

AMENDMENT NUMBER 1

**PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL
FOR FISCAL YEARS 2016-2017 THROUGH 2017-2018**

The parties, the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Northern California Indian Development Council (NCIDC), a California non-profit organization, hereinafter referred to as "CONTRACTOR," entered into a Professional Services Agreement which became effective on February 2, 2017 (the Agreement).

The parties now desire to amend certain provisions of the Professional Services Agreement to assist in the deliverables of the Native American Pilot Project, described by Grant Agreement 16-10150;

NOW THEREFORE, the parties mutually agree to amend the following Sections and Exhibits as follows:

1. DESCRIPTION OF SERVICES: Exhibit A – Scope of Services dated October 25, 2016 is hereby amended, which is attached hereto and incorporated herein by reference. In anticipation of a Seventy Six Thousand One Hundred Seventy Six Dollars (\$76,176) increase in funds, CONTRACTOR agrees to increase the number of key informant interviews and focus groups conducted from ten to fifteen (10-15) key informant interviews and two (2) focus groups to thirty to forty (30-40) key informant interviews and four (4) focus groups in order better research and understand the targeted community for future nutrition education project implementation.

4. COMPENSATION: Exhibit B – Schedule of Rates dated October 25, 2016 is hereby amended, which is attached hereto and incorporated herein by reference. For the contractual term period of October 1, 2016 to September 30, 2017, the maximum amount payable by COUNTY for services rendered by CONTRACTOR, is Ninety Four Thousand One Hundred Seventy Six Dollars (\$94,176).

Except as modified herein, the Professional Services Agreement executed on February 2, 2017 shall remain in full force and effect. In the event of a conflict between the provisions of this first amendment and the original Professional Services Agreement, the provisions of this first amendment shall govern.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this First Amendment as of the first date written above.

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL:


By: 

Date: 6/16/17

Name: GREG GEHR

Title: INTERIM EXECUTIVE DIRECTOR

COUNTY OF HUMBOLDT:

By: 

Date: 8/15/17

Virginia Bass
Chair, Humboldt County Board of Supervisors

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: 
Risk Management

Date: 7/20/17

LIST OF EXHIBITS:

- Exhibit A- Scope of Services
- Exhibit B- Schedule of Rates

EXHIBIT A
SCOPE OF SERVICES

Northern California Indian Development Council
February 1, 2017 to September 30, 2017

The Northern California Indian Development Council will assist with the deliverables of the Nutrition Education and Obesity Prevention State Standard Agreement Amendment # 16-1050 (A01) in order to complete the Year One activities of the Native American Pilot Project.

1. SERVICES:

NEOP Objective 1: By September 30, 2017, complete formative work with select members of the Native American Community and/or health professionals serving them, to identify potentially successful components of a culturally-competent health and/or physical activity promotion campaign targeting Native American community members.

To assist in this meeting this objective, NCIDC will provide the following services:

- **1.1:** Prepare and present one hour overview of all fourteen (14) tribal entities in Humboldt County to Healthy Communities staff.
- **1.2:** Provide technical assistance to support DHHS research of existing data on health indicators of Native American populations.
- **1.3:** Review information compiled by DHHS of existing nutrition education, and physical activity resources, and promising PSE projects supporting the California Native American population. Assist DHHS in identifying gaps and summarizing promising practices within this community as needed.
- **1.4:** Conduct focus groups/key informant interviews with Native American community members, leaders and/or health professionals serving them to identify opportunities to enhance nutrition education, physical activity promotion, and culturally feasible policy, systems and/or environmental change approaches. Include representation from the fourteen (14) tribal entities in Humboldt County.
- **1.5:** Compile recommendations proposing target audience and areas of opportunity based on the focus group/key informant interview research.

NEOP Objective 2: By September 30, 2017, provide on-going updates and technical assistance to DHHS and CDPH.

To assist in this meeting this objective, NCIDC will provide the following services:

- **2.1:** Participate in monthly meetings with CDPH and or DHHS to discuss programming. These may be in the form of teleconferences, webinars or in person local meetings.
- **2.2:** Invoice on quarterly basis with final invoice to be provided no later than November of the following fiscal year.
- **2.3:** Present project to NEOPB staff at year end via a formal in-person meeting in Eureka.

