

County of Santa Clara - Amendment to Service Agreement

This is an amendment to an existing agreement that has not expired

P.O. No.: 430008054 **Amendment No.:** 2 **Effective Date:** _____
(Procurement Dept. Use Only)

Maximum Financial Obligation: \$ 95,000 **New Contract Amount:** \$ 151,899
Prior to this Amendment If dollar amount is changing

Contract was set to Terminate on: September 29, 2012 **New Termination Date:** June 29, 2013

Changes to the contract amount and term date must be explained on Page 2

For County Use Only – SAP						
	Account Assignment	General Ledger	Cost Center	Amount	WBS	Internal Order
<i>Line 1</i>	0410	5255100	2906	\$56,899	FY13	
<i>Line 2</i>						
	<small>H, I or J</small>	<small>Expense Code</small>	<small>Dept. Code</small>		<small>Capital Project Code</small>	<small>“PCA” code - Optional</small>

PARTIES TO AGREEMENT

CONTRACTOR		COUNTY of SANTA CLARA	
<small>Legal notices pertaining to this agreement will be sent to the name, address and contact person below:</small>		<small>Mail Invoices to County of Santa Clara at:</small>	
Name: Working Partnerships USA		Agency/Dept.: Public Health Department	
Contact Person: Cindy Chavez, Executive Director		Contract Monitor:	Lori Martin
Address: 2102 Almaden Road, Suite 107		Address:	1400 Parkmoor Avenue, Suite 120B
City/State/Zip: San Jose, CA 95125		City/State/Zip:	San Jose, CA 95126
Telephone: 408-269-7872	Fax: 408-269-0183	Telephone: 408-793-2713	Fax: 408-793-2731
SCC Vendor No. (SAP): 1011381		Fiscal Contact: Kathy Yu (408) 793-2772	

SIGNATURES

Amendment is not valid until signed by Contractor and Procurement Department on behalf of the County. Signatures of the County Council and Office of the County Executive are required for contracts executed by a delegation of authority

Contractor:	Date: 9/13/2012
Procurement:	Date:
Agency/Dept. Manager:	Date: 9/24/12
SCVHHS CFO:	Date: 9/27/12
County Council:	Date: 9/18/12
<small>(County Council approval is required if standard Service Agreement form was NOT used for the original agreement and for IT Service Agreement of \$500,000 or less. It is also required when contract was approved by a delegation of authority).</small>	
Office of the County Executive:	Date: 9-28-12
<small>(Signature required when Board approved contract by a delegation of authority)</small>	

Exhibit A-2 - Scope of Work

**Santa Clara County Public Health Department
Communities Putting Prevention to Work - Obesity Prevention
Working Partnerships USA
October 21, 2011 - June 29, 2013**

A. Introduction			
Working Partnerships USA (WPUSA) will implement healthy eating and physical activity policies that will impact workers of five (5) Unions by creating healthier food environments designed to support its members and volunteers.			
B. Milestones/Phases and Task Description			
Healthier Eating			
Objective 1:			
1) A minimum of 50% of the beverages made available to workers in five (5) unions seeking job assignments through Hiring Halls at the Labor Center and at additional sites will be water, 100% fruit juice (limited to 8 oz servings), and other unsweetened beverage options.			
2) A minimum of 50% of the foods made available to workers in five (5) unions seeking job assignments through Hiring Halls at the Labor Center and at additional sites will be healthier food options in accordance with the County of Santa Clara Nutritional Standard (2011).			
Key Activities	Tracking Measures	Milestones	Time Frame
1. Meetings with unions that have hiring halls will be conducted to discuss development and implementation of a Wellness Resolution, inclusive of a Healthy Food and Beverage policy, that will impact food and beverages served at hiring hall locations. Targeted unions include: Carpenters, Ironworkers, International Brotherhood of Electrical Workers (IBEW), Plumbers and Steamfitters or SEIU.	Meeting minutes/meeting handouts	Meetings held and input obtained.	October - November 2011
2. Resolution language will be drafted and presented for approval.	Resolution language developed.	Resolution will be adopted by April 2012.	June 29, 2013

