

Contract Summary Form

OC Expediter Requisition #: 1772124

Children and Families Commission of Orange County

SUMMARY OF SIGNIFICANT CHANGES

1. Term: Renew for an additional two-year term, July 1, 2026, through June 30, 2028. Page 1.
2. Compliance with Licensing Standards and Law Provisions: Incorporated updates to County standards and terms. Pages 2-3.
3. Subcontractors Provisions: Incorporated updates to County standards and terms. Pages 3-5.
4. Conflict of Interest Provisions: Incorporated updates to County standards and terms. Pages 5-6.
5. Maximum Contractual Funding Obligation: increased by \$6,500,000 for FY2026-28. Page 6.
6. Outcome Objectives: Amended for clarity. The first outcome will be applicable to new families only. The percentage requirements applicable to some outcomes will slightly increase and remain constant over the renewal years. Page 7.
7. Workload Standards: amended Subparagraph 4.1.2 to require services to be provided to a minimum of 385 families annually. Page 7.
8. Budget: Estimated annual budget updated as noted in Contract Operating Expenses. Pages 8-11.
9. Training: Clarified allowable training expenses and expectations. Page 12.
10. Attachments B and C replaced in their entirety to incorporate updated Information Technology Provisions and OCSSA State Privacy and Security Provisions.
11. Attachment E added to include Information Technology Security Guidelines.

SUBCONTRACTORS

This contract includes the following subcontractors or pass through to other providers.

Subcontractor Name	Service(s)	Amount
All for Kids Organization	Providing direct and administrative Home Visiting Services vary depending on need of participants.	The maximum amount allowed for these services is included in the Contract’s fiscal year budgets in the following line items: Total Subcontractors’ Costs Total Expanded Services Contractors Total Services and Supplies Total Operating Expenses Indirect Costs
The Priority Center Ending the Generational Cycle of Trauma, Inc.		
Omid Multicultural Institute for Development		
Abrazar, Inc.		

Asian American Senior Citizens Service Center, Inc.		
Orange County Children’s Therapeutic Arts Center		
NetChemistry	Provides technological support for staff and subcontractors that utilize the Bridges Connect data platform used for Home Visiting Services.	Not applicable as Children and Families Commission of Orange County will be absorbing this cost.

CONTRACT OPERATING EXPENSES

The estimated annual budget for services provided pursuant to Attachment A of this Contract is set forth as follows:

Budget for July 1, 2024, to June 30, 2025

<u>STAFFING</u>	<u>Position</u> <u>Type⁽¹⁾</u>	<u>FTEs⁽²⁾</u>	<u>Maximum</u> <u>Hourly</u> <u>Rate⁽³⁾</u>	<u>Amount</u>
Program Officer	A	2.00	\$50.48	
STAFFING SUBTOTAL				\$203,320
EMPLOYEE BENEFITS(40%) ⁽⁴⁾				<u>\$81,328</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$284,648
TOTAL SUBCONTRACTORS’ COSTS ⁽¹⁾⁽⁵⁾				\$1,311,220
TOTAL EXPANDED SERVICES CONTRACTORS ⁽¹⁾⁽⁵⁾				\$1,311,220
TOTAL SERVICES AND SUPPLIES ⁽⁶⁾				\$314,024
TOTAL OPERATING EXPENSES ⁽⁷⁾				\$369,652

ATTACHMENT C

INDIRECT COSTS⁽⁸⁾ \$357,074

MAXIMUM COUNTY OBLIGATION (7/1/24-6/30/25) \$3,947,838

Budget for July 1, 2025, to June 30, 2026

<u>STAFFING</u>	<u>Position Type⁽¹⁾</u>	<u>FTEs⁽²⁾</u>	<u>Maximum Hourly Rate⁽³⁾</u>	<u>Amount</u>
Program Officer	A	2.00	\$52.25	
STAFFING SUBTOTAL				\$210,436
EMPLOYEE BENEFITS(40%) ⁽⁴⁾				<u>\$84,174</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$294,610
TOTAL SUBCONTRACTORS' COSTS ⁽¹⁾⁽⁵⁾				\$1,358,670
TOTAL EXPANDED SERVICES CONTRACTORS ⁽¹⁾⁽⁵⁾				\$1,358,670
TOTAL SERVICES AND SUPPLIES ⁽⁶⁾				\$296,000
TOTAL OPERATING EXPENSES ⁽⁷⁾				\$377,652
INDIRECT COSTS ⁽⁸⁾				<u>\$366,560</u>
MAXIMUM COUNTY OBLIGATION (7/1/25-6/30/26)				\$4,052,162

