

**FIRST AMENDMENT  
(BOS AGREEMENT NO. \_\_\_\_ - \_\_\_\_)**

This First Amendment to Agreement No. 22-236 (“First Amendment”) is made and entered into as of the last date signed below, by and between the County of Yolo, a political subdivision of the State of California (“County”), and Resource Development Associates, Inc., a California corporation authorized to do business in the State of California (“Contractor”), jointly referred to as the “Parties” herein, and who agree as stated below.

**WHEREAS**, on or about October 11, 2022, the Parties entered into Agreement No. 22-236 (“Agreement”); and

**WHEREAS**, the Parties would now like to amend the Agreement to:

1. Revise **Section B.** to extend the term of the Agreement through July 31, 2023; and
2. Revise **Section E.** to increase funding in the amount of \$20,803 for Fiscal Year (FY) 2022-23 for a new contract maximum of \$145,733; and
3. Delete **Section F.** from the Agreement; and
4. Delete **Section G.** from the Agreement; and
5. Revise **Section S.** to remove language regarding optional extensions; and
6. Revise **Exhibit A** to reflect changes to the scope of services; and
7. Revise **Exhibit D** to extend the project schedule dates in phases 4 and 5 and include the increased funding.

**NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

1. **Section B.** of the Agreement is hereby amended to read as follows:

**B.** The term of this Agreement shall be from the **Effective Date** through **July 31, 2023**, unless sooner terminated as provided in this Agreement.

2. **Section E.** of the Agreement is hereby amended to read as follows:

**E.** Any other provision of this Agreement notwithstanding, the maximum payment obligation to Contractor through **July 31, 2023** shall be no greater than **ONE HUNDRED FORTY-FIVE THOUSAND SEVEN HUNDRED THIRTY-THREE DOLLARS (\$145,733)** specified as follows:

<b>Fiscal Year 2022-23</b> Effective Date through June 30, 2023	<b>Fiscal Year 2023-24</b> July 1, 2023 through July 31, 2023	<b>Total</b>
\$145,733*	\$0*	<b>\$145,733</b>

\*Any unspent funding in a fiscal year may be rolled over into future fiscal years.

3. **Section F** is hereby deleted from the Agreement.
4. **Section G** is hereby deleted from the Agreement.

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5. **Section S.** of the Agreement is hereby amended to read as follows:

**S. AMENDMENT AUTHORITY**

1. **Procurement Manager’s Authority:** The Yolo County Procurement Manager (“Procurement Manager”) may approve and execute amendments regarding allocation of funds between categories of services, scope of services, billing rates, and other contract language changes set forth elsewhere in this Agreement provided the modifications are generally consistent with the original approved scope of the contract. This authority includes the ability to approve and execute amendments to increase to the maximum payment obligation, provided the increase is within the Procurement Manager’s Authority, as prescribed in the Yolo County Procurement Policy.
2. **Yolo County Board of Supervisors’ Authority:** All other authority to approve and execute amendments or exercise option year(s) related to this Agreement is reserved by the Yolo County Board of Supervisors.

6. **Exhibit A** to the Agreement is hereby amended to read as attached.

7. **Exhibit D** to the Agreement is hereby amended to read as attached.

8. All attachments to this First Amendment are incorporated herein by this reference.


9. Except as specifically amended by this First Amendment, the Agreement shall remain in full force and effect according to its terms.

[Signatures Follow]

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**IN WITNESS WHEREOF** the Parties have executed this First Amendment as of the day and year last set forth below.

**CONTRACTOR**


By   
Amalia Freedman, CEO  
Resource Development Associates, Inc.

Date: January 12, 2023

**COUNTY OF YOLO**

By \_\_\_\_\_  
Oscar Villegas, Chair  
Board of Supervisors

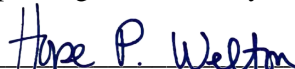
Date: \_\_\_\_\_

  
Nolan Sullivan, Director  
Health and Human Services Agency

Attest:  
Julie Dachtler, Senior Deputy Clerk  
Board of Supervisors

By: \_\_\_\_\_  
Deputy (Seal)

Approved as to Form:  
Philip J. Pogledich, County Counsel

By:   
Hope P. Welton, Senior Deputy

## EXHIBIT A – SCOPE OF SERVICES

Contractor shall provide services in accordance with the following provisions.