Exhibit A-2 - Scope of Work

3. WPUSA staff will attend hiring hall activities to provide technical assistance in the implementation of Healthy Food and Beverage policies.	Technical Assistance log.	Technical assistance provided.	June 29, 2013
Objective 2:			
1) A minimum of 50% of snack or meal options made available to volunteers at the Labor Center will be healthier snack/meal options in accordance with the County of Santa Clara Nutritional Standards (2011).			
2) A minimum of 50% of the beverages made available to volunteers at the Labor Center will be water, 100% fruit juice (limited to 8 oz			
Key Activities	Tracking Measures	Milestones	Time Frame
1. Meetings with Central Labor Council organizing staff will be conducted to discuss development and implementation of a Healthy Food and Beverage policy for volunteers at the Labor Center.	Meeting minutes.	Meetings held and input obtained.	October - November 2011
2. Policy language will be drafted and presented for approval.	Policy language and Healthy Food and Beverage guidelines developed.	New policy will be established by December 2011	October - November 2011
3. WPUSA staff will attend volunteer mobilizations to provide technical assistance in the implementation of Healthy Food and Beverage policies.	Technical Assistance log.	Technical assistance provided.	October 2011 – September 2012.

Exhibit A-2 - Scope of Work

Objective 3:

- 1) A minimum of 50% of the beverages available at meetings of the participating unions (both at the Labor Center and off-site locations) will be water, 100% fruit juice (limited to 8 oz servings/containers), and other unsweetened beverage options.
- 2) A minimum of 50% of foods available at meetings of the participating unions (both at the Labor Center and off-site locations) will be healthier meal/snack options in accordance with the County of Santa Clara Nutritional Standards (2011).

Key Activities	Tracking Measures	Milestones	Time Frame
1. Discussions will be scheduled with at least 40 unions affiliated with the Central Labor Council regarding the implementation of a Healthy Food and Beverage policy for meetings, including delegate meetings of the Labor Council itself.	Meeting minutes.	Implementation process shared with 40 Unions	October - November 2011
2. Policy language for meetings will be drafted and approved.	Policy language and Healthy Food and Beverage guidelines developed.	New policy will be established by December 2011	October - November 2011
3. WPUSA staff will attend Union meetings to provide technical assistance in the implementation of Healthy Food and Beverage policies.	Technical Assistance log.	Technical assistance provided.	June 29, 2013
4. WPUSA staff will provide Union workers with feedback forms to indicate their satisfaction with the program and gather information for improvement.	Feedback forms collected	Report generated that captures feedback	June 29, 2013

Exhibit A-2 - Scope of Work

Objective 4: 1) Staff with food purchasing power will be trained on implementing healthier food and beverage guidelines. 2) Provide an assessment to determine public opinion on regulatory strategies related to obesity prevention, organizational, and practice changes. 3) Community assessment and analysis of organization, systems, and environmental change strategies consistent with an evidence-based approach to prevent obesity. Implement evidence-based strategies that increase access to healthy foods and beverages.			
Key Activities	Tracking Measures	Milestones	Time Frame
1. A training will be implemented for administrative staff responsible for food ordering that will include: healthy food/beverage purchasing guidelines; a "Be Sugar Savvy" educational component; portion size and preparation recommendations; and taste testing of healthy foods that could be purchased and served to staff, volunteers and union workers.	Training attendance log	Training implemented.	September 2012.
2. Implementation plan for priority strategies based on the assessment and analysis.	1. Written updates on progress, deliverables, and lessons learned through the implementation of best practices in research, analysis, and community education (monthly reports). 2. Participate in conferences and forums to disseminate the lessons learned. (April 2013 - June 2013)	1. Develop a program brief summarizing the work complete (6/29/2013) 2. Develop a manuscript for either a Policy Brief published by WP USA or a submission to an external publication. (6/29/2013)	September 30, 2012 - June 29, 2013
Objective 5: 1) WPUSA will institute a "no sugar-sweetened beverages" policy requiring that the only beverages that are provided by the organization to staff will be water, 100% fruit juice (limited to 8 oz servings/containers) or other unsweetened beverage options. 2) WPUSA will provide a selection of fresh fruit and vegetables as snacks to all staff at least three (3) days per week.			
Key Activities	Tracking Measures	Milestones	Time Frame
1. Healthy Beverage policy will be drafted, approved and implemented.	Policy language and Healthy Beverage guidelines.	Policy implemented.	December 2011.

