

FIRST AMENDMENT TO AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR FOR CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) WELFARE-TO-WORK (WTW) PROGRAM EMPLOYMENT SERVICES

Santa Barbara County
Department of Social Services

First Amendment

This is a *First* amendment (*First* Amendment to the Agreement) to the Agreement for Services of Independent Contractor, number *BC#16-184* (Agreement).

WHEREAS, on May 3, 2016, COUNTY approved the Agreement for California Work Opportunity and Responsibility to Kids (CalWORKs) Welfare-to-Work (WTW) Program Employment Services;

WHEREAS, because CalWORKs funding decreased since the approval of the Agreement, the Agreement now requires an amendment to suspend Job Retention services and adjust the total contract amount; and.

WHEREAS, the parties desire to enter into this First Amendment to the Agreement to reflect a name change.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows.

The Agreement is amended as follows:

1. Job Retention section title of Exhibit A is amended to state:

Job Retention (For the Time Period July 1, 2016 – December 30, 2016)

2. Job Retention section of Exhibit A is amended to add:

Services for work under this section shall only be for the time period July 1, 2016 to December 30, 2016. No further services for work under this section shall be provided.

3. Wherever in the Agreement the name Arbor Education & Training, LLC appears, such name shall be replaced with Arbor E&T, LLC.

4. Section A of Exhibit B is amended to state in its entirety:

A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$3,965,313 (FY 16/17 the contract amount shall not exceed \$1,337,840; for FY 17/18 the contract amount shall not exceed \$1,294,539; and for FY 18/19 the contract amount shall not exceed \$1,332,934).

5. Section B of Exhibit B is amended to state in its entirety:

B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges and hourly rates for personnel, as defined in **EXHIBIT B-1, B-2 and B-3** (Line Item Budget). Invoices submitted for payment that are based upon **EXHIBIT B-1, B-2 and B-3** must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A**.

6. Section C of Exhibit B is amended to state in its entirety:

C. Monthly, CONTRACTOR will be reimbursed for costs associated with performing services pursuant to this Agreement in accordance with the approved budget and cost policy statement specified in **EXHIBIT B-1, B-2 and B-3** and in accordance with 48 CFR 31.2.

7. **EXHIBIT B-1** of the Agreement is amended and replaced in its entirety with **EXHIBIT B-1** attached hereto.

8. **EXHIBIT B-2** and **EXHIBIT B-3** attached to the First Amendment is added and incorporated by reference to the Agreement.

In all other respects, the Agreement remains unchanged and in full effect.

EXHIBIT B-1 - LINE ITEM BUDGET

Term Beginning: July 1, 2016

Term Ending: June 30, 2017

A. SALARIES AND EMPLOYEE BENEFITS

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE) ¹	
Direct Service Positions		
Project Director	0.80	60,216
Supervisor	3.00	165,500
Career Specialist	10.00	425,050
Unit Clerk	1.00	34,278
Administrative Positions		
Project Accountant	0.95	53,159
HR / Reporting Specialist	0.90	44,348
Sub-Total Salaries:		782,551

¹ FTE = Amount of time employee works on this program. State as a percentage based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

Type of Employee Benefit	Budget for Contract Term
Direct Service Staff	
FICA Payroll Taxes	48,364
Federal Unemployment Payroll Taxes	3,836
State Unemployment Payroll Taxes	7,467
Medical/Hospital Benefits	58,571
Pension Benefits (401K Match)	8,837
Workers' Compensation Benefits	23,086
Administrative Staff	
FICA Payroll Taxes	6,884
Federal Unemployment Payroll Taxes	546
State Unemployment Payroll Taxes	1,063
Medical/Hospital Benefits	8,337
Pension Benefits (401K Match)	1,258
Workers' Compensation Benefits	3,286
Sub-Total Employee Benefits	171,535
Percentage Benefits	21.9%
TOTAL SALARIES AND EMPLOYEE BENEFITS	954,087

EXHIBIT B-1 - LINE ITEM BUDGET

B. SERVICES AND SUPPLIES

1) Services - List any consultant(s) or contract services

Name of Consultant(s)/Contract Services	Budget for Contract Term
Independent Audit	2,676
Sub-Total Services	2,676

2) Supplies

Item	Budget for Contract Term
Office Expense* - Supplies	14,794
Program Expense* - Printing Supplies	-
Program Expense* - Newspaper Subscriptions/ Periodicals for Customer	1,800
Telephone*	1,200
Mileage*	19,691
Other*	
Sub-Total Supplies	37,485
TOTAL SERVICES AND SUPPLIES	40,160

