer will be responsible for purchasing the additional hours from Channel Partner.

[CONTINUES ON NEXT PAGE]

Category	Units
Professional Service Essentials Bundle	One (1) Professional Service Essentials Bundle
Travel & Expenses (If Applicable)	Smartsheet shall invoice Customer based on actual costs incurred.

This SOW shall be valid for ninety (90) calendar days from September 24, 2024. After the ninety (90) calendar day period, if the SOW has not been executed, the SOW shall be deemed expired.

ACCEPTED AND AGREED:

SMART HEET		CUSTOMER	
By:		By:	
Name:		Name:	
Title:		Title:	
Date:		Date:	

GOVERNMENT- PRICE QUOTATION

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM



TO: Erin Meier
Children and Families Commission for San Bernardino County
CA USA

FROM: Shannon Mulligan
Carahsoft Technology Corp.
11493 Sunset Hills Road
Suite 100
Reston, Virginia 20190

EMAIL: erin.meier@cfc.sbcounty.gov

EMAIL: Shannon.Mulligan@carahsoft.com

PHONE: (909) 252-4261

PHONE: (571) 591-6114

TERMS: Contract Number: 7-17-70-40-05
NASPO Master Contract Number: AR2472 Contract
Term: 09/15/17 - 09/15/26
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Payment Terms: Net 45 (On Approved Credit)
Sales Tax May Apply

QUOTE NO: 49263509
QUOTE DATE: 08/09/2024
QUOTE EXPIRES: 10/31/2024
RFQ NO:
SHIPPING: GROUND
TOTAL PRICE: \$74,318.16
TOTAL QUOTE: \$74,318.16

LINE NO.	PART NO.	DESCRIPTION	QUOTE PRICE	QTY	EXTENDED PRICE
1	SMAR-007-491	Enterprise Plan plus Premium Support Package - Licensed Users Smartsheet - SMAR-007 Start Date: 10/29/2024 End Date: 08/22/2025	\$440.24COOP	12	\$5,282.88
2	SMAR-092-491	Smartsheet Advance - Silver - Connected Users 1-49 Smartsheet - SMAR-092 Start Date: 10/29/2024 End Date: 08/22/2025	\$16,828.77COOP	1	\$16,828.77
3	smar-360-491	Professional Service Essentials Bundle - MSRP - Large Enterprise Smartsheet - smar-360 Start Date: 10/29/2024 End Date: 08/22/2025	\$42,500.00COOP	1	\$42,500.00
4	Smar-77-491	Brandfolder - Premium Plan - MSRP - Large Enterprise **Smartsheet Brandfolder - Core Plan ** Smartsheet - Smar-77 Start Date: 10/29/2024 End Date: 08/22/2025	\$6,731.51COOP	1	\$6,731.51
5	Smar-76-491	Brandfolder - Basic Plan - MSRP - Large Enterprise ** Smartsheet Brandfolder Core Onboarding ** Smartsheet - Smar-76 Start Date: 10/29/2024 End Date: 08/22/2025	\$2,975.00COOP	1	\$2,975.00

SUBTOTAL:

103

\$74,318.16

TOTAL PRICE: \$74,318.16

TOTAL QUOTE: \$74,318.16

<https://static.carahsoft.com/concrete/files/5917/1535/5503/985521.pdf>

CONFIDENTIAL

QUOTE DATE: 08/09/2024 PAGE 1 of 1

QUOTE NO: 49263509

STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NUMBER 7-17-70-40-05
AMENDMENT 3

Cloud Solutions
Utah NASPO ValuePoint Master Agreement Number AR2472
Carahsoft Technology Corporation (Contractor)

The parties mutually agree to amend Participating Addendum 7-17-70-40-05 as follows:

- 1) **Section 7. PRICING** is revised to read as follows:
 - A. Contractor's pricing is outlined in the Utah NASPO ValuePoint Master Agreement Number AR2472.

