


**COUNTY OF SAN MATEO**  
**Human Services Agency**

**DATE:** October 24, 2001

**TO:** Honorable Board of Supervisors 

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

**SUBJECT:** **ADOPT A RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH THE PENINSULA LIBRARY SYSTEM**

**RECOMMENDATION**

Adopt a resolution authorizing the execution of an amendment to the agreement with the Peninsula Library System. This amendment will coordinate a centralized information and referral support service, data management services and a statistical data project. This amendment increases the contract by \$57,723 for a total contract amount of \$403,323.

**BACKGROUND**

The Community Information Program (CIP) has for the past fifteen years provided excellent service for the customers and staff of the Human Services Agency (HSA) through its management of the computerized database. CIP is the principal source for human service information for the county. This role includes developing products such as directories, guides, resource booklets, and offering training to anyone in the helping professions regarding finding and using resources.

Since 1996, CIP has produced graphical analyses of Human Services Agency statistical data using geographical information system software. One very valuable use of mapping is the capability of showing within a city where services exist in relation to the consumers of those services. This tool has been helpful to the Human Services Agency in making long range plans regarding the allocation of services.

**RESULTS OF ACTIVITIES UNDER FY 00-02 CONTRACT (July '00 to May '01)**

1. Updated 1,757 records in the database of human services and clubs serving San Mateo County.
2. Distributed 266 copies of the Directory of Human Services for San Mateo County.
3. Answered questions and made referrals to 2,441 callers through May 2001.
4. Produced and distributed 14,400 Resource Bulletins through May 2001.
5. Provided 23 orientation sessions for 421 agency/school staff.
6. Provided 62,140 printouts/mail labels in answer to 209 requests from agencies and the public.

**DISCUSSION**

The increase in the contract amount will support contract staffing to assist CIP with web-site consultation and programming to continue to maintain and improve the CIP database to reach optimum accessibility for HSA staff. This increase will also support special projects staff to help with designing and developing matrices to respond to HSA's focus on adolescent services. The matrices will provide professional staff with quick reference resources and inform them of the collaborative, councils and partnerships in existence in San Mateo County.

The additional funding is also to support outside copying of resource materials for folders to help CIP meet the increase in requests for orientations.

**PROPOSED OUTCOMES FOR FY 2001-2002**

Overall, county department, nonprofit agency and library staff, and anyone in the helping professions (i.e., police, fire, clergy, teachers) will be better informed and educated about human resources and community organizations serving their constituencies in San Mateo County through the services of the Community Information Program.

**Specific Outcomes:**

- (1) Will update 2,250 services in the database of human services and community organizations serving San Mateo County;
- (2) Will distribute 650 copies of the 2001-2002 "Directory of Human Services for San Mateo County";
- (3) Will respond to 5,100 phone requests for service by referring to appropriate resource, answering the question or providing resource materials;
- (4) Will produce and distribute 28,800 copies of the quarterly "Resource Bulletin" to 3,600 persons in the helping professions, i.e., county department, nonprofit agency, school staff;
- (5) Will provide 65 Orientations to Community Services for 900 county department/nonprofit agency/school staff;
- (6) Will provide 150,000 printouts/mail labels in response to 700 requests from county and nonprofit agency staff and the public;
- (7) Will work with Business Systems to obtain relevant HSA data electronically;

- (8) Will respond to 40 requests for statistical information from county departments and other agencies;
- (9) Will conduct employer information survey in support of California Cooperative Occupational Information System (CCOIS) outlook survey for HSA employment services;
- (10) Will maintain an in-house document library for commonly requested statistics;
- (11) Will design community profiles using HSA statistics, demographics, census and CIP Human Services information;
- (12) Will obtain supplementary statistics, such as criminal justice data, to contribute to statistical analyses of HSA client populations;
- (13) Will develop matrix of community resources providing services relevant to the indicators in the Children's Report to measure service delivery and to identify gaps.

The agreement and resolution have been reviewed and approved as to form by the County Counsel's office. The Equal Benefits Ordinance has been waived by County Manager's office.

#### **FISCAL IMPACT**

This agreement is for two years, 2000/01 and 2001/02. The amount of the agreement in 2000/01 was \$189,300. This provided for a quarterly Resource Bulletin, which is distributed throughout the County. Also, the printing and distribution of the "Guide to Community Resources" translated into Spanish, and the HSA Help Guide in Spanish and English.

