

**AMENDMENT #1 TO THE CONTRACT WITH
VENDOR NAME (PESR4774)**

THIS AMENDMENT is executed this February 20, 2024 by and between NEVADA SIERRA CONNECTING POINT 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 25, 2023 per Purchase Order No. PESR4774; 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, the parties desire to amend their Agreement to increase the contract price from \$26,521 to \$53,042 (an increase of \$26,521), extend the contract termination date from December 31, 2023 to June 30, 2024, and amend Exhibit “B” Schedule of Charges and Payments to reflect the increase in the maximum contract price and a term extension.

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of 1/1/2024
2. That Maximum Contract Price, shall be amended to the following:
\$53,042
3. That the Contract Termination Date is amended to the following:
6/30/2024
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: _____
Hardy Bullock
Chair of the Board of Supervisors

CONTRACTOR:

By: _____
Nevada Sierra
Connecting Point
208 Sutton Way
Grass Valley, CA 95959

ATTEST:

By: _____
Clerk of the Board

EXHIBIT “B”

**SCHEDULE OF CHARGES AND PAYMENTS
NEVADA-SIERRA CONNECTING POINT PUBLIC AUTHORITY**

The maximum obligation under this Agreement shall not exceed \$53,042 term of July 1, 2023 through June 30, 2024 and is based on the following project budget:

Coordinated Entry Expenses	Service Component	Cost	Description
	Call Agent	\$22,760	Based on hours
	Call Center Manager	\$6,000	Aggregates data and manages staff
	HR/Accounting/Admin	\$1,500	Prepares invoice, administration
	Network Support/IT (salary)	\$1,400	IT staff time
Salary Total		\$31,600	
	Taxes & Benefits	\$13,296	
Total Services		\$44,956	
Other Expenses			
	Insurance	\$1,310	Includes WC
	Rent	\$2,250	
	Subscriptions/Communications	\$1,125	Licenses iCarol
	Professional Services	\$1,000	Audit, legal, etc
	Utilities & Maintenance	\$1,000	
	Small Equipment and Supplies	\$1,401	Hardware and maintenance
Total Expenses		\$8,086	
Total Service and Expenses		\$53,042	

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:

HHS 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 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.