- 2) **Section 16. CONTRACT MANAGEMENT, subparagraph A** is revised to read as follows:
 - A. The primary Contractor Contract Manager for this Participating Addendum shall be as follows:

Contractor	Contract Manager
Name:	Mariah Edwards
Phone:	(818) 449-3729
Email:	Mariah.Edwards@carahsoft.com
Address:	Carahsoft Technology Corporation Mariah Edwards 11493 Sunset Hills Road, Suite 100 Reston, VA 20190

3) **Section 18. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS** is hereby added to read as follows:

18. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Participating Addendum. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the State.

All other terms and conditions of the Participating Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

STATE OF CALIFORNIA

CONTRACTOR

Department of General Services

Carahsoft Technology Corporation

Agency Name

Contractor Name

Julie Matthews Digitally signed by Julie Matthews
Date: 2023.06.29 16:09:08 -07'00' 6/29/2023

Kristina Smith 06/22/2023

Authorized Signature *Date Signed*

Authorized Signature *Date Signed*

Julie Matthews, MAU2 Supervisor

Kristina Smith, Contracts Director

Printed Name/Title of Person Signing

Printed Name/Title of Person Signing

707 Third Street
West Sacramento, CA 95605

11493 Sunset Hills Rd, Suite 100, Reston, VA 20190

Address

Address

STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NUMBER 7-17-70-40-05
AMENDMENT 2

Cloud Solutions
Utah NASPO ValuePoint Master Agreement Number AR2472
Carahsoft Technology Corp. (Contractor)

The parties mutually agree to amend Participating Addendum 7-17-70-40-05 as follows:

- 1) **Section 3. TERMS AND CONDITIONS/INCORPORATION OF DOCUMENTS** is updated to read as follows:
 - A. Terms and conditions listed below are hereby incorporated by reference and made a part of this Participating Addendum as if attached herein and shall apply to the purchase of goods or services made under this Participating Addendum. Terms can be viewed on the [DGS Procurement Division website](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Model-Contract-Language) (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Model-Contract-Language>).
 - i. General Provisions – Information Technology (GSPD-401IT) effective 9/5/2014.
 - ii. Cloud Computing Software as a Service (SaaS) General Provisions effective 6/7/2019.
 - iii. Cloud Computing Special Provisions for Software as a Service (SaaS) effective 03/15/18.
 - iv. Cloud Computing Special Provisions for Infrastructure as a Service (IaaS) & Platform as a Service (PaaS), effective 05/11/16.
- 2) **Section 5. AVAILABLE PRODUCTS AND SERVICES** is updated to read as follows:
 - A. The following service offerings from the Utah NASPO ValuePoint Master Agreement Number AR2472 are allowed under this Participating Addendum:
 - 1) Software as a Service (SaaS)
 - 2) Infrastructure as a Service (IaaS)
 - 3) Platform as a Service (PaaS)
- 3) **Section 6. RESTRICTIONS/DISALLOWED PRODUCTS AND SERVICES (STATE AGENCIES ONLY)** is updated to read as follows:
 - A. The following product/service offerings are disallowed for state agencies under this Participating Addendum:
 - 1) Value Added Services, including Additional Value Added Services such as Maintenance Services; Deployment Services; Consulting/Advisory Services; Architectural Design Services; Statement of Work Services; Partner Services, and Training Deployment Services

- B. Product and service categories that are available on mandatory California statewide contracts cannot be purchased from this Participating Addendum by State agencies without an exemption. Prior to issuing a purchase order, State agencies are responsible for obtaining an exemption from DGS, and/or California Department of Technology (CDT).
- C. State agencies must first obtain approval by the California Department of Technology (CDT) to use this Participating Addendum for Infrastructure as a Service (IaaS) and/or Platform as a Service (PaaS) purchases in accordance with [Technology Letter 17-06](http://www.cdt.ca.gov/wp-content/uploads/2017/08/TL-17-06.pdf) (www.cdt.ca.gov/wp-content/uploads/2017/08/TL-17-06.pdf).

