

Contract Summary Form

OC Expediter Requisition #: 1809785

Rachel Shaw Inc.

SUMMARY OF SIGNIFICANT CHANGES

Contract to provide:

Disability Compliance Audit and Recommendations: A review of County's current Interactive Process and Reasonable Accommodations program for employees, and its coordination with Risk Management; recommend changes or modifications; and identification of program material development needs to support the Interactive Process for employees. This shall include:

Review of relevant policies, procedures, Memorandum of Understanding (MOUs)/ Collective Bargaining Agreement (CBAs), public facing content, internal process documents, etc.

Review of current materials used to support ADA/FEHA interactive process and reasonable accommodation, e.g., letters, sample emails, agreement templates, sample job descriptions/essential functions documents, etc.

Review of current materials used to support ADA/FEHA interactive process for Pre-Employment/Post-Offer, e.g., letters, samples emails, agreement templates, sample job descriptions/essential functions document, etc.

Interview of select internal coordinators and/or risk managers who manage the ADA/FEHA interactive process in HR and in select departments.

Contractor shall deliver audit findings and a recommendations report for all reviews conducted.

SUBCONTRACTORS

This contract does not currently include subcontractors or pass through to other providers.

CONTRACT OPERATING EXPENSES

<i>FY 2025-26 Estimated costs</i>	<i>\$60,000 for Disability and Compliance Audit</i>
<i>FY 2026-27 Estimated costs</i>	<i>NTE \$275,000 for County-wide Program Development for ADA/FEHA Disability and leave Accommodations</i>
<i>FY 2027-28 Estimated costs</i>	<i>NTE \$275,000 for Specialty Support and Issue Management Assistance, In-person disability and leave team training, production of video training modules, and position analysis</i>

<i>FY 2028-29 Estimated costs</i>	NTE \$215,000 for Document review and revision of new Disability system, Program support and issue assistance, In-person Disability and Leave team training, In-person supervision of managerial staff and annual training, Position analysis, On demand team support.
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