2. SCHEDULE:

	Activity Description	Time Frame/ Quarter
1.1	Prepare and present one hour overview of all fourteen (14) tribal entities in Humboldt County to Healthy Communities staff.	Feb. – March 2017

	Activity Description	Time Frame/ Quarter
1.2	Provide technical assistance to support DHHS research of existing data on health indicators of Native American populations.	Feb. – March 2017
1.3	Review information compiled by DHHS of existing nutrition education, and physical activity resources, and promising PSE projects supporting the California Native American population. Assist DHHS in identifying gaps and summarizing promising practices within this community as needed.	Feb. – June 2017
1.4	Conduct thirty to forty (30-40) key informant interviews and four (4) focus groups with Native American community members, leaders and/or health professionals serving them to identify opportunities to enhance nutrition education, physical activity promotion, and culturally feasible policy, systems and/or environmental change approaches. Include representation from the fourteen (14) tribal entities in Humboldt County.	March - July 2017
1.5	Compile recommendations proposing target audience and areas of opportunity based on the focus group/key informant interview research.	July – Sept. 2017

	Activity Description	Time Frame/ Quarter
2.1	Participate in monthly meetings with CDPH and or DHHS to discuss programming. These may be in the form of teleconferences, webinars or in person local meetings.	February - September 2017
2.2	Invoice on quarterly basis with final invoice to be provided no later than November of the following fiscal year.	March 2017 - November 2017
2.3	Present project to Nutrition Education and Obesity Prevention Branch (NEOPB) staff at year end via a formal in-person meeting in Eureka.	September 2017

3. DELIVERABLES:

	Activity Description	Deliverables/ Documentation
1.1	Prepare and present one hour overview of all fourteen (14) tribal entities in Humboldt County to Healthy Communities staff.	Resource page of tribal entities including population size and geographic location.
1.2	Provide technical assistance to support DHHS research of existing data on health indicators of Native American populations.	Technical assistance log
1.3	Review information compiled by DHHS of existing nutrition education, and physical activity resources, and promising PSE projects supporting the California Native American population. Assist DHHS in identifying gaps and summarizing promising practices within this community as needed.	Submit: Audio recordings of key informant interviews; attendance at meetings or phone/email consultation as needed.

	Activity Description	Deliverables/ Documentation
1.4	Conduct thirty to forty (30-40) key informant interviews and four (4) focus groups with Native American community members, leaders and/or health professionals serving them to identify opportunities to enhance nutrition education, physical activity promotion, and culturally feasible policy, systems and/or environmental change approaches. Include representation from the fourteen (14) tribal entities in Humboldt County.	Submit: Audio recordings of key informant interviews
1.5	Compile recommendations proposing target audience and areas of opportunity for enhanced nutrition education, physical activity promotion and systems change based on the focus group/key informant interview research.	Written summary of findings and recommendations based on key informant interviews

	Activity Description	Deliverables/ Documentation
2.1	Participate in monthly meetings with CDPH and or DHHS to discuss programming. These may be in the form of teleconferences, webinars or in person local meetings.	Sign-in sheets, participation
2.2	Invoice on quarterly basis with final invoice to be provided no later than November of the following fiscal year.	Submit: Quarterly invoices with complete backup documentation.
2.3	Present project to Nutrition Education and Obesity Prevention Branch (NEOPB) staff at year end via a formal in-person meeting in Eureka.	Submit: Presentation slides and supporting materials

4. ACCEPTANCE CRITERIA:

Each of the items listed above, including written reports and presentations materials, must be completed and delivered in timely and accurate manner, to the satisfaction of the Public Health Director and the California Department of Public Health’s Nutrition Education and Obesity Prevention Branch.

5. REPORTING REQUIREMENTS:

NCIDC shall submit quarterly invoices with complete backup documentation, as requested by DHHS in the administration of State Standard Agreement # 16-10150.

6. PLACE OF PERFORMANCE:

Places of performance of the activities listed herein shall include: tribal communities located throughout Humboldt County, DHHS and NCIDC main offices in Eureka, CA.