4) **Section 14. CONTRACT MANAGEMENT subpart A** is updated to read as follows:

- A. The primary Contractor Contract Manager for this Participating Addendum shall be as follows:

Contractor: Carahsoft Technology Corp.
Name: Alex Cord
Phone: 703-871-8500
E-Mail: Alex.Cord@Carahsoft.com
Address: 11493 Sunset Hills Road, Suite 100
Reston, VA 20190

5) **Section 9 FULFILLMENT PARTNERS/AUTHORIZED RESELLERS** is updated to read as follows:

- A. Contractor may use State-approved Authorized Resellers under this Participating Addendum for sales and service functions as defined herein.
 - 1) Orders may be placed with the Contractor or Authorized Resellers.
 - 2) Authorized Resellers must accept purchase orders and accept payment from ordering agencies for products and services offered under this Participating Addendum.
 - 3) Authorized Resellers are responsible for sending a copy of all purchase orders and invoices to the Contractor for compliance with quarterly usage reporting and administrative fee requirements.
 - 4) All purchase documents to Authorized Resellers shall reference the Participating Addendum Number and Contractor Name.

**Participating Addendum 7-17-70-40-05
Amendment 2**

- B. Contractor shall be responsible for successful performance and compliance with all requirements in accordance with the terms and conditions under this Participating Addendum, even if work is performed by Authorized Resellers. All State policies, guidelines, and requirements shall apply to Authorized Resellers.
- C. Contractor will be the sole point of contact with regard to Participating Addendum contractual matters, reporting, and administrative fee requirements.
- D. Subject to the approval of the State, Authorized Resellers may be added on a quarterly basis during the term of the contract. Contractors shall notify the State of any deleted Authorized Resellers or changes to current Authorized Resellers' contact information in writing at any time during the contract term.
- E. Contractor will be required to submit Authorized Reseller requests, in a format specified by the State, to the State Contract Administrator for approval.
- F. State-approved Authorized Resellers will be posted on the State's Cal eProcure website.

All other terms and conditions of the Participating Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

STATE OF CALIFORNIA

CONTRACTOR

Department of General Services


Carahsoft Technology Corp.

Agency Name

Contractor Name



August 11, 2021



8/11/2021

Authorized Signature

Date Signed

Authorized Signature

Date Signed

Stephanne Lim, MAU2 Supervisor

Kristina Smith - Director of Contracts

Printed Name/Title of Person Signing

Printed Name/Title of Person Signing

707 Third Street
West Sacramento, CA 95605

11493 Sunset Hills Road, Suite 100
Reston, VA 20190

Address

Address

**STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NO. 7-17-70-40-05
AMENDMENT NO. 1**

Cloud Solutions
Utah NASPO ValuePoint Master Agreement No. AR2472
Carahsoft Technology Corp.

The parties hereto mutually agree to amend Participating Addendum Number 7-17-70-40-05 as follows:

1. Authorized Resellers outlined in Section 9 (Fulfillment Partners/Authorized Resellers) is revised to reflect the following:

Authorized Resellers are available for this Participating Addendum:

ISSUE PURCHASE ORDER TO

Orders may be placed with Carahsoft Technology Corp. or with an Authorized Reseller as indicated below:

Orders placed with Carahsoft Technology Corp.

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
1860 Michael Faraday Drive, Suite 100 Tempe, AZ 85283

Contact: Karina Woods
Phone: 703/871-8500
Fax No.: 703/871-8505
E-mail: OM@carahsoft.com

Orders placed with an Authorized Reseller must be addressed as shown below, and payment must be made payable to the Authorized Reseller identified on the invoice as shown below:

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Allied Network Solutions, Inc.
5718 Lonetree Blvd., Rocklin, CA 95765

Contact: Roger Schnorenberg
Phone: 916/774-2670 X101
E-mail: Rschnorenberg@ans-it.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Data Path Inc.
318 McHenry Ave., Modesto, CA 95354

Contact: Brian Jump
Phone: 209/312-9808
E-mail: BJump@mydatapath.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o DynTek Services, Inc.
4440 Von Karman, Suite 200, Newport Beach, CA 92660

Contact: Kelsea Pratt-Acosta
Phone: 949/271-6780
Fax No.: 949/271-6794
E-mail: CAsales@dyntek.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Eventus Solutions Group LLC
9777 Pyramiel Court, Suite 160, Englewood, CA 80112

Contact: Craig Tobin
Phone: 303/376-6161
E-mail: Craigtobin@eventusg.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o HF Tech Services, Inc.
5777 Madison Avenue, Suite 1060, Sacramento, CA 95841

