

COUNTY OF SAN MATEO**Interdepartmental Correspondence****Date:** February 20, 2001**Hearing Date:** February 27, 2001

TO: Honorable Board of Supervisors

FROM: Maureen Borland, Director, Human Services Agency *for MB*

SUBJECT: Adopt a resolution authorizing the execution of a third amendment to the agreement with The Sphere Institute.

RECOMMENDATION

Adopt a resolution authorizing:

Execution of a third amendment to the agreement with The Sphere Institute to increase the contract by \$4,900 for a total amount of \$463,606, to extend the term of the agreement to September 30, 2001 and to modify the scope of work

BACKGROUND

On April 20, 1999, by Resolution No. 62725, the San Mateo County Board of Supervisors authorized acceptance of a grant award from the United States Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, on behalf of Santa Clara, Santa Cruz, and San Mateo counties to support a project entitled "Examine the Circumstances of Individuals and Families Who Leave TANF", and entered into an agreement with The Sphere Institute to conduct research and evaluation examining the circumstances of individuals and families leaving TANF

On July 27, 1999, by Resolution No. 62977, the San Mateo County Board of Supervisors authorized acceptance of a grant award to support the project entitled "Examining the Circumstances of Individuals and Families Who Receive Housing Benefits", and entered into an amended agreement with The Sphere Institute to conduct research and evaluation examining the circumstances of individuals and families who receive housing benefits.

On February 8, 2000, by Resolution No. 63397, the San Mateo County Board of Supervisors authorized acceptance of a revised grant award amount from The United States Department of Human Services, Office of the Assistance Secretary for Planning and Evaluation, and approved a second amendment to the agreement with The Sphere Institute for research and evaluation of individuals and families exiting TANF and for research and evaluation of individuals and families who receive housing benefits.

DISCUSSION

We are increasing the contract with The Sphere Institute by \$4,900 to modify the scope of work to support the study entitled "Assessing the Family Circumstances of Current and Former TANF Child-Only Cases in San Mateo and Santa Clara Counties", funded under the Grant 00ASPE351A, U.S. Department of Health and Human Services, Assistant Secretary for Planning and Evaluation (ASPE), and requesting approval for the Director of the Human Services Agency to sign a MOU with the County of Santa Clara.

FISCAL IMPACT

The amendment amount will be \$4,900, and has been budgeted for FY 2000/2001. These additional funds are comprised entirely of a grant award from the United States Department of Human Services, Office of the Secretary of Planning and Evaluation, and will thus have no impact on the general funds

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION AUTHORIZING 1) APPROVAL OF A THIRD AMENDMENT TO THE AGREEMENT WITH THE SPHERE INSTITUTE FOR RESEARCH AND EVALUATION OF EXAMINING CIRCUMSTANCES OF INDIVIDUALS AND FAMILIES WHO LEAVE CALWORKS/TANF ASSESSING THE VALIDITY OF ADMINISTRATIVE DATA AND EXAMINING THE CIRCUMSTANCES OF INDIVIDUALS AND FAMILIES WHO RECEIVE HOUSING BENEFITS.

Contractor	Dates	Amount
The Sphere Institute	2/1/1999 – 9/30/2001	Additional Amount \$4,900 Total Amount \$463,606

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, on April 20, 1999 by Resolution No 62725, the San Mateo County Board of Supervisors authorized acceptance of a grant award from the United States Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation on behalf of the counties of Santa Clara, Santa Cruz and San Mateo, to support a project entitled “Examining the Circumstances of Individuals and Families Who Leave TANF”; and

WHEREAS, the County and the Sphere Institute entered into an agreement to conduct research and evaluation examining the circumstance of individuals and families exiting TANF in San Mateo County; and

WHEREAS, on July 27, 1999, by Resolution No. 62977, the San Mateo County Board of Supervisor authorized acceptance of a grant award to support the project entitled “Examining the Circumstances of Individuals and Family Who

Receive Housing Benefits”; and

WHEREAS, the County and the Sphere Institute entered into an amended agreement to conduct research and evaluation examining the circumstances of individuals and families exiting TANF and examining the circumstances of individuals and families who receive housing benefits in San Mateo County; and