Exhibit A-2 - Scope of Work

2. Food purchased for staff	Food purchased	Food provided	December 2011.
Active Living			
Objective 1: A walking club will be established to promote physical activity among WPUSA staff and union workers.			
Key Activities	Tracking Measures	Milestones	Time Frame
1. Conduct a survey of employees at the Labor Center to determine walking club preferences.	Surveys taken	Survey completed	October 2011
2. Staff will establish routes, organize and publicize the club, as well as lead lunch-time walks two days a week.	Number of walks held	Walks held twice per week.	October 2011 - September 2012
Objective 2: Model policy will be adopted by WPUSA and instituted in the Employee Handbook that states that exercise opportunities will be provided at the Labor Center to increase access to physical activity.			
Key Activities	Tracking Measures	Milestones	Time Frame
1. Conduct a survey of employees at the Labor Center to determine exercise class preferences.	Surveys taken	Survey completed	October 2011
2. Policy language will be drafted and integrated into the Employee Handbook.	Policy language drafted and approved	Policy language integrated into the Employee Handbook	October - December 2011
C. Performance Standards			
<i>Contractor must adhere to the following administrative requirements:</i>			
<ul style="list-style-type: none"> • All print materials produced will include the following attribution statement as required by the funder: <i>Made possible by funding from the Department of Health and Human Services.</i> • All media messaging and print communications must be cleared in advance by the Public Health Department. 			
• When applicable, provide opportunities CPPW-Leadership Team involvement.			
• Support overall CPPW-Obesity Prevention evaluation efforts by providing data or key findings which Public Health Department staff will incorporate into the monthly reporting to funder (HHS/CDC).			
• Participate in local, Santa Clara County specific evaluation as part of CPPW-Obesity Prevention grant by participating in key informant interviews, completing surveys, and timely sharing of local finding to support evidence based coordinated by evaluation team (Public Health Department and Samuels and Associates)			

Exhibit A-2 - Scope of Work

Performance will be evaluated upon the following performance measures:

- Completion of key activities
- Completion of activities within the timeframe

E. Reporting:

- Contractor is required to have a monthly meeting with Public Health Communities Putting Prevention to Work, Obesity Prevention (CPPW-OP) staff to provide a verbal report on the progress of the project.
- Contractor must also submit quarterly progress reports by the fifteenth of the month immediately following the end of each federal fiscal year (January 15th, April 15th, July 15th).
- Failure to meet any reporting requirements will be sufficient cause for termination of a contract.

Exhibit B-2

**Santa Clara County Communities Putting Prevention to Work - Obesity Prevention
MOU BUDGET SUMMARY for Cities Policy Development and Implementation**

October 21, 2011 - June 29, 2013

JURISDICTION: Working Partnerships

BUDGET CATEGORY	Offeror Requested Amount	SCC PHD Approved Amount
*NOTE - Do not enter numbers on this sheet. Enter them on the Justification sheet and they will fill the Offeror Requested Amount automatically. <u>SCCPH Approved Amount will be filled manually once approved.</u>		
A. SALARIES (subtotal of salaries from Budget Justification)		
Subtotal Salaries:		\$ 66,432
B. FRINGE BENEFITS (subtotal of fringe benefits from Budget Justification)		
Subtotal Fringe Benefits:		\$ 22,773
C. EQUIPMENT (subtotal of equipment from Budget Justification)		
Subtotal Equipment:	\$ -	\$ -
D. SUPPLIES (subtotals of supplies from Budget Justification)		
Subtotal Supplies:		\$ 55,127
E. TRAVEL/MEETINGS/MILEAGE (subtotals of travel from Budget Justification)		
Subtotal Travel:		\$ 981
F.. CONTRACTS (subtotals of contracts from Budget Justification)		
Subtotal Travel:	\$ -	\$ -
G. INDIRECTS/Administrative Overhead (subtotal of indirects from Budget Justification - for basis see Budget Justification)		
Subtotal Indirects:		\$ 6,586
TOTAL BUDGET:		\$ 151,899