Contact: Allan P. Hart
Phone: 916/690-5056
E-mail: allan@hftechservices.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o NWN Solutions Corporation
2969 Prospect Park Drive, Suite 225, Rancho Cordova, CA 95670

Contact: Team Meade
Phone: 916/637-2160
Fax No.: 916/596-4800
E-mail: TMeade@nwnit.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Savant Solutions, Inc. which will do business in California as [Savant Solutions Group]
1931 H Street, Sacramento, CA 95811

Contact: Caleb Kwong
Phone: 916/836-8182
E-mail: Caleb@savantsolutions.net

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o SHI International, Corp.
290 Davidson Avenue, Somerset, NJ 08873

Contact: Nick Grappone
Phone: 732/564-8189
E-mail: Nick_Grappone@shi.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Solutions Simplified
8880 Cal Center Drive, Suite 400, Sacramento, CA 95826

Contact: Rachel DaValle
Phone: 530/521-0576
E-mail: Rachel.Davalle@solutionssimplified.net

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Taborda Solutions, Inc.
9580 Oak Ave Pkwy, Suite 7-180, Folsom, CA 95630

Contact: Bear Williams
Phone: 916/717-8711
Fax No.: 916/200-0353
E-mail: [Bear.Williams@tabordasolutions.com](mailto: Bear.Williams@tabordasolutions.com)

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o vCloud Tech Inc.
609 Deep Valley Drive, Suite 200, Rolling Hills Estates, CA 90274

Contact: Nadia Khan
Phone: 424/703-4135
E-mail: nadiakhan@vcloudtech.com

For invoicing purposes, each State Accounting office must have a copy of the reseller's Payee Data Record (Std. 204) in order to process payment of the invoice. Agencies should forward a copy of the Std. 204 to their respective accounting office. Without the Std. 204, payment may be unnecessarily delayed.

AUTHORIZED RESELLERS ARE RESPONSIBLE FOR SENDING A COPY OF ALL PURCHASE ORDERS TO QUEST MEDIA & SUPPLIES, INC. FOR COOPERATIVE AGREEMENTS (NASPO VALUEPOINT) QUARTERLY REPORTING REQUIREMENTS. When issuing an order to an authorized reseller listed on Cooperative Agreements, it is the agency's responsibility to ensure that the reseller holds a valid California Seller's Permit.

Participating Addendum No. 7-17-70-40-05
Amendment #1
Carahsoft Technology Corp.

NOTE: Contractor shall be responsible for successful performance and compliance with all requirements in accordance with the terms and conditions under this Participating Addendum, even if work is performed by Authorized Resellers. All State policies, guidelines, and requirements shall apply to Authorized Resellers.

All other terms and conditions of the Participating Addendum shall remain the same.

IN WITNESS WHEREOF, the parties have executed this Participating Addendum Amendment as of the date of execution by both parties below.

Participating State:

State of California,
Department of General Services

By: 

for Name: Angela Shell

Title: Deputy Director

Date: May 1, 2018

Contractor:

Carahsoft Technology Corp.

By: 

Name: Robert R. Moore

Title: Vice President

Date: April 25, 2018

STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NO. 7-17-70-40-05

Cloud Solutions
Utah NASPO ValuePoint Master Agreement No. AR2472
Carahsoft Technology Corp.

This Participating Addendum Number 7-17-70-40-05 is entered into between the State of California, Department of General Services (hereafter referred to as "State" or "DGS") and Carahsoft Technology Corp. (hereafter referred to as "Contractor") under the lead State of Utah NASPO ValuePoint Master Agreement Number AR2472.

1. SCOPE

- A. This Participating Addendum covers the purchase of Cloud Solutions under the Utah NASPO ValuePoint Master Agreement. The Utah NASPO ValuePoint Master Agreement Number AR2472 is hereby incorporated by reference. The cloud solution services are identified in Section 5 (Available Services).
- B. This Participating Addendum is available for use by all State Agencies including the Executive, Judicial and Legislative branches, and will include all California political subdivisions/local governments. A subdivision/local government is defined as any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.
- C. Each political subdivision/local government is to make its own determination whether this Participating Addendum and the Utah NASPO ValuePoint Master Agreement are consistent with its procurement policies and regulations.