C. OPERATING EXPENSES

Item*	Budget for Contract Term
Facility Lease/Rental	6,783
Equipment Lease/Rental*	4,100
Furnishings*	-
Maintenance	480
Utilities	720
Insurance (Refer to General Contract Provisions for Insurance Requirements)	5,713
Other*	
- Travel and Training	2,800
- ADP Payroll Processing Fee	2,160
- Network Communications	1,425
- Postage	1,800
- Services Other Miscellaneous	1,500
- Background Checks	220
- Client Supplies	4,000
- Business Taxes & License	400
- Indirect Costs	99,350
- Management Fee	112,570
Job Retention Expenses (7/1/16-12/31/16)	99,572
Total Operating Expenses	343,593
GRAND TOTAL LINE ITEM BUDGET	1,337,840
Minus Revenue	
TOTAL BEING REQUESTED	1,337,840

EXHIBIT B-1 - LINE ITEM BUDGET

LINE ITEM BUDGET - JOB RETENTION EXPENDITURES

Term Beginning: July 1, 2016

Term Ending: Dec 31, 2016

A. SALARIES AND EMPLOYEE BENEFITS

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE) ¹	
Direct Service Positions		
Project Director	0.20	6,691
Career Specialist	2.00	44,304
Administrative Positions		
Project Accountant	0.05	5,907
HR/Reporting Specialist	0.10	4,928
Sub-Total Salaries:		61,828

¹ FTE = Amount of time employee works on this program. State as a percentage based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

Type of Employee Benefit	Budget for Contract Term
Direct Service Staff	
FICA Payroll Taxes	3,600
Federal Unemployment Payroll Taxes	286
State Unemployment Payroll Taxes	556
Medical/Hospital Benefits	6,560
Pension Benefits (401k Match)	658
Workers' Compensation Benefits	1,719
Administrative Staff	
FICA Payroll Taxes	765
Federal Unemployment Payroll Taxes	61
State Unemployment Payroll Taxes	118
Medical/Hospital Benefits	1,394
Pension Benefits (401k Match)	140
Workers' Compensation Benefits	365
Sub-Total Employee Benefits	16,221
Percentage Benefits	26.2%
TOTAL SALARIES AND EMPLOYEE BENEFITS	78,048

EXHIBIT B-1 - LINE ITEM BUDGET

B. SERVICES AND SUPPLIES

1) Services - List any consultant(s) or contract services

Name of Consultant(s)/Contract Services	Budget for Contract Term
Independent Audit	\$ -
Sub-Total Services	\$ -

2) Supplies

Item	Budget for Contract Term
Office Expense*	
Program Expense*	
Telephone*	380
Mileage*	2,044
Other*	
Sub-Total Supplies	2,424
TOTAL SERVICES AND SUPPLIES	2,424

C. OPERATING EXPENSES

Item*	Budget for Contract Term
Facility Lease/Rental	357
Equipment Lease/Rental*	
Furnishings*	
Maintenance	
Utilities	
Insurance (Refer to General Contract Provisions for Insurance Requirements)	
Other*	
ADP Payroll Processing	-
Network Communications	75
Background Checks	-
Client Incentives	1,627
Indirect Costs	7,989
Management Fee	9,052
Total Operating Expenses	19,100
GRAND TOTAL LINE ITEM BUDGET	99,572
Minus Revenue	-
TOTAL BEING REQUESTED	99,572

EXHIBIT B-2 - LINE ITEM BUDGET

Term Beginning: July 1, 2017

Term Ending: June 30, 2018

A. SALARIES AND EMPLOYEE BENEFITS

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE) ¹	
Direct Service Positions		
Project Director	1.00	68,914
Supervisor	3.00	170,465
Career Specialist	10.00	437,802
Unit Clerk	1.00	35,306
Administrative Positions		
Project Accountant	1.00	60,837
HR / Reporting Specialist	1.00	50,753
Sub-Total Salaries:		824,078

¹ FTE = Amount of time employee works on this program. State as a percentage based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

Type of Employee Benefit	Budget for Contract Term
Direct Service Staff	
FICA Payroll Taxes	50,302
Federal Unemployment Payroll Taxes	3,990
State Unemployment Payroll Taxes	7,766
Medical/Hospital Benefits	61,274
Pension Benefits (401K Match)	9,191
Workers' Compensation Benefits	24,011
Administrative Staff	
FICA Payroll Taxes	7,878
Federal Unemployment Payroll Taxes	625
State Unemployment Payroll Taxes	1,216
Medical/Hospital Benefits	9,597
Pension Benefits (401K Match)	1,440
Workers' Compensation Benefits	3,761
Sub-Total Employee Benefits	181,050
Percentage Benefits	22.0%
TOTAL SALARIES AND EMPLOYEE BENEFITS	1,005,128

EXHIBIT B-2 - LINE ITEM BUDGET

B. SERVICES AND SUPPLIES

1) Services - List any consultant(s) or contract services

Name of Consultant(s)/Contract Services	Budget for Contract Term
Independent Audit	2,589
Sub-Total Services	2,589