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Exhibit B-2

Santa Clara County Communities Putting Prevention to Work - Obesity Prevention

BUDGET JUSTIFICATION for Organizational Wellness

October 21, 2011 - June 29, 2013

JURISDICTION: Working Partnerships

BUDGET CATEGORY				
A. SALARIES				
Position/Title	Annual Salary (Full Time Basis)	% of Full Time (FTE) Assigned to CPPW	Months Requested (No more than 3)	Salary Budget= (Annual x FTE% x Months)
First & Last Name				
Executive Director Cindy Chavez	\$ 65,000.00	4%	12	\$ 2,600.00
Executive Director Cindy Chavez	\$ 65,000.00	5%	9	\$ 2,325.00
Chief of Staff Ben Field	\$ 30,000.00	7%	12	\$ 2,000.00
Organizing Director Derecka Mehrens	\$ 80,000.00	6%	12	\$ 4,750.00
Organizing Director Derecka Mehrens	\$ 80,000.00	10%	9	\$ 6,000.00
Campaign Coordinator Jamie Chen	\$ 38,000.00	19%	12	\$ 7,200.00
Campaign Coordinator Jamie Chen	\$ 38,000.00	21%	9	\$ 6,000.00
Lead Organizer Anna Schlotz	\$ 42,000.00	15%	12	\$ 6,300.00
Accounting Manager Janice Ferris	\$ 75,000.00	3%	12	\$ 2,250.00
Policy and Research Director Bob Brownstein	\$ 95,000.00	2%	3	\$ 1,900.00
Policy and Research Director Bob Brownstein	\$ 95,000.00	15%	9	\$ 10,687.50

Exhibit B-2

Organizer	\$ 41,600.00	4%	3	\$ 1,664.00
Esha Menon				
Organizer	\$ 41,600.00	19%	9	\$ 6,000.00
Esha Menon				
Organizer	\$ 41,600.00	18%	9	\$ 5,555.25
Carmelita Gutierrez				
Associate Policy Director	\$ 60,000.00	2%	3	\$ 1,200.00
Louise Auerhahn				
Salary Subtotal:				\$ 66,432

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<i>Write a brief job description for each of the positions/titles listed above. The descriptions should correspond to the scope of work/workplan task and goals. It is not necessary to repeat descriptions for duplicated positions except for those positions whose work differs from the others of the same title/position.</i>
Executive Director - Community Education
Chief of Staff - Overall Project Lead
Organizing Director - Leading and Coordinating Education & Outreach
Campaign Coordinator - Conducting Outreach and Technical Assistance
Lead Organizer - Conducting Outreach and Technical Assistance
Finance Assistant - Payroll, accounts payable for program expenditures, staff support at presentations and community events
Administrative Assistant/Grant Administrator - Administrative support for the Team and grant administration
Policy and Research Director - Policy Development
Organizer - Conducts Outreach and Technical Assistance
Associate Policy Director- Policy Development

B. FRINGE BENEFITS		
34%	Example: Fringe benefits are calculated at 34% of salaries. Please indicate the percentage in cell A38 at left.	\$ 22,773

Exhibit B-2

Fringe Benefits Subtotal: \$ 22,773

For expense categories C-F, please provide a short narrative of the expense details that makes clear the expense and the purpose in general. In those cases where expenses may be significantly different, you may enter multiple expenses for that category. For example, category E could use separate lines for local mileage, costs to travel to a meeting or conference and the expenses related to hosting a conference or meeting, if applicable.

C. EQUIPMENT

Equipment will include... (if applicable)	\$ -
Additional equipment will include... (if applicable)	\$ -
Equipment Subtotal:	\$ -

D. SUPPLIES

Office Supplies and meeting materials; Materials and supplies for Healthy Food Training for Administrative staff and incentives for administrative staff who attend training to purchase healthy foods	\$ 1,700
Telephone Expense	\$ 1,707
Focus Groups- Two focus groups (including developing moderator's guide, recruiting, incentives, professional focus group facility, food, moderating, and analysis)	\$ 16,000
Polling-- Countywide public opinion survey by professional polling firm.	\$ 32,000
General expenses will include: postage, equipment lease, maintenance, and printing and operational expenses	\$ 3,720
Supplies Subtotal:	\$ 55,127

E. TRAVEL/MEETINGS/MILEAGE

Local mileage is projected to be 5 miles x 2 people x 2 people x 2 times a week	\$ 781
Meeting room rental space for meetings plus use of Hall A for delegates meetings	\$ 200
Travel/Meetings/Mileage Subtotal:	\$ 981

F. CONTRACTS

	\$ -
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Exhibit B-2

	\$ -
Contracts	\$ -

G. INDIRECTS/Administrative Overhead	
INDIRECTS MAY NOT EXCEED 10% OF SALARIES (salary subtotal from above). If indirects are claimed as an expense please indicate the percentage in cell A64 at left. For example 5% of salaries would be 5% x 131 = 7.	\$ 6,586
Indirects Subtotal:	\$ 6,586
BUDGET TOTAL:	\$ 151,899