2. TERM

- A. The term of this Participating Addendum shall begin upon signature approval by the State and will end September 15, 2026, or upon termination by the State, whichever occurs first.
- B. Lead State amendments to extend the Master Price Agreement term date are not automatically incorporated into this Participating Addendum. Extension(s) to the term of this Participating Addendum will be through a written amendment upon mutual agreement between the State and the Contractor.

3. TERMS AND CONDITIONS/INCORPORATION OF DOCUMENTS

- A. Terms and conditions listed below are hereby incorporated by reference and made a part of this Participating Addendum as if attached herein and shall apply to the purchase of services made under this Participating Addendum.

- 1) **General Provisions – Information Technology (GSPD-401IT)**, effective 9/5/2014.
The twelve (12) page document can be viewed at:
http://www.documents.dgs.ca.gov/pd/poliproc/GSPD401IT14_0905.pdf.
Exception: Article 11 of the General Provisions – Information Technology, is superseded by Section 4 (Order of Precedence) below.
- 2) **Cloud Computing Special Provisions for Software as a Service (SaaS)**, effective 9/3/14. The five (5) page document can be viewed at:
http://www.documents.dgs.ca.gov/pd/poliproc/CLOUDCOMPUTINGSERVICESPECIALPROVISIONS_14_0903.docx

4. ORDER OF PRECEDENCE

In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:

- A. California Participating Addendum Number 7-17-70-40-05
- B. Utah NASPO ValuePoint Master Agreement Number AR2472
- C. Utah Solicitation CH16012 including all Addendums
- D. Contractor's response to Utah's Solicitation

5. AVAILABLE SERVICES

The following service offering from the Utah NASPO ValuePoint Master Agreement Number AR2472 are allowed under this Participating Addendum:

Software as a Service (SaaS)

6. RESTRICTIONS/DISALLOWED SERVICES – These restrictions are not applicable to political subdivisions/local governments.

- A. The following service offerings are prohibited under this Participating Addendum:
 1. Infrastructure as a Service (IaaS)
 2. Platform as a Service (PaaS)
 3. Value Added Services, including Additional Value Added Services such as Maintenance Services; Deployment Services; Consulting/Advisory Services; Architectural Design Services; Statement of Work Services; Partner Services, and Training Deployment Services
- B. Product and service categories that are available on mandatory California statewide contracts cannot be purchased from this Participating Addendum by State Departments without an exemption. Prior to issuing a purchase order, State Departments are responsible for obtaining an exemption from DGS, and/or California Department of Technology (CDT).

7. PRICING

- A. Contractor shall submit a Price Schedule identifying all services offered under this Participating Addendum for the State's approval.
- B. The Price Schedule shall include the following:
 - 1) Service Category (SaaS) Description
 - 2) List Price
 - 3) Discount off List Price
 - 4) Contract Price
- C. Contractor shall obtain prior approval from Utah NASPO ValuePoint Contract Administrator, and submit a written notice of price increases/decreases and a revised Price List for the State's approval.
- D. State-approved Price List will be posted on the State's Cal eProcure website.

8. SERVICE ADDITIONS/DELETIONS

- A. Contractor may add or delete services introduced or removed from the market by the manufacturer under the following conditions:
 - 1) Service is within existing awarded categories under the NASPO ValuePoint Master Price Agreement;
 - 2) Contractor has obtained prior approval from the Utah NASPO ValuePoint Contract Administrator; and
 - 3) Contractor receives written approval from the California State Contract Administrator.
- B. Contractor shall submit a written notice of service (s) additions/deletions and a revised Price Schedule for the State's approval.

9. FULFILLMENT PARTNERS/AUTHORIZED RESELLERS

Authorized Resellers are available for this Participating Addendum:

ISSUE PURCHASE ORDER TO

Orders may be placed with Carahsoft Technology Corp. or with an Authorized Reseller as indicated below:

Orders placed with Carahsoft Technology Corp.