2) Supplies

Item	Budget for Contract Term
Office Expense* - Supplies	14,700
Program Expense* - Printing Supplies	-
Program Expense* - Newspaper Subscriptions/ Periodicals for Customer	1,800
Telephone*	1,580
Mileage*	15,699
Other*	
Sub-Total Supplies	33,779
TOTAL SERVICES AND SUPPLIES	36,368

C. OPERATING EXPENSES

Item*	Budget for Contract Term
Facility Lease/Rental	7,200
Equipment Lease/Rental*	4,100
Furnishings*	-
Maintenance	480
Utilities	600
Insurance (Refer to General Contract Provisions for Insurance Requirements)	5,528
Other*	
- Travel and Training	2,800
- ADP Payroll Processing Fee	2,040
- Network Communications	1,500
- Postage	1,800
- Background Checks	220
- Client Supplies	3,000
- Business Taxes & License	425
- Services Other Miscellaneous	1,800
- Indirect Costs	103,865
- Management Fee	117,685
Total Operating Expenses	253,043
GRAND TOTAL LINE ITEM BUDGET	1,294,539
Minus Revenue	
TOTAL BEING REQUESTED	1,294,539

EXHIBIT B-3 - LINE ITEM BUDGET

Term Beginning: July 1, 2018

Term Ending: June 30, 2019

A. SALARIES AND EMPLOYEE BENEFITS

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE) ¹	
Direct Service Positions		
Project Director	1.00	70,981
Supervisor	3.00	175,579
Career Specialist	10.00	450,936
Unit Clerk	1.00	36,366
Administrative Positions		
Project Accountant	1.00	62,662
HR / Reporting Specialist	1.00	52,276
Sub-Total Salaries:		848,800

¹ FTE = Amount of time employee works on this program. State as a percentage based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

Type of Employee Benefit	Budget for Contract Term
Direct Service Staff	
FICA Payroll Taxes	51,811
Federal Unemployment Payroll Taxes	4,110
State Unemployment Payroll Taxes	7,999
Medical/Hospital Benefits	64,213
Pension Benefits (401K Match)	9,467
Workers' Compensation Benefits	24,731
Administrative Staff	
FICA Payroll Taxes	8,115
Federal Unemployment Payroll Taxes	644
State Unemployment Payroll Taxes	1,253
Medical/Hospital Benefits	10,057
Pension Benefits (401K Match)	1,483
Workers' Compensation Benefits	3,873
Sub-Total Employee Benefits	187,755
Percentage Benefits	22.1%
TOTAL SALARIES AND EMPLOYEE BENEFITS	1,036,555

EXHIBIT B-3 - LINE ITEM BUDGET

B. SERVICES AND SUPPLIES

1) Services - List any consultant(s) or contract services

Name of Consultant(s)/Contract Services	Budget for Contract Term
Independent Audit	2,666
Sub-Total Services	2,666

2) Supplies

Item	Budget for Contract Term
Office Expense* - Supplies	14,700
Program Expense* - Printing Supplies	-
Program Expense* - Newspaper Subscriptions/ Periodicals for Customer	1,800
Telephone*	1,520
Mileage*	15,699
Other*	
Sub-Total Supplies	33,719
TOTAL SERVICES AND SUPPLIES	36,385

C. OPERATING EXPENSES

Item*	Budget for Contract Term
Facility Lease/Rental	7,416
Equipment Lease/Rental*	4,100
Furnishings*	-
Maintenance	480
Utilities	600
Insurance (Refer to General Contract Provisions for Insurance Requirements)	5,692
Other*	
- Travel and Training	2,800
- ADP Payroll Processing Fee	2,040
- Network Communications	1,500
- Postage	1,800
- Background Checks	220
- Client Supplies	3,000
- Business Taxes & License	425
- Services Other Miscellaneous	1,800
- Indirect Costs	106,946
- Management Fee	121,176
Total Operating Expenses	259,994
GRAND TOTAL LINE ITEM BUDGET	1,332,934
Minus Revenue	
TOTAL BEING REQUESTED	1,332,934

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First Amendment to the Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Arbor E&T, LLC dba ResCare Workforce Services**.

IN WITNESS WHEREOF, the parties have executed this First Amendment to the Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

COUNTY OF SANTA BARBARA:

By: _____
Deputy Clerk

By: _____
Chair, Board of Supervisors

Date: _____

RECOMMENDED FOR APPROVAL:

Social Services

CONTRACTOR:

Arbor E&T, LLC dba ResCare Workforce Services

By: _____
Department Head

By: _____
Authorized Representative

Name: Michael Hough

Title: President

APPROVED AS TO FORM:

Michael C. Ghizzoni
County Counsel

APPROVED AS TO ACCOUNTING FORM:

Theodore A. Fallati, CPA
Auditor-Controller

By: _____
Deputy County Counsel

By: _____
Deputy

APPROVED AS TO FORM:

Risk Management

By: _____
Risk Management