



June 27, 2018

The Honorable Board of Supervisors
County Administration Building
1221 Oak Street
Oakland, CA 94612

Dear Board Members:

SUBJECT: APPROVE AND EXECUTE THE FIRST AMENDMENT TO THE STANDARD SERVICES AGREEMENT WITH THE MENTORING CENTER FOR ALAMEDA COUNTY PUBLIC HEALTH DEPARTMENT, HEALTH EQUITY, POLICY & PLANNING

RECOMMENDATION:

Approve and execute the first amendment to the Standard Services Agreement with The Mentoring Center (Principal: Celsa Sneed, Executive Director; Location: Oakland), Procurement Contract No. 14915 to serve as a fiscal sponsor to West Oakland Hoover-Foster Resident Action Council on behalf of the City County Neighborhood Initiative, extending the contract period from 4/1/17 – 6/30/18 to 4/1/17 – 6/30/20 (an extension of two years) with no change in the contract amount of \$51,425.

SUMMARY:

On June 6, 2017, your Board approved the Standard Services Agreement with The Mentoring Center to support the ongoing community capacity building activities of the West Oakland Hoover-Foster Resident Action Council (RAC), a voluntary association of concerned citizens that works on resident-identified and led neighborhood improvement projects. Since the execution of the contract, RAC leaders have focused on building the infrastructure of their voluntary association and continued to engage new members and develop new leaders. While they have held various community events during that time, the RAC leaders are committed to build a sustainable association with a strong and committed volunteer base and have been careful to find alternative resources for community events whenever possible to preserve County and City of Oakland investments in their organization. Additionally, the launch of a youth leadership development and accompanying mini-grant program for youth-led projects has taken longer than anticipated. Since these funds were intended to provide support to the RAC's community capacity building efforts, your Board is being requested to approve a two-year contract extension.

Under this agreement, The Mentoring Center will support RAC meetings and neighborhood improvement activities by managing their finances, providing financial technical assistance, and

funding small grants for community projects sponsored by RAC members. In addition, The Mentoring Center will facilitate the implementation of youth leadership development activities by managing funding to support program activities, providing stipend payments to youth participants, and fund youth-led community projects. The ultimate goals are to ensure the RAC general membership meets on a monthly basis, with subcommittees working on neighborhood improvement projects, and that the elected leadership body of the RAC meets monthly to plan and coordinate activities. The RAC has identified its action priorities as: 1) Neighborhood Beautification; 2) Fight the Blight; 3) Building the RAC Membership; 4) Youth Development; and 5) Public Health.

BACKGROUND

RAC was established by the City-County Neighborhood Initiative (CCNI), founded in 2004. CCNI is a partnership between the Alameda County Public Health Department (ACPHD), the City of Oakland Human Services Department, neighborhood resident groups, community-based organizations, the Oakland Unified School District and the University of California, Berkeley. CCNI is funded by County Measure A, City of Oakland Measure Y and a City of Oakland Community Block Grant. CCNI has been implemented in two targeted neighborhoods, Sobrante Park in East Oakland and Hoover Historic District in West Oakland.

CCNI's aim is to partner with residents in select neighborhoods to increase their shared social and civic power to enact the change in their neighborhoods that they'd like to see. Residents are provided technical assistance, seed funding, and training to help meet the following goals:

- Neighbors speak and act on their own behalf
- Neighbors organize themselves to effectively hold and wield power of the diverse members of the community
- Neighborhoods are healthier and safer

SELECTION CRITERIA/PROCESS:

The request for proposal (RFP) was sent electronically to fifteen (15) local community based organizations (CBOs) and non-profit organizations located in Oakland beginning on November 14, 2016 with a final due date of January 25, 2017. Six organizations expressed interest, of which, five did not submit a proposal. The only proposal that was received was from The Mentoring Center which has been active in the neighborhood through its fiscal sponsorship and management of the West Oakland Youth Center, where RAC meetings, trainings, and events have been taking place for two years. The Mentoring Center was selected based on the review by the community review panel which consisted of a RAC leadership committee member, a representative from the City of Oakland Human Service Department, and a representative from the Alameda Public Health Department. The Mentoring Center is a local non-certified Small, Local, and Emerging Business (SLEB) vendor; Office of Contract Compliance approved the SLEB waiver requirement under SLEB Waiver No 4615 valid through November 30, 2018.