### I. SERVICE LOCATION(S)

Services rendered pursuant to this Agreement shall be provided at the following location(s):

Resource Development Associates, Inc.  
330 Franklin Street, Suite 400  
Oakland, CA 94607

### II. PURPOSE

To provide consultation services to finalize the Yolo County Community Health Assessment (“CHA”) and to facilitate the development of the Community Health Improvement Plan (“CHIP”) on behalf of the Yolo County Health and Human Services Agency.

### III. SERVICES

- A. Finalize the CHA report by utilizing design skills, such as color, layout, graphic development, to improve the look and readability of the CHA for public and collaborators use, as well as enhance the verbiage and visual use of graphics to ensure that equity is underscored as a core concept in the CHA.
- B. Develop a 3-year CHIP and report that will outline community priorities and plans of action to achieve objectives related to priority health areas identified in the CHA and collaborate with Agency to implement the process. This will include:
  1. Engaging collaborators, residents, Agency staff, and others to participate in the CHIP process – this includes engagement with residents participating in pilot Community Advisory Program (led by HHSA staff) through single, 30-minute onboarding session which will immediately or closely follow the launch of the CHIP Workgroup.
  2. Setting up and facilitating virtual and in-person meetings monthly (or as needed based on project and group needs) to determine CHIP priorities and potential solutions that will ultimately result in a CHIP document.
  3. Conducting a root cause analysis of the 11 significant health needs (SHNs) in the CHA so the workgroup can identify upstream and underlying causes of the SHNS and begin thinking about how to address them as the CHIP unfolds. This includes analysis of the workgroup input of root causes and assimilation of this information into categories for discussion and identification of sub-group focus areas.
  4. Providing resources for established best practices/evidence-based strategies for various CHIP priorities and potential solutions to help guide the CHIP workgroup in determine best strategies for CHIP implementation.
  5. Collaborating with HHSA staff to develop platforms and tools for communication among CHIP workgroup members, such as developing a Google folder for workgroup members to access materials, and to partner with HHSA on developing group expectations/guidelines around discussion and communication within and outside of meetings.
  6. Utilizing a collective impact process in facilitation of CHIP workgroup meetings.

## **EXHIBIT A – SCOPE OF SERVICES**

- 7.** Providing technical assistance and resources to CHIP workgroup on how to use an equity lens in decision making about priorities, strategies and outcomes.
  - 8.** Establishing milestones for the CHIP process with the HHS staff and the work group and reporting on milestone progress regularly.
  - 9.** Collaborating with the Agency to employ various strategies to help maintain ongoing participation and engagement of workgroup members, including outreach to members who have stopped participating, seeking input from the workgroup on ways to support participation and working with Agency to identify best approaches to support continued engagement.
  - 10.** Developing a CHIP document including priority areas, strategies, outcomes measures, and timelines.
  - 11.** Drafting a written CHIP report matching the design and language of the CHA.
  - 12.** Hosting a town hall meeting with the broader community (in-person or virtual, TBD) to receive input on the draft CHIP from residents, partners, and other collaborators. This includes working with HHS to develop communication language to promote the Town Hall meeting publicly.
  - 13.** Developing a PowerPoint presentation with highlights from the CHIP report.
  - 14.** Updating the agency routinely on CHIP progress, challenges or other key information relevant to the progress of the CHIP development.
- C.** Prepare the following Deliverables and Reports:
- 1.** CHA report.
  - 2.** Documents pertaining to CHIP process and report:
    - a.** Monthly collaborators meeting agendas and notes.
    - b.** Summary of Root Cause Analysis.
    - c.** Sub-Group meeting agendas and notes.
    - d.** Monthly progress reports.
    - e.** CHIP Final Report and brief (3 pages maximum) of the CHIP process.
  - 3.** PowerPoint presentation summarizing the CHIP report.