Budget for July 1, 2026, to June 30, 2027

ATTACHMENT C

<u>STAFFING</u>	<u>Position Type⁽¹⁾</u>	<u>FTEs⁽²⁾</u>	<u>Maximum Hourly Rate⁽³⁾</u>	<u>Amount</u>
Program Officer	A	1.4	\$56.49	
Financial Analyst	A	.2	\$50.10	
STAFFING SUBTOTAL				\$179,129
EMPLOYEE BENEFITS(38%) ⁽⁴⁾				<u>\$67,708</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$246,837
TOTAL SUBCONTRACTORS' COSTS ⁽¹⁾⁽⁵⁾				\$2,190,968
TOTAL EXPANDED SERVICES CONTRACTORS ⁽¹⁾⁽⁵⁾				\$2,190,968
TOTAL SERVICES AND SUPPLIES ⁽⁶⁾				\$261,814
TOTAL OPERATING EXPENSES ⁽⁷⁾				\$254,943
INDIRECT COSTS ⁽⁸⁾				<u>\$295,438</u>
MAXIMUM COUNTY OBLIGATION (7/1/26-6/30/27)				\$3,250,000

Budget for July 1, 2027, to June 30, 2028

<u>STAFFING</u>	<u>Position Type⁽¹⁾</u>	<u>FTEs⁽²⁾</u>	<u>Maximum Hourly Rate⁽³⁾</u>	<u>Amount</u>
Program Officer	A	1.4	\$57.91	
STAFFING SUBTOTAL				\$159,575

EMPLOYEE BENEFITS(39%) ⁽⁴⁾	<u>\$61,574</u>
TOTAL STAFFING & EMPLOYEE BENEFITS	\$221,149
TOTAL SUBCONTRACTORS' COSTS ⁽¹⁾⁽⁵⁾	\$2,202,404
TOTAL EXPANDED SERVICES CONTRACTORS ⁽¹⁾⁽⁵⁾	\$2,202,404
TOTAL SERVICES AND SUPPLIES ⁽⁶⁾	\$268,556
TOTAL OPERATING EXPENSES ⁽⁷⁾	\$262,436
INDIRECT COSTS ⁽⁸⁾	<u>\$295,455</u>
MAXIMUM COUNTY OBLIGATION (7/1/27-6/30/28)	\$3,250,000

(1) Position Types are classified as “D” for Direct or “A” for Administrative. Direct services positions include staff who are integral to service delivery and may include staff who provide direct face-to-face service to clients and/or staff who supervise/manage direct service personnel. Administrative positions include staff that support service delivery and whose activities and functions can be directly allocated to the program.

(2) For hourly employees, Full-Time Equivalent (FTE) is defined as the amount of time (stated as a percentage) the position will be providing services under the terms of this Contract. This percentage is based upon a 40-hour work week. For salaried employees, FTE is defined as the amount of time (stated as a percentage) the position will be paid for under the terms of this Contract, regardless of the number of hours actually worked.

- (3) Maximum hourly rate which will be permitted during the term of this Contract; employees may be paid at less than maximum hourly rate. Total salary is based on estimated cost, not maximum hourly rate.
- (4) Employee Benefits include retirement plans, medical insurance, life insurance, disability, dental insurance, and expense for accrued vacation time payout, for a separated employee, limited to the actual vacation time accrued during the fiscal year in which the expense is claimed, minus the actual vacation time used by the employee during said fiscal year. The overall benefit rate shall not exceed forty percent (40%) of the actual salary expense claimed.
- (5) Subcontractor costs shall include subcontractors staff's salaries and benefits not to exceed twenty-three percent (23%) of actual subcontractors' salary expense claimed.
- (6) Services and supplies shall include subcontractors program expenses: audit services, material goods, program supplies, HomVEE model affiliate fees, curriculum, and support expenses.
- (7) Operating expenses shall include subcontractors' expenses: office expenses, program expenses, mileage and parking expenses, printing expenses, staff training and training travel expenses that have been pre-approved in writing by ADMINISTRATOR, equipment, facilities and utilities expenses, insurance, and postage. Office expenses include general office supplies, janitorial supplies, and telephone (e.g., cell phones, office land lines, and internet services necessary to manage the program). Equipment expenses include share of lease costs for copier/printers, postage machine, computers, computers repairs and maintenance, and share of software usage costs. Mileage is limited to the amount allowed by IRS.
- (8) Indirect cost includes administrative cost not directly charged to the program including general administrative expenses, officers' and other supporting staff salaries, accounting, contract management, personnel department, legal fees, and general Information Technology support. Indirect costs shall not exceed the rate of ten percent (10%) de minimis. In the event the indirect cost rate is reduced, the reduction shall be afforded to ADMINISTRATOR and the budget amended

accordingly. CONTRACTOR shall provide notification to ADMINISTRATOR of any changes in the rate.