FINANCING:

Funding for this contract is from County Measure A base allocations and it is included in the Fiscal Year 2018-19 adopted budget. There is no impact to net County cost as a result of approving the above recommendation.

Sincerely,



Colleen Chawla, Director
Health Care Services Agency

FIRST AMENDMENT TO AGREEMENT

This First Amendment to Agreement (“First Amendment”) is made by the County of Alameda (“County”) and The Mentoring Center, (“Contractor”) with respect to that certain agreement entered by them on May 1, 2017 (referred to herein as the “Contract”) pursuant to which Contractor provides Fiscal sponsorship services to County.

County and Contractor agree as follows:

1. For valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Contractor agree to amend the Agreement in the following respects:
2. Except as otherwise stated in this First Amendment, the terms and provisions of this First Amendment will be effective as of the date this First Amendment is executed by the County (“Effective Date”).
3. The term of the Agreement is currently scheduled to expire on June 30, 2018. As of the Effective Date, the term of the Agreement is extended through June 30, 2020.
4. A Revised Exhibit B, Payment Terms, is attached to this First Amendment.
5. DEBARMENT AND SUSPENSION CERTIFICATION:
 - a. By signing this First Amendment and Exhibit D, Debarment and Suspension Certification, Contractor/Grantee agrees to comply with applicable federal suspension and debarment regulations, including but not limited to 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

- b. By signing this agreement, Contractor certifies to the best of its knowledge and belief, that it and its principals:
- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Shall not knowingly enter into any covered transaction with a person who is proposed for debarment under federal regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Agreement as of the day and year first above written.

COUNTY OF ALAMEDA

The Mentoring Center

By: _____
Signature

By: Celsa L. Snead
Signature

Name: Wilma Chan
(Printed)

Name: Celsa L. Snead
(Printed)

Title: President of the Board of Supervisors

Title: Executive Director

Date: _____

Date: 06/28/18

Approved as to Form: Donna R. Ziegler
County Counsel for the County of Alameda

By: Raymond Leung
Raymond Leung, Deputy County Counsel

By signing above, signatory warrants and represents that he/she executed this First Amendment in his/her authorized capacity and that by his/her signature on this First Amendment, he/she or the entity upon behalf of which he/she acted, executed this First Amendment

**REVISED EXHIBIT B
PAYMENT TERMS**

1. Except as expressly modified by this Revised Exhibit B, all of the terms and conditions of the original Exhibit B - Payment Terms are and remain in full force and effect.
2. Contractor shall request payment on a monthly basis for the fiscal agent services provided to the West Oakland Resident Action Council (RAC) during the previous month. Invoice should reflect what is needed to maintain a \$5,000 reserve to provide reimbursements for West Oakland RAC activities.

EXHIBIT D

**COUNTY OF ALAMEDA
DEBARMENT AND SUSPENSION CERTIFICATION**

The contractor, under penalty of perjury, certifies that, except as noted below, contractor, its principals, and any named or unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

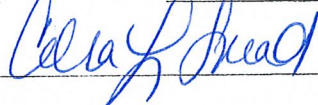
If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessary result in denial of award, but will be considered in determining contractor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Standard Services Agreement. Signing this Standard Services Agreement on the signature portion thereof shall also constitute signature of this Certification.

CONTRACTOR: _____The Mentoring Center_____

PRINCIPAL: Celsa Snead TITLE: Executive Director

SIGNATURE:  DATE: 06/28/18