7. COUNTY RESPONSIBILITIES:

	Activity Description	Lead Role/Assist
1.1	Prepare and present one hour overview of all fourteen (14) tribal entities in Humboldt County to Healthy Communities staff.	NCIDC lead. DHHS receives training/presentation to assist with project delivery.
1.2	Provide technical assistance to support DHHS research of existing data on health indicators of Native American populations.	DHHS lead. NCIDC will provide technical assistance and data upon request.
1.3	Review information compiled by DHHS of existing nutrition education, and physical activity resources, and promising PSE projects supporting the California Native American population. Assist DHHS in identifying gaps and summarizing promising practices within this community as needed.	DHHS lead. NCIDC will provide technical assistance and data upon request
1.4	Conduct thirty to forty (30-40) key informant interviews and four (4) focus groups with Native American community members, leaders and/or health professionals serving them to identify opportunities to enhance nutrition education, physical activity promotion, and culturally feasible policy, systems and/or environmental change approaches. Include representation from the fourteen (14) tribal entities in Humboldt County.	NCIDC will develop survey, identify and recruit community members/leaders from fourteen (14) tribal entities, implement focus groups and/or KII, and record sessions DHHS will assist as needed with development of questions, implementation, venue assistance and transcription
1.5	Compile recommendations proposing target audience and areas of opportunity based on the focus group/key informant interview research.	NCIDC takes lead on analysis and write up of key informant interview findings. DHHS prepares overall report for CDPH. Both agencies provide support and review on finalized documents as necessary.

EXHIBIT B
SCHEDULE OF RATES
Northern California Indian Development Council
February 2, 2017 to September 30, 2017

A. Personnel Costs <i>formula for salary calculations and any benefits should be clearly identified</i>	
Title: Project Coordinator Hourly Rate of Pay or Salary Calculation: Annual salary \$55,000 x FTE 0.75= \$41,250 + Benefit rate @ 36.25% = \$14,953 = \$56,203 Duties Description: Project Coordinator is responsible for ensuring the completion of all tasks and objectives as outlined in the Scope of Work.	\$56,203
Title: Community Health Outreach Worker Hourly Rate of Pay or Salary Calculation: Annual salary \$17,625 x FTE 0.60= \$10,575 + Benefit rate @ 22.50% = \$2,379 = \$12,954 Duties Description: Project Coordinator is responsible for ensuring the completion of all tasks and objectives as outlined in the Scope of Work.	\$12,954
Total Personnel Costs:	
\$69,157	
B. Operational Costs	
Item: Building/Space Rental Description: NCIDC Carson Block Building, 241 F Street, Eureka, CA 95501 (Office space= \$291/month x FTE 1.35 x 7 months)= \$2750	\$2,750
Total Operational Costs:	
\$2,750	
C. Supplies	
Item: Space rental Description: Space rental needed to conduct meetings with local stakeholders, focus groups, etc. Estimated @ \$150 x 5 meetings=\$750	\$750
Item: Office Supplies Description: General Office supplies such as pens, papers file folders, etc. Estimated at \$125.	\$125
Item: Food Description: Food will be provided to offset personal costs of attending key informant interviews and focus groups. Estimated @ food for 10 persons/meeting x (\$11/lunch + \$5/snack= \$16) x 8 meetings= \$1,280	\$1,280
Item: Printing Description: Paper, toner and copying charges. Estimated @ \$15/meeting x 4 meetings x 1.35= \$81.	\$81
Item: Incentives Description: Gift cards for up to \$25 each for focus-group and key informant interviews. (Gift cards will be used to as a means to offset personal expenses incurred by community participants, such as transportation.)	\$584
Total Supplies:	
\$2,820	
D. Transportation/Travel (Travel expenses must follow Humboldt County Travel Policy Limits)	
Item: Local Mileage Description: Mileage for travel around Humboldt to/from meetings with DHHS, stakeholders, etc. (4000 miles x \$.535/miles = \$2,160)	\$2160
Total Transportation/Travel:	
\$2,160	

E. Other Costs	
Item: Indirect Costs Description: Based on total wages and fringe. The current indirect costs percentage is 25%. "Total Wages and Fringes" x "Indirect Rate" = "Total Indirect Costs" \$69,157.00 x 25% = \$17,289.	\$17,289
Total Other Costs:	\$17,289
Grand Total* :	\$94,176