



RESOLUTION No. 25-034

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO THE CONTRACT BETWEEN THE COUNTY OF NEVADA AND POLCO, INCREASING THE AMOUNT TO \$46,055 AND EXTENDING THE TERM TO JUNE 30, 2026

WHEREAS, on August 8, 2023, the County of Nevada and Polco entered into a contract to pertaining to conducting one National Citizen Survey and one National Employee Survey by Resolution No. 23-426.

WHEREAS, the parties desire to amend the contract to increase the total amount by \$6,200 for a total not to exceed amount of \$46,055; and

WHEREAS, the parties desire to amend the contract to update the timeline for the National Employee Survey, which will now be conducted in Fall/Winter 2025; and

WHEREAS, the parties desire to amend the contract to extend the contract period from June 30, 2025, through June 30, 2026 to accommodate the updated timeline for the National Employee Survey.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors, of the County of Nevada, State of California, that Amendment No. 1 to the contract between the County of Nevada and Polco, increasing the amount to \$46,055 and extending the term to June 30, 2026, be and is hereby approved, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Amendment on behalf of the County of Nevada.

Funds to be disbursed from account: 0101-10103-271-1000 / 521520

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 14th day of January 2025, by the following vote of said Board:

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

Noes: None.

Absent: None.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN

Chief Deputy Clerk of the Board of Supervisors

By: _____

Tine Mathiasen

Heidi Hall

Heidi Hall, Chair

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES CONTRACT RES 23-426
With Polco

THIS AMENDMENT is executed this 14th day of January 2025 by and between Polco and County. Said Amendment will amend the prior contract between the Parties entitled Conduct one National Citizen Survey and one National Employee Survey approved on August 8, 2023 by Resolution No. 23-426.

WHEREAS, the Parties desire to amend the Contract to allow for an in-person presentation of results and remote presentation of results; and

WHEREAS, the Parties desire to amend the Contract to update the timeline for the National Employee Survey to be conducted in Fall/Winter 2025; and

WHEREAS, the Parties desire to amend the Contract to extend the contract period from June 30, 2025 through June 30, 2026 to accommodate the updated timeline for the National Employee Survey.

NOW, THEREFORE, the Parties hereto agree as follows:

1. That the Schedule of Services, Exhibit "A" shall be amended to reflect the updated timeline for the National Employee Survey:

	CHANGE DATES HERE			week num	
	From project start date	From mailing/survey launch date	From report delivery date		
Preparing for the Survey					
Program Manager sends The NES instrument for review	8/1/2025	8/1/2025	8/1/2025	Week 1	
Send Program Manager drafts of optional custom questions (if applicable)	8/8/2025	8/8/2025	8/8/2025	Week 2	
Survey invitations and instrument finalized; employee email addresses provided to PM	8/29/2025	8/29/2025	8/29/2025	Week 5	Prep takes 6 weeks. Can be condensed if no custom questions and no translations
Conducting the Survey					
Survey opens and first invitations are sent	9/12/2025	9/12/2025	9/12/2025	Week 7	
Data collection closes	10/17/2025	10/17/2025	10/17/2025	Week 12	Data collection generally lasts 5 weeks
Program Manager provides link to report on Polco	11/14/2025	11/14/2025	11/14/25	Week 18	Analysis and Reporting takes 4 weeks
Total: 15 weeks (11 weeks after finalizing materials)					

2. That paragraph three shall be repealed and replaced as follows: **Term** This Contract shall commence on July 1, 2023. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: June 30, 2026.
3. That the Schedule of Charges and Payments, Exhibit "B" shall be amended by adding the following and increasing the total amount of the Contract by \$6,200 for a not to exceed amount of \$46,055:

In Person Presentation of Results

A senior Polco staff member will make one presentation of survey results to staff, Council, Boards, or other appropriate groups. For this presentation, we use Microsoft® PowerPoint or Google Slides as a visual aid and a copy of the slideshow is left with your staff for internal use. \$4,600.00

Remote Presentation of Results

A senior Polco staff member will make one presentation of survey results to staff, Council, Boards, or other appropriate groups. This will be conducted on Zoom or another appropriate technology (that is feasible for both parties and suits the purpose). For this presentation, we use Microsoft® PowerPoint or Google Slides as a visual aid and a copy of the slideshow is shared with your staff for internal use. \$1,600.00

4. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

APPROVED AS TO FORM:
COUNTY COUNSEL

By: 
Kit Elliott (Feb 12, 2025 16:53 PST)

COUNTY OF NEVADA

By: 
Heidi Hall (Feb 12, 2025 11:15 PST)

Chair, of the Board of Supervisors

ATTEST:

By: 
Jeffrey Thorsby
Clerk of the Board of Supervisors

CONTRACTOR: Director of Account Management

By: 
Alec Vice (Jan 30, 2025 07:17 CST)