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
1860 Michael Faraday Drive, Suite 100

Contact: Karina Woods
Phone: 703/871-8500
Fax No.: 703/871-8505
E-mail: OM@carahsoft.com

Orders placed with an Authorized Reseller must be addressed as shown below, and payment must be made payable to the Authorized Reseller identified on the invoice as shown below:

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o DynTek Services, Inc.
4440 Von Karman, Suite 200, Newport Beach, CA 92660

Contact: Kelsea Pratt-Acosta
Phone: 949/271-6780
Fax No.: 949/271-6794
E-mail: CAsales@dyntek.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o NWN Solutions Corporation
2969 Prospect Park Drive, Suite 225, Rancho Cordova, CA 95670

Contact: Team Meade
Phone: 916/637-2160
Fax No.: 916/596-4800
E-mail: TMeade@nwnit.com

SUBMIT ORDERS TO:

Carahsoft Technology Corp.
c/o Taborda Solutions, Inc.
9580 Oak Ave Pkwy, Suite 7-180, Folsom, CA 95630

Contact: Bear Williams
Phone: 916/717-8711
Fax No.: 916/200-0353
E-mail: bear.williams@tabordasolutions.com

For invoicing purposes, each State Accounting office must have a copy of the reseller's Payee Data Record (Std. 204) in order to process payment of the invoice. Agencies should forward a copy of the Std. 204 to their respective accounting office. Without the Std. 204, payment may be unnecessarily delayed.

AUTHORIZED RESELLERS ARE RESPONSIBLE FOR SENDING A COPY OF ALL PURCHASE ORDERS TO CARAHSOFT TECHNOLOGY CORP. FOR COOPERATIVE AGREEMENTS (NASPO VALUEPOINT) QUARTERLY REPORTING REQUIREMENTS.

When issuing an order to an authorized reseller listed on Cooperative Agreements, it is the agency's responsibility to ensure that the reseller holds a valid California Seller's Permit.

NOTE: Contractor shall be responsible for successful performance and compliance with all requirements in accordance with the terms and conditions under this Participating Addendum, even if work is performed by Servicing Subcontractors. All State policies, guidelines, and requirements shall apply to Authorized Resellers.

10. ORDERING AGENCY RESPONSIBILITIES

- A. State department and political subdivision/local government use of this Participating Addendum is optional.
- B. State departments and political subdivision/local governments must follow the ordering procedures outlined within the User Instructions guide, administered by the State Contract Administrator, to execute orders against this Participating Addendum.

11. INVOICING AND PAYMENT

- A. Payment terms for this Participating Addendum are net forty-five (45) days. Payment will be made in accordance with IT General Provisions Paragraph 30 (Required Payment Date).
- B. Invoices shall be sent to the address identified in the Ordering Agency's purchase order. The State Participating Addendum Number and Ordering Agency Purchase Order Number shall appear on each invoice for all purchases placed under this Participating Addendum.
- C. Contractor will accept the State of California credit card (CAL-Card) for payment of invoices.

12. USAGE REPORTING

- A. Contractor shall submit usage reports on a quarterly basis to the State Contract Administrator for all California entity purchases using the report template attached hereto as Attachment A. The report is due even when there is no activity.
- B. The report shall be an Excel spreadsheet transmitted electronically to the DGS mailbox at PDCooperatives@dgs.ca.gov.
- C. Any report that does not follow the required format or that excludes information will be deemed incomplete. Contractor will be responsible for submitting corrected reports within five business days of the date of written notification from the State.
- D. Tax must not be included in the report, even if it is on the purchase order.
- E. Reports are due for each quarter as follows:

Reporting Period	Due Date
JUL 1 to SEP 30	OCT 31
OCT 1 to DEC 31	JAN 31
JAN 1 to MAR 31	APR 30
APR 1 to JUN 30	JUL 31

- F. Failure to meet reporting requirements and submit the reports on a timely basis shall constitute grounds for suspension of this contract.

- G. Amendments for term extensions may be approved only if all due reports have been submitted to the State.