WHEREAS, on February 8, 2000, by Resolution No. 63397, the San Mateo County Board of Supervisors authorized acceptance of a revised grant award to support the project entitled “Individuals and Families exiting TANF” and for research and evaluation of “Individuals and Families who Receive Housing Benefits”; and

WHEREAS, the County and the Sphere Institute entered into the second amendment to an agreement to conduct research and evaluation individuals and families exiting TANF and for research and evaluation of individuals and families who receive housing benefits, and

WHEREAS, the parties now wish to further amend the agreement to provide an additional \$4,900 to conduct research and evaluation to “Identify a cohort of families who stopped receiving cash aid in Santa Clara and Santa Cruz counties and to track their use of services” and to extend the term of the agreement to September 30, 2001; and

WHEREAS, there has been presented to this Board of Supervisors for its consideration and acceptance of the Third Amendment to the agreement between the County of San Mateo and The Sphere Institute, reference to which is hereby

made for further particulars, and the Board of Supervisors has examined and approved same as to both form and content and desires to enter into the same,

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of this Board of Supervisors be, and he is hereby, authorized and directed to execute the Third Amendment to the Agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

* * * * *



**THIRD AMENDMENT TO THE AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO**

AND

THE SPHERE INSTITUTE

For the Period of

February 1, 1999 through September 30, 2001

Agency Contact Person:
James Miller, Research &
Planning (650) 595-7980

**THIRD AMENDMENT TO AN AGREEMENT WITH
THE SPHERE INSTITUTE
FOR RESEARCH AND EVALUATION OF
EXAMINING CIRCUMSTANCES OF INDIVIDUALS AND FAMILIES WHO
LEAVE CALWORKS/TANF: ASSESSING THE VALIDITY OF
ADMINISTRATIVE DATA AND EXAMINING THE CIRCUMSTANCES OF
INDIVIDUALS AND FAMILIES WHO RECEIVE HOUSING BENEFITS.**

THIS THIRD AMENDMENT TO AN AGREEMENT, entered into on this day of _____, 2001, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and The Sphere Institute, hereinafter called "Contractor".

W I T N E S S E T H:

WHEREAS, the parties entered into an agreement on April 20, 1999, which was amended on July 27, 1999, to conduct research and evaluation of examining the circumstances of individuals and families exiting TANF in San Mateo County, and

WHEREAS, the parties entered into a second amendment on February 8, 2000, to conduct research and evaluation of individuals and families who exit TANF and receive housing benefits, and

WHEREAS, the parties now wish to further amend the agreement to provide additional funds in the amount of \$4,900, modify the scope of work, and extend the term of the agreement to September 30, 2001.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:

1. Paragraph 1 Exhibits is amended to read as follows:
Exhibits
Exhibit A Program Description
Exhibit A Program Description (Third Amendment)
Exhibit B: Payment Schedule (Third Amendment)
Exhibit C: Compliance with Section 504
Exhibit D: Program Monitoring (Third Amendment)

- 2 Exhibit A, Program Description (Third Amendment); attached hereto and incorporated by reference herein, becomes part of this agreement, and is hereby added to the agreement as amended

- 3 Exhibit B, Payment Schedule (Third Amendment), and Exhibit D, Program Monitoring (Third Amendment), attached hereto and incorporated by reference herein, hereby become part of this agreement, and replace the original versions of those Exhibits, and earlier amendments thereto
- 4 Section 3A Payments – Maximum amount In full consideration of the Contractor's performance of the services described in Exhibit A (Third Amendment), the amount that the County shall be obligated to pay for services rendered under this Agreement shall not exceed \$463,606 for the contract term
5. All other terms and conditions of the agreement dated April 20, 1999, and amended on July 27, 1999 and February 8, 2000 between the County and Contractor shall remain in full force and effect