## EXHIBIT D – PROJECT SCHEDULE

Deliverable	Quantity	Project Month							Sr. Dir of Consulting Svc (SME) (\$275/hr)	Assoc Director (Sponsor) (\$275/hr)	Sr. Consultant (PM) (\$190/hr)	Consultant (\$185/hr)	Associate (\$140/hr)	Subcontracted Designer (\$140/hr)	Total Hours	Total Cost		
		Sep	Oct	Nov	Dec	Jan	Feb	Mar									Apr	May
<b>Phase 1: Project Launch &amp; CHIP Preparation Phase (9/1 - 9/30)</b>																		
Project launch meeting																	9.5	\$ 1,770
Review CHA and other relevant data to prepare for CHIP										2							26	\$ 4,700
Pre-CHIP virtual introductory meeting with potential partners & community advisory program											2						10	\$ 1,915
Begin design work on CHA (working with Agency team)										1						50	66	\$ 10,040
CHIP workgroup launch preparation											1						11	\$ 2,010
Finalize work plan (as needed)											2						6	\$ 1,180
<b>Phase 1 Subtotal</b>										<b>3</b>	<b>11</b>	<b>31</b>	<b>25</b>	<b>8.5</b>	<b>50</b>		<b>128.5</b>	<b>\$ 21,615</b>
<b>Phase 2: Initiation Phase (9/1 - 11/30)</b>																		
Complete final version of CHA (design/style/display only)																	15	\$ 2,790
Collaborate with Agency staff on strategies for public release											1						13	\$ 2,215
Host two CHIP workgroup meetings (one in person in October, one virtual in November)										2							62	\$ 10,870
<b>Phase 2 Subtotal</b>										<b>2</b>	<b>9</b>	<b>27</b>	<b>32</b>	<b>20</b>	<b>0</b>		<b>90</b>	<b>\$ 15,875</b>
<b>Phase 3: Chip Development Phase (12/1 - 5/31)</b>																		
Facilitate monthly CHIP workgroup meetings (6 meetings)										1							93	\$ 15,605
Facilitate monthly sub-group meetings (max 2 groups for 4 mo total)											5						55	\$ 9,175
2 addl meetings + root cause analysis											4						66	\$ 10,620
Provide monthly updates to the CHIP workgroup and subgroups												4					14	\$ 2,285
Provide ongoing support, as needed, to answer questions via email and phone												4					12	\$ 1,980
<b>Phase 3 Subtotal</b>										<b>1</b>	<b>19</b>	<b>40</b>	<b>93</b>	<b>87</b>	<b>0</b>		<b>240</b>	<b>\$ 39,665</b>
<b>Phase 4: CHIP Draft and Final Documents (5/1 - 7/15)</b>																		
Draft CHIP										2							116	\$ 18,650
Call to review and discuss revisions to CHIP											4						12.5	\$ 2,243
Virtual townhall to present draft plan and gather input											6						18	\$ 3,240
Finalize CHIP										1							53	\$ 8,905
Project wrapup											2						22	\$ 3,520
<b>Phase 4 Subtotal</b>										<b>3</b>	<b>34</b>	<b>0</b>	<b>76.5</b>	<b>68</b>	<b>40</b>		<b>221.5</b>	<b>\$ 36,558</b>
<b>Phase 5: Project Management (9/1 - 7/31)</b>																		
Client meetings and communications											9						74	\$ 12,765
Project management and internal meetings											11						104	\$ 17,695
<b>Phase 5 Subtotal</b>										<b>0</b>	<b>20</b>	<b>46</b>	<b>60</b>	<b>42</b>	<b>10</b>		<b>178</b>	<b>\$ 30,460</b>
Travel Expenses (travel to Yolo for two trips, including WG flight from LA)																		\$1,200
<b>Grand Total</b>										<b>9</b>	<b>93</b>	<b>144</b>	<b>286.5</b>	<b>225.5</b>	<b>100</b>		<b>858</b>	<b>\$ 145,733</b>

\* NOTES: Phase dates, the number of hours allocated to each rate, and phase subtotals are estimates. No work shall commence prior to the Effective Date of this Agreement. In no event shall the County pay more than \$145,733, unless mutually agreed via a formal amendment executed by the Parties. See Exhibit B, Section I.