13. ADMINISTRATIVE FEE

- A. Contractor shall submit a check, payable to the State of California, remitted to the Cooperative Agreement Unit for the calculated amount equal to one percent (0.01) of the sales for the quarterly period.
- B. Contractor must include the Participating Addendum Number on the check. Those checks submitted to the State without the Participating Addendum Number will be returned to Contractor for additional identifying information.
- C. Administrative fee checks shall be submitted to:

State of California
Department of General Services, Procurement Division
Attention: Cooperative Agreement Program
707 3rd Street, 2nd Floor, MS 2-202
West Sacramento, CA 95605

- D. The administrative fee shall not be included as an adjustment to Contractor's NASPO ValuePoint Master Agreement pricing.
- E. The administrative fee shall not be invoiced or charged to the ordering agency.
- F. Payment of the administrative fee is due irrespective of payment status on orders or service contracts from a purchasing entity.
- G. Administrative fee checks are due for each quarter as follows:

JUL 1 to SEP 30	OCT 31
OCT 1 to DEC 31	JAN 31
JAN 1 to MAR 31	APR 30
APR 1 to JUN 30	JUL 31

- H. Failure to meet administrative fee requirements and submit fees on a timely basis shall constitute grounds for suspension of this contract.

14. CONTRACT MANAGEMENT

- A. The primary Contractor Contract Manager for this Participating Addendum shall be as follows:

Contractor: Carahsoft Technology Corp.
Name: Jack Dixon
Phone: 703-230-7545
Fax: 703-871-8505
E-Mail: naspo@carahsoft.com
Address: 1860 Michael Faraday Drive, Ste 100
Reston, VA 20190

- B. The State Contract Administrator for this Participating Addendum shall be as follows:

Name: Yolanda Tutt
Phone: 916.375.4408
Fax: 916.375.4663
E-Mail: yolanda.tutt@dgs.ca.gov
Address: State of California
Department of General Services
Procurement Division
707 Third Street, 2nd Floor, MS 2-202
West Sacramento, CA 95605

- C. Should the contact information for either party change, the party will provide written notice with updated information no later than ten business days after the change.

15. Termination of Agreement

The State may terminate this Participating Addendum at any time upon 30 days prior written notice to the Contractor. Upon termination or other expiration of this Participating Addendum, each party will assist the other party in orderly termination of the Participating Addendum and the transfer of all assets, tangible and intangible, as may facilitate the orderly, nondisrupted business continuation of each party. This provision shall not relieve the Contractor of the obligation to perform under any purchase order or other similar ordering document executed prior to the termination becoming effective.

16. Amendment

No amendment or variation of the terms of this Participating Addendum shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Participating Addendum is binding on any of the parties.

17. Agreement

- A. This Participating Addendum and the Master Agreement together with its exhibits and/or amendments, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum and the Master Agreement, together with its exhibits and/or amendments, shall not be added to or incorporated into this Participating Addendum or the Master Agreement and its exhibits and/or amendments, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and the Master Agreement and its exhibits and/or amendments shall prevail and govern in the case of any such inconsistent or additional terms.
- B. By signing below Contractor agrees to offer the same services as on the Utah NASPO ValuePoint Master Agreement Number AR2472, at prices equal to or lower than the prices on that contract.
- C. IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

STATE OF CALIFORNIA

CONTRACTOR

Department of General Services

Agency Name

Rhonda Smith 9/15/2017
Signature of Authorized Signer *Date Signed*

Carahsoft Technology Corp.

Contractor Name

[Signature] August 9, 2017
Signature of Authorized Signer *Date Signed*

gr Ricardo Martinez, Acting Deputy Director
Printed Name and Title of Authorized Signer

707 Third Street
West Sacramento, CA 95605

Address

Ellen Lord, Contracts Manager

Printed Name and Title of Authorized Signer

1860 Michael Faraday Drive, Suite 100
Reston, VA 20190

Address

Carahsoft and NASPO

Carahsoft Technology Corp. is a government-focused technology provider delivering information technology products, services, and training to the Federal, State, Local and Education customers on behalf of a select group of top-tier manufacturers.

Carahsoft is an approved reseller of Smartsheet and has an approved contract agreement with NASPO.

The National Association of State Procurement Officials (NASPO) is a cooperative purchasing program facilitating public procurement solicitations and agreements using a lead-state model.

- [NASPO for the State of California](#)
- [Description of NASPO ValuPoint Cooperative Purchasing Contract](#)
- [Link to NASPO Contract with Carahsoft](#) (you will need to click on California to access the California addendum)