



RESOLUTION No. 25-040

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION AUTHORIZING EXECUTION OF AMENDMENT NO. 1 TO THE RENEWAL CONTRACT WITH NEVADA-SIERRA CONNECTING POINT PUBLIC AUTHORITY FOR THE PROVISION OF THE COORDINATED ENTRY SYSTEM TO INCREASE THE MAXIMUM CONTRACT PRICE FROM \$26,521 TO \$54,368 (AN INCREASE OF \$27,847) AND REVISE EXHIBIT "B", SCHEDULE OF CHARGES AND PAYMENTS TO REFLECT THE INCREASE IN THE MAXIMUM CONTRACT PRICE AND A TERM EXTENSION TO JUNE 30, 2025 (PESS5022) AND AUTHORIZING AND DIRECTING THE AUDITOR-CONTROLLER TO AMEND THE HOUSING AND COMMUNITY SERVICES BUDGET FOR FISCAL YEAR 2024/2025 (4/5 VOTE REQUIRED)

WHEREAS, the Nevada-Sierra Connecting Point Public Authority has operated the coordinated entry system in compliance with the U.S. Department of Housing and Urban Development ("HUD") regulations and in accordance with the Homeless Resource Council of the Sierra's Coordinated Entry Policies and Procedures Manual; and,

WHEREAS, on August 9, 2024, per Purchasing Order PESS5022 the Nevada County Purchasing Agent approved execution of the Professional Services Contract with Nevada-Sierra Connecting Point Public Authority, and the County wishes to continue to contract to provided Coordinated Entry System services; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Amendment No. 1 to the Professional Services Contract by and between the County and Nevada Sierra Connecting Point Public Authority pertaining to the provision of services related to the Coordinated Entry System for the contract term of July 1, 2024, through June 30, 2025, in the maximum amount of \$54,368 be and hereby is approved in substantially the form attached hereto, and that the Chair of the Board of Supervisors be and hereby is authorized to execute the Amendment No. 1 on behalf of the County of Nevada.

BE IT FURTHER RESOLVED that the Auditor-Controller is authorized and directed to amend the Health and Human Services Agency Housing and Community Services Division's Budget for fiscal year 2024/2025 as follows:

Fiscal Year 2024/2025

Expenditure	1589-50601-451-7000 / 521520	\$27,847
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PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 11th day of February 2025, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Robb Tucker, Lisa Swarthout, and Hardy Bullock.

Noes: None.

Absent: Susan Hoek.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN
Chief Deputy Clerk of the Board of Supervisors

By: 



Heidi Hall, Chair

**AMENDMENT NO. 1 TO THE CONTRACT WITH NEVADA-SIERRA
CONNECTING POINT PUBLIC AUTHORITY (PESS5022)**

THIS AMENDMENT NO. 1 is executed this 11th day of February 2025, by and between NEVADA-SIERRA CONNECTING POINT PUBLIC AUTHORITY, hereinafter referred to as "Contractor" and COUNTY OF NEVADA, hereinafter referred to as "County". Said Amendment will amend the prior Agreement between the parties entitled Professional Services Contract, executed on August 9, 2024, per Purchase Order No. PESS5022; and

WHEREAS, the Contractor operates ongoing support for the Coordinated Entry System (CES) utilizing the 2-1-1- Nevada County Call Center, supporting both Eastern and Western County. Services under this Agreement are rendered as a Continuum of Care program.; and

WHEREAS, by and for mutual consideration, the parties desire to amend their Agreement to increase the contract price from 26,521 to \$54,368 (an increase of \$27,847), to extend the contract termination date from December 30, 2024, to June 30, 2025, and to amend Exhibit "B" Schedule of Charges and Payments to reflect the increase in the maximum contract price and a term extension to June 30, 2025.


NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment No. 1 shall be effective as of January 1, 2025.
2. That the Maximum Contract Price, shall be amended to the following: \$54,368
3. That the Contract Termination Date is amended to the following: June 30, 2025.
4. That the Schedule of Charges and Payments, Exhibit "B" is amended to the revised Exhibit "B" attached hereto and incorporated herein.
5. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

COUNTY OF NEVADA:

By: 
Heidi Hall (Feb 19, 2025 08:56 PST)
Chair of the Board of Supervisors

ATTEST:

By: 
Clerk of the Board

CONTRACTOR:

By: 
Tim Giuliani (Feb 13, 2025 08:38 PST)
Nevada-Sierra Connecting Point Public Authority
208 Sutton Way
Grass Valley CA 95945

EXHIBIT B
SCHEDULE OF CHARGES AND PAYMENTS

The maximum obligation under this Agreement shall not exceed \$54,368 term of July 1, 2024, through June 30, 2025, and is based on the following proposed budget:

Coordinated Entry Expenses	Service Component	Cost	Description
	Call Agent	\$26,183	Based on hours
	Call Center Manager	\$3,456	Aggregates data and manages staff
	HR/Accounting/Admin	\$1,547	Prepares invoice, administration
	Network Support/IT (salary)	\$1,494	IT staff time
	Training	\$800	
Salary Total		\$33,480	
	Taxes & Benefits	\$13,296	
Total Services		\$46,776	
Other Expenses			
	Insurance	\$1,310	Includes WC
	Rent	\$2,250	
	Subscriptions/Communications	\$1,500	Licenses iCarol
	Professional Services	\$300	Audit, legal, etc
	Utilities & Maintenance	\$1,399	
	Indirect Costs	0	various
	Network/IT costs	\$833	Hardware and maintenance
Total Expenses		\$7,592	
Total Service and Expenses		\$54,368	

Contract maximum is based on reimbursement for actual costs to Contractor for services listed in Exhibit A. Contractor shall be reimbursed for actual expenses incurred in carrying out the terms of the contract. Contractor shall bill County each month, including an itemized accounting for costs incurred according to the budget categories listed above. Contractor agrees to be responsible for the validity of all invoices and cover all costs incurred outside of the agreed upon contracted amount.

BILLING AND PAYMENT

Should modification to or changes to the budget line items be needed, a written request for modification shall be submitted for approval prior to the incurred expense to the Director and or his/her designee. County at its sole discretion shall determine if the change will continue to meet the contract objectives and approve or deny the request.

Contractor will submit to County an invoice no later than the 20th of each month, following the month services were rendered. Failure to adhere to this timeline will cause delay in payment. Each invoice must include:

- Contract Number assigned to the approved contract
- Dates/Month services were rendered and/or billing period covered
- Actual cost of services rendered within each budget category identified above
- Reconciliation by Budget line item: previous costs incurred, current costs incurred, and contract balance remaining
- Supporting documentation as required and specified in Exhibit "A"

- Monthly statistical reports as specified in Exhibit "A"

Contractor shall submit *reports* and *monthly invoices* for services to:

HHSA Administration
Attn: HCS Fiscal
950 Maidu Avenue
Nevada City, CA 95959

County shall review each invoice for accuracy and appropriateness of supporting documentation. Should there be a discrepancy on the invoice, it will be returned to Contractor for correction and/or additional supporting documentation. Payments will be made in accordance with County processes once an invoice has been approved by the department. Errors or lack of sufficient supporting documentation may result in a delay of invoice processing and payment.

BILLING PROCESS EXCEPTION

By the tenth of June each year, Contractor must provide an invoice for services rendered for the month of May. An invoice of services provided for the month of June shall be submitted no later than the tenth of July. Failure to adhere to this timeline will cause delay in payment.