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands

COUNTY OF SAN MATEO

ATTEST

By: _____
President, Board of Supervisors

Clerk of Said Board

Date: _____

Date: _____

The Sphere Institute
Contractor - Print Name

R. Mark Critz
Name, Title - Print

R. Mark Critz
Signature

Date: 2/15/01

Tax ID# 91-1748201

EXHIBIT A
THIRD AMENDMENT

PROGRAM DESCRIPTION

Examining the Circumstances of Individuals and Families Who Leave CalWORKS/TANF
Assessing the Validity of Administrative Data
And
Examining the Circumstances of Individuals and Families Who Receive Housing Benefits

The SPHERE Institute

February 1, 1999 – September 30, 2001

The Contractor will provide, to the satisfaction of the Director of the Human Services Agency, professional services in support of the study entitled Examining Circumstances of Individuals and Families Who Leave CalWORKS/TANF: Assessing the Validity of Administrative Data and Examining the Circumstances of Individuals and Families Who Receive Housing Benefits. These services are funded under Grant 98ASPE309A, U.S. Department of Health and Human Services, Assistant Secretary for Planning and Evaluation (ASPE).

The contractor will conduct the following tasks and provide the specified deliverables

1. Identify a cohort of families who stopped receiving cash aid in Santa Clara and Santa Cruz counties.
2. Track use of Medi-Cal, Food Stamps, and Cash Aid using the statewide Medi-Cal Eligibility Data System (MEDS).
3. Assist in the preparation of quarterly progress reports to be submitted to ASPE as described under the Deliverables and Schedule of this program description.
4. Contractor will submit any results, final or interim reports, press releases, data or analysis to the Human Services Agencies for review and comment no fewer than thirty (30) days before their release

Deliverables and Schedule

Deliverable	Delivery Date
Draft of Final Report	June 2001
Final Report	August 2001

*Cohort of Families – Families who had received TANF during the same period of study

**EXHIBIT B
THIRD AMENDMENT**

PAYMENT SCHEDULE

Examining Circumstances of Individuals and Families Who Leave CalWORKS/TANF
Assessing the Validity of Administrative Data
And
Examining the Circumstances of Individuals and Families Who Receive Housing Benefits.

THE SPHERE INSTITUTE

February 1, 1999– September 30, 2001

Payment, Audits and Fiscal Provisions

1. Maximum Amount. The maximum amount of this contract shall not exceed \$463,606
2. Rate of Payment: In full consideration of the services provided by the Contractor (listed in Exhibit A, Third Amendment) the County shall pay the Contractor as follows:

Invoice Date	Payment Date	Payment Amount
September 1, 2001	September 30, 2001	\$4,900

**EXHIBIT D
THIRD AMENDMENT**

PROGRAM MONITORING

Examining Circumstances of Individuals and Families Who Leave CalWORKS/TANF
Assessing the Validity of Administrative Data
And
Examining the Circumstances of Individuals and Families Who Receive Housing Benefits.

THE SPHERE INSTITUTE

February 1, 1999 – September 30, 2001

Progress of the Assessment of Examining Circumstances of Individuals and Families Who Leave CalWORKS/TANF Assessing the Validity of Administrative Data And Examining the Circumstances of Individuals and Families Who Receive Housing Benefits, will be monitored on a quarterly basis.

Quarterly Meetings:

Quarterly meetings will be held, at the request of the Director of the Human Services Agency or her designee, between the project manager provided by the contractor and the HSA Research Coordinator. In addition, any other interested HSA manager will be invited to attend these meetings to gain insight or to offer assistance. These meetings will be set in advance and will have an agenda covering the deliverables to date, problems encountered by the research team, and proposed solutions to these problems. Minutes from these meetings will be published and disseminated by County staff

COUNTY OF SAN MATEO
MEMORANDUM

DATE: February 2, 2001
TO: Pricilla Harris Morse
FROM: Janice Jumper FAX 802-5009 HSA202SD
SUBJECT: APPROVAL OF INSURANCE

CONTRACTOR: The SPHERE Institute (Third Amendment to An Agreement) For Research and Evaluation of Examining Circumstances of Individuals and Families Who Leave CalWORKS/TANF: Assessing The Validity of Administrative Data and Examining The Circumstances of Individuals and Families Who Receive Housing Benefits.