The amendment for the second year is for \$214,023 of which \$24,723 is COBI. The contractor will publish and distribute the Resource Bulletin, Youth Services Directory, a Help Sheet, which provides resource information to consumers in English and Spanish, and Survival in San Mateo County in English and Spanish.

The cost of this Agreement over two years is \$403,323 of which 65 percent is reimbursed from Federal and State funds. The Net County Cost of \$141,163 has been included in the Recommended Budget proposal for FY 2000-2001 (\$66,255) and FY 2001-2002 (\$74,908).

**RESOLUTION NO. \_\_\_\_\_**

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

\* \* \* \* \*

**RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO THE AGREEMENT WITH THE PENINSULA LIBRARY SYSTEM FOR THE OPERATION OF A CENTRALIZED INFORMATION AND REFERRAL SYSTEM.**

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

**WHEREAS**, the parties entered into an Agreement on July 20, 2000; and

**WHEREAS**, the parties now wish to further amend the Agreement to add an additional amount of \$57,723 for the second year of a two-year contract; and

**WHEREAS**, there has been presented to this Board of Supervisors for its consideration and acceptance an Amendment to the Agreement with Peninsula Library System for providing a centralized information and referral support services, reference to which is hereby made for further particulars and whereby the Peninsula Library System has agreed to operate a centralized information and referral system and a statistical data project, through the Community Information Program (CIP) on behalf of the Human Services Agency and the San Mateo County community; and

**WHEREAS**, this Board has been presented with a form of such Amendment said Board has examined and approved same as to both form and content and desires to enter into same:

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

\* \* \* \* \*

**Amendment to the Agreement**

**between**

**San Mateo County**

**Human Services Agency**

**and**

**Peninsula Library System**

**for the period of**

**July 1, 2001 through June 30, 2002**

**Agency Contact Person:**

Madelyn Martin  
(650) 595-7544

**AMENDMENT TO AN AGREEMENT WITH  
PENINSULA LIBRARY SYSTEM  
FOR THE OPERATION OF A CENTRALIZED  
INFORMATION AND REFERRAL SYSTEM**

THIS AMENDMENT TO AN AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2001, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Peninsula Library System, hereinafter called "Contractor";

W I T N E S S E T H :

WHEREAS, the parties entered into a two year agreement on June 20, 2000; and

WHEREAS, the parties now wish to amend the agreement to increase the amount by \$57,723 and expanding the services provided under the agreement.

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

1. Section 3, Paragraph A of agreement as amended to read as follows:

A. Maximum Amount. In full consideration of Contractor's performance of the services described in Exhibit A, the amount that the County shall be obligated to pay for services rendered under this Agreement shall not exceed \$403,323 for the contract term. County will also provide "in kind" resources as set forth in Exhibit B (amended).

2. Exhibits A, B and D-1 as amended are hereby incorporated and subject to all provisions therein.

3. Insert paragraph 7D into the body of the Agreement to read as follows:

7. Non-Discrimination

**D. Violation of the Non-Discrimination Provisions**

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to:

- i) termination of this Agreement;
- ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
- iii) liquidated damages of \$2,500 per violation;
- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to:

- i) examine Contractor's employment records with respect to compliance with this paragraph;
- ii) set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complaint, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

4. All other provisions of the Agreement 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

By: \_\_\_\_\_  
Michael D. Nevin, President  
Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of Said Board

Date: \_\_\_\_\_

PENINSULA LIBRARY SYSTEM  
Contractor - Print Name

Linda Crowe, Executive Director  
Name, Title - Print

Linda Crowe  
Signature

Date: 10 - 15 - 2001

Tax I.D. Number: 94-233 4238



## **Service Description**

Contractor will maintain a centralized information and referral support service, which includes, but is not limited to:

- (1) Information management services for database of Human Services Resources;
- (2) Publication of the Directory of Human Services for San Mateo County;
- (3) Acceptance of telephone calls transferred by the County operator on Human Services-related questions;
- (4) Telephone resource referral for staff of County departments, other public agencies, nonprofit agencies, schools and individuals;
- (5) Publication and distribution quarterly of the Resource Bulletin;
- (6) Providing printouts or mailing labels tailored to fit individual information needs of County and nonprofit agency staff, schools and public;
- (7) Orientation/training for new or reassigned staff from County departments, and other city, state, federal and nonprofit human service agencies and schools;
- (8) Attendance at appropriate meetings as designated by the County;
- (9) Determining content, updating and preparing material, including editing, and arranging for typesetting, proofreading and printing of the Directory of Youth Services, the Guide to Community Resources (in English and Spanish) and Help for People in San Mateo County (in English and Spanish), Survival in San Mateo County in English and Spanish and the Human Services Agency brochure;
- (10) Employer information survey in support of California Cooperative Occupational Information System (CCOIS) outlook survey for HSA employment services;
- (11) Matrix of community resources providing services relevant to the indicators in the Children's Report to measure service delivery and to identify gaps.

Contractor will coordinate HSA statistical data with geographical information system mapping project including demographic data for San Mateo County, which includes, but is not limited to:

- (1) Working with HSA Business Systems Group to obtain HSA client data electronically;
- (2) Responding to ad hoc requests for statistical information from County departments and other community agencies;

- (3) Developing and producing projects and establishing an in-house documents library for commonly requested statistics;
- (4) Designing community profiles using HSA statistics, demographics, Census, and CIP data;
- (5) Obtaining supplementary statistics, such as criminal justice data, to contribute to statistical analyses of HSA client populations;
- (6) Design and develop matrices to support HSA's focus on adolescent services;
- (7) Work with consultants and programmers to continue to maintain and improve CIP's database to meet HSA's staff needs;
- (8) Improve database to ensure optimum accessibility for HSA's staff;
- (9) Provide quick reference resources and inform HSA's staff of collaborative, councils and partnerships, in San Mateo County.

## **Outcome Based Management and Budgeting Responsibilities**

### **Contractor Responsibilities Relating to the County's OBM Initiative:**

Engage in activities and supply information required to implement the County's Outcome-Based Management and Budgeting (OBM) initiative. Activities include but are not limited to:

1. Attending planning and informational meetings;
2. Developing program performance and outcome measurements;
3. Collecting and submitting data necessary to fulfill measurement requirements;
4. Participating in technical assistance and training events offered by the Human Services Agency and seeking technical assistance and training necessary to fulfill measurement requirements;
5. Participating in a review of performance and outcome information;
6. Comply with OBM Implementation Guidelines as specified in memos released by the Human Services Agency.

**Human Services Agency's (HSA) Responsibilities Relating to the County's OBM Initiative:**

County, through HSA, shall:

1. Provide technical assistance and support to assist contractor's implementation of the County's Outcome-Based Management and Budgeting (OBM) initiative.
2. Issue and review OBM Implementation Guidelines.
3. Conduct review of performance and outcome information.

## **Payment Schedule**

### **Peninsula Library System July 1, 2001 through June 30, 2002**

#### **Payments, Audits and Fiscal Provisions**

1. Maximum Amount  
The maximum amount of this contract shall not exceed \$403,323.
2. Rate of Payment  
In full consideration of the services provided by the Contractor, listed in Exhibit A, County shall make six quarterly payments of \$43,200 and 2 quarterly payments of \$72,061.50 upon approval of invoices.
3. In addition to the payment set forth herein, County will provide telephone cost and building space as in-kind resources. The County will designate the space provided to the Contractor.

**PENINSULA LIBRARY SYSTEM**  
COMMUNITY INFORMATION PROGRAM

	01/02		
Personnel	Project	PLS	Total
	Budget		
Database Manager	35,795	31,517	67,312
Information Specialist	20,273	5,680	25,953
Secretary	21,883	14,575	36,458
Secretary .5 FTE			
Program Manager	31,827	35,929	67,756
	-	-	-
Benefits	23,276	13,709	36,985
	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>133,054</b>	<b>101,410</b>	<b>234,464</b>
			-
Travel			-
Mileage		800	800
Conference, workshops		600	600
Other-Education/training		500	500
		-	-
	-	<b>1,900</b>	<b>1,900</b>
		-	-
Other costs		-	-
Office Supplies	4,500	1,500	6,000
Postage	3,000	3,413	6,413
Printing	23,000	13,500	36,500
Membership	-	210	210
			-
Prof. Services/contract	49,469	4,768	54,237
Subscription	-	158	158
Lease equipment	-	630	630
Repair & maint	-	210	210
Insurance	-	210	210
Computer Equipment	1,000	3,150	4,150
<b>Total Operations</b>	<b>80,969</b>	<b>27,749</b>	<b>108,718</b>
	-	-	-
	-	-	-
<b>Grand Total</b>	<b>214,023</b>	<b>131,059</b>	<b>345,082</b>

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Peninsula Library System / C.I.P.

