

**FIRST AMENDMENT
PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
BIG BROTHERS BIG SISTERS OF THE NORTH COAST, INC.
FOR FISCAL YEAR 2021-2022**

This First Amendment to the Professional Services Agreement dated August 9, 2021, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and Big Brothers Big Sisters of the North Coast, Inc., a California nonprofit corporation, hereinafter referred to as “CONTRACTOR,” is entered into this 16th day of November, 2021

WHEREAS, COUNTY, by and through its Department of Health and Human Services – Social Services, desired to retain a qualified professional organization to implement a one-to-one youth mentorship program that is designed to reduce the need for child welfare and behavioral health intervention services in Humboldt County; and

WHEREAS, on August 9, 2021, COUNTY and CONTRACTOR entered into a Professional Services Agreement regarding implementation of a one-to-one youth mentorship program in Humboldt County; and

WHEREAS, the parties now desire to amend certain provisions of the Professional Services Agreement in order to modify the invoicing requirements set forth therein.

NOW THEREFORE, the parties mutually agree as follows:

1. Section 5 – Payment of the Professional Services Agreement is hereby amended to read as follows:

5. PAYMENT:

CONTRACTOR shall submit to COUNTY monthly invoices substantiating the costs and expenses incurred pursuant to the terms and conditions of this Agreement within thirty (30) days after the end of each month. CONTRACTOR shall submit a final invoice for payment within thirty (30) days following the expiration or termination date of this Agreement. Invoices shall be prepared using a format that is substantially similar to the format set forth in Exhibit C – Sample Invoice Form, which is attached hereto and incorporated herein by reference as if set forth in full. Payment for any and all costs and expenses incurred pursuant to the terms and conditions of this Agreement shall be made within thirty (30) days after the receipt of approved invoices. Any and all invoices submitted pursuant to the terms and conditions of this Agreement shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Child Welfare Services
Attention: Financial Services
507 F Street
Eureka, California 95501

2. Section 17(E) – Humboldt County Local System of Care of the Professional Services Agreement is hereby amended to read as follows:

E. Humboldt County Local System of Care. CONTRACTOR agrees to comply with any and all applicable provisions of the Humboldt County Local System of Care, which is

attached hereto as Exhibit D – Local System of Care and incorporated herein by reference as if set forth in full.

3. The Professional Services Agreement is hereby amended to delete Exhibit C – Local System of Care and replace it in its entirety with Exhibit D – Local System of Care, which is attached hereto and incorporated herein by reference as if set forth in full.
4. The Professional Services Agreement is hereby amended to delete Exhibit D – Sample Invoice Form and replace it in its entirety with Exhibit C – Sample Invoice Form, which is attached hereto and incorporated herein by reference as if set forth in full.
5. Except as modified herein, the Professional Services Agreement dated August 9, 2021 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.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

BIG BROTHERS BIG SISTERS OF THE NORTH COAST, INC.:

DocuSigned by:
 By: Michelle Rowland Date: 10/29/2021
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 Name: Michelle Rowland
 Title: BBBSNC Board Chair

DocuSigned by:
 By: Maria Ortega Date: 10/29/2021
D3D31BD4E1A247A...
 Name: Maria Ortega
 Title: BBBSNC Board Tresurer

COUNTY OF HUMBOLDT:

By: [Signature] Date: 11-16-21
 Humboldt County Purchasing Agent

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: [Signature] Date: 11/01/2021
 Risk Management

LIST OF EXHIBITS

- Exhibit C – Sample Invoice Form
- Exhibit D – Local System of Care

EXHIBIT C
SAMPLE INVOICE FORM
 Big Brothers Big Sisters of the North Coast, Inc.
 Fiscal Year 2021-2022

(Place on agency letter head)

INVOICE

Contractor Name
Contract Reference
Contractor Street
Address
City, State, Zip Code

Invoice Date
Invoice Period
Invoice Number

Contact Name
Contact Phone
Number

BUDGET DETAIL	BUDGET	AMOUNT EXPENDED PRIOR PERIODS	INVOICE AMOUNT	AMOUNT REMAINING AFTER THIS INVOICE
PERSONNEL COSTS				
Total Personnel Costs:				
OPERATING COSTS				
Total Operating Costs:				
OTHER COSTS				
Total Other Costs:				
INDIRECT COSTS				
Total Indirect:				
Total Budget:				

EXHIBIT D
LOCAL SYSTEM OF CARE
Big Brothers Big Sisters of the North Coast, Inc.
For Fiscal Year 2021-2022

Child services are part of the local System of Care (“SOC”), therefore CONTRACTOR will operate within all applicable principles of the local SOC:

1. Providing effective, community-based services and supports for children and their families which coordinate with other systems to address their emotional, social, educational and physical needs, including, without limitation, traditional and nontraditional services as well as natural and informal supports.
2. Provide individualized services in accordance with the unique potentials and needs of each child and family, guided by a strengths-based planning process and an individualized service plan developed in true partnership with the child and family.
3. Ensure that services and supports include evidence-informed practices and/or interventions supported by practice-based evidence, as agreed upon with COUNTY, to ensure the effectiveness of services and to improve outcomes for children and their families. This includes selecting, training and implementing practices with fidelity and tracking of outcomes associated with intervention using standardized outcome measurement tools.
4. Deliver services and supports within the least restrictive and most normative environments that are clinically appropriate.
5. Ensure that families, other caregivers and youth are full partners in all aspects of the planning and delivery of their own services. CONTRACTOR is also encouraged to include family and youth voice in development and implementation of policies and procedures that govern care for children and youth in their organization.
6. Ensure that services are well coordinated with other child-serving agencies with which the child and/or family may be involved to assure integrated care management.
7. Practice care management at the service level to ensure that multiple services are delivered in a coordinated and therapeutic manner and that children and their families can move through the system of services in accordance with their changing needs.
8. Provide developmentally appropriate mental health services and supports that promote optimal social and emotional outcomes for young children and their families in their homes and community when the CONTRACTOR serves children zero (0) to five (5) years of age.
9. Provide developmentally appropriate services and supports to facilitate the transition of youth eighteen (18) to twenty-one (21) years of age to adulthood and to the transition age youth and adult service systems as needed.
10. Encourage participation in local mental health promotion, prevention and early identification and intervention opportunities.
11. Incorporate continuous accountability and quality improvement mechanisms to track, monitor and manage the quality, effectiveness and outcomes at the program level, practice level and child and family level.

12. Protect the rights of children and families and promote effective advocacy efforts.
13. Provide services and supports without regard to race, religion, national origin, gender, gender expression, sexual orientation, physical disability, socio-economic status, geography, language, immigration status or other characteristics, and ensure that services are sensitive and responsive to these differences.