DO THEY TRAVEL: YES

PERCENT OF TIME: N/A

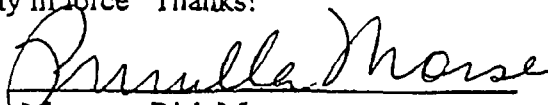
NUMBER OF EMPLOYEES:

DUTIES (SPECIFIC): Identify a cohort of families who stopped receiving cash aid in Santa Clara and Santa Cruz counties and track their use of Medic-Cal, Non-Assistance Food Stamps, and cash aid using the statewide Medi-Cal eligibility Data System (MEDS).

COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive Gen Liability	<u>\$ 1,000,000</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>
Motor Vehicle Liability	<u>N/A</u>	<u>_____</u>	<u>✓</u>	<u>_____</u>
Professional Liability	<u>N/A</u>	<u>_____</u>	<u>✓</u>	<u>_____</u>
Workers' Compensation	<u>N/A</u>	<u>_____</u>	<u>✓</u>	<u>_____</u>

REMARKS/COMMENTS:

This is an existing contract with certificate of liability in force. Thanks!


Pricilla Morse
Manager, Risk Management

This form

PONY EPS163

SUBMIT TO RISK MANAGEMENT
OR

FAX 363-4864

PRODUCER
SBC Insurance Services
260 Sheridan Av Suite 211
Palo Alto CA 94306
Phone: 650-329-1150 Fax: 650-326-3177

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER THIS CERTIFICATE DOES NOT AMEND EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

INSURERS AFFORDING COVERAGE

INSURED
Acumen, LLC
& The Sphere Institute
Elizabeth Mancuso
1415 Rollins Road, Suite 206
Burlingame CA 94010

INSURER A
INSURER B
INSURER C
INSURER D
INSURER E

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	LM30958196	12/01/00	12/01/01	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED EXP (Any one person) \$
	<input checked="" type="checkbox"/> Errors & Omission				PERSONAL & ADV INJURY \$
	GEN L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea acc dent) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per acc dent) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per acc dent) \$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC AGG \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY				WC STATUTORY LIMITS OTH-ER
					E L EACH ACCIDENT \$
					E L DISEASE - EA EMPLOYEE \$
	OTHER				E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Ten day notice of cancellation for non-payment of premium.

CERTIFICATE HOLDER	N	ADDITIONAL INSURED INSURER LETTER	CANCELLATION
County of San Mateo Janice Jumper 262 Harbor Blvd. Bld. A Belmont CA 94002		COUNOSM	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER ITS AGENTS OR REPRESENTATIVES
			Mike Courtney <i>Mike Courtney</i>

ACORD. CERTIFICATE OF LIABILITY INSURANCE

SP ID HC
SPHER-1

DATE (MM/DD/YY)
01/30/01

PRODUCER
SBC Insurance Services
260 Sheridan Av Suite 211
Palo Alto CA 94306
Phone: 650-329-1150 Fax: 650-326-3177

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INSURERS AFFORDING COVERAGE	
INSURER A	C G U Insurance Co.
INSURER B	
INSURER C	
INSURER D	
INSURER E	

INSURED

The Sphere Institute & Acumen
Elizabeth Mancuso
1415 Rollins Road Suite 204
Burlingame CA 94010

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	CALQ770236	11/21/00	11/21/01	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> Non-Owned Auto				PERSONAL & ADV INJURY	\$ 1,000,000
	GEN L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$ 2,000,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea acc dent)	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per acc dent)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per acc dent)	\$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY				WC STATU-TORY LIMITS	OTH-ER
					E L EACH ACCIDENT	\$
					E L DISEASE - EA EMPLOYEE	\$
	OTHER				E L DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Ten day notice of cancellation for non-payment of premium.

CERTIFICATE HOLDER	N	ADDITIONAL INSURED INSURER LETTER	CANCELLATION
County of San Mateo Janice Jumper 262 Harbor Blvd. Bld. A Belmont CA 94002		COUNOSM	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER ITS AGENTS OR REPRESENTATIVES Mike Courtney <i>Mike Courtney</i>