Contact Person: JANET HOFMANN

Address: 262 HARBOR BLVD, Belmont, CA  
94002

Phone Number: 650.544.7950 Fax Number: 650.595.7546

II Employees

Does the Contractor have any employees?  Yes  No

Does the Contractor provide benefits to spouses of employees?  Yes  No

\*If the answer to one or both of the above is no, please skip to Section IV.\*

III Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on \_\_\_\_\_ (date) and expires on \_\_\_\_\_ (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 2nd day of August, 2001 at Belmont, CA  
(City) (State)

Janel Koenig  
Signature

JANET HOFMANN  
Name (Please Print)

Program Manager  
Title

94-2334238  
Contractor Tax Identification Number

## Waiver Request Memo

**Date:** 10/11/01  
**To:** County Manager's Office  
**From:** HSA's Contract Unit (Janice Jumper)  
**Subject:** Waiver Request

We are requesting a waiver of the Equal Benefits Ordinance to amend a contract with Peninsula Library System for The coordination of a centralized information and referral support service, data management services and a statistical data project, in the amount of \$57,723.

This waiver is necessary and in the best interest of the County for the following reason(s):

- Necessary in order to respond to an emergency
- Sole Source
- No compliant contractors are capable of providing the goods/service
- Inconsistent with a grant, subvention or agreement with a public agency
- Is part of a Cooperative or Joint Purchasing Agreement
- Other

Attached is a detailed explanation of the reason(s) checked above.


- Approved
- Not Approved

To Amend an Agreement that expires in June '02.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Janice Jumper  
\_\_\_\_\_  
Signing Authority

10-22-01  
\_\_\_\_\_  
Date

COUNTY OF SAN MATEO  
MEMORANDUM

DATE: October 25, 2001  
TO: Pricilla Harris Morse  
FROM:  Janice Jumper, HSA210 Fax: (650) 596-3478  
SUBJECT: APPROVAL OF INSURANCE  
CONTRACTOR: Peninsula Library System/CIP  
DO THEY TRAVEL: No  
PERCENT OF TIME N/A  
NUMBER OF EMPLOYEES N/A

DUTIES (SPECIFIC): Contractor will operate a centralized information and referral system and statistical project on behalf of the Human Service Agency.

COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive Gen Liability	_____	_____	<input checked="" type="checkbox"/>	_____
Motor Vehicle Liability	_____	_____	<input checked="" type="checkbox"/>	_____
Professional Liability	_____	_____	<input checked="" type="checkbox"/>	_____
Worker's Compensation	<u>Statutory</u>	<input checked="" type="checkbox"/>	_____	_____

REMARKS/COMMENTS:

Requesting wavier of insurance for the contractor, Thank you.



Manager, Risk Management

Ins.form

PONY EPS163

SUBMIT TO RISK MANAGEMENT  
OR

FAX 363-4864



**STATE  
COMPENSATION  
INSURANCE  
FUND**

P.O. BOX 807, SAN FRANCISCO, CA 94101-0807

**CERTIFICATE OF WORKERS' COMPENSATION INSURANCE**

ISSUE DATE: 07-01-01

POLICY NUMBER: 1062750 - 01  
CERTIFICATE EXPIRES: 07-01-02

COUNTY OF SAN MATEO  
HUMAN SERVICES AGENCY, ATTN: DOROTHY SHAVLES  
400 HARBOR DR.  
BELMONT, CA 94002

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days' advance written notice to the employer.

We will also give you 10 days' advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate of insurance 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.

*Kenneth C. Bolter*  
PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000.00 PER OCCURRENCE

EMPLOYER

LEGAL NAME

PENINSULA LIBRARY SYSTEM  
C/O DIRECTOR OF FINANCE  
25 TOWER RD  
SAN MATEO CA 94402

PENINSULA LIBRARY SYSTEM