

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2016 | 2017 | 2018 | 2019 | 2020 |
|--|-------------|-------------|-------------|-------------|-------------|
| Capital Expenditures | | | | | |
| Operating Costs | | | | | |
| External Revenue | | | | | |
| Program Income (County) | | | | | |
| In-Kind Match (County) | | | | | |
| NET FISCAL IMPACT | 0 | | | | |
| No. ADDITIONAL FTE POSITIONS (Cumulative) | | | | | |

Is Item Included in Current Budget? Yes ☒ No

| | | | | | | | | |
|-----------------------|----------------|-------|-------------|--|-------------|--|------------|--|
| Budget Account | Exp No: | | Dept | | Unit | | Obj | |
| | Fund | _____ | | | | | | |
| | Rev No: | | | | | | | |
| | Fund | | Dept | | Unit | | Obj | |

B. Recommended Sources of Funds/Summary of Fiscal Impact:

There is no fiscal impact associated with this item.

Departmental Fiscal Review: Unchanged Issued

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

John C. 6/13/16
OFMB ET 6/13 AS 6/13

A. J. Jacobus 6/20/16
Contract Development & Control
6/20/16 TR

B. Legal Sufficiency;

Delene C. Hargis
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

**FIRST AMENDMENT
TO CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES**

This First Amendment is made as of the _____ day of _____, 2016, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and The Forum for Youth Investment Corp., a Washington, DC not-for-profit corporation authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal I.D. is 52-2242472.

In consideration of the mutual promises contained herein, the COUNTY and the CONSULTANT agree as follows:

WHEREAS, the parties entered into a Contract for Consulting/Professional Services on December 15, 2015 (R2015-1852) (Contract), in which the CONSULTANT proposed to provide professional/consultation services in the area of youth master planning; and

WHEREAS, the parties desire to extend the term of the Contract from June 30, 2016, to September 30, 2016;

NOW THEREFORE, in consideration of the mutual promises contained herein, the COUNTY and the CONSULTANT agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **ARTICLE 2 – SCHEDULE** is hereby replaced in its entirety with the following:

The CONSULTANT shall commence services on November 1, 2015 and complete all services by September 30, 2016.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit A-1.

3. Any reference in the Contract to Exhibit A is changed to read A-1 and Exhibit A is hereby replaced in its entirety with A-1.
4. Any reference in the Contract to Exhibit B is changed to read B-1 and Exhibit B is hereby replaced in its entirety with B-1.
5. All other provisions of the Contract not modified in this First Amendment remain unchanged and in full force and effect.

[Remainder of page left blank intentionally]

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

ATTEST:

COUNTY

SHARON R. BOCK
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Mary Lou Berger, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: _____
County Attorney

By: _____
Tammy K. Fields, Director

WITNESS:

CONSULTANT:

Thomas Devy
Signature

The Forum For Youth Investment Corp.
Company Name

Thomas Devaney
Name (type or print)

[Signature]
Signature

Merita Irby
Typed Name

Executive Vice President
Title

(corp. seal)

SCOPE OF WORK

Overview

Since the 2013 Symposium, five (5) key partners have been actively engaged in linking and aligning their efforts on behalf of children and youth, delivering on a number of the recommendations made through the Symposium-related action teams. In addition, a number of other related strategic planning processes and initiatives are currently underway in the county (e.g., My Brother's Keeper, Superintendent's Strategic Plan, LCAN, Unicorn Children's Foundation, etc.). Palm Beach County has engaged the Forum for Youth Investment to help these partners and initiatives develop a written plan/framework to help the strong existing partnerships better coordinate their efforts and engage a broader range of system and practice partners as well as community members, families and young people in priority setting and action. The work will yield strategies for ongoing engagement that is reflective of and responsive to the geographic, economic and cultural diversity of Palm Beach County.

Payments under this Agreement will be based upon the Palm Beach County Project Lead's ("Project Lead") acceptance of the deliverables, milestones, and tasks furnished by the Consultant as outlined below.

Structure and Roles

Partners & Key Stakeholders: The Youth Master Plan Steering Committee will include representatives from Palm Beach County Youth Services Department, Children's Services Council of Palm Beach County, School District of Palm Beach County, United Way of Palm Beach County and Career Source Palm Beach County, Inc. Consultant will communicate directly with the Steering Committee regarding all major project and product developments.

Consultant: It is the role of the Consultant retained by Palm Beach County to complete the scope of work described below to assist the Community Partners & Key Stakeholders in meeting their objectives. The Consultant's work assignments, priorities and deliverables will be directed, managed and approved by the Project Team designated below. The Consultant will from time to time engage local sub-contractors to complete aspects of the scope of work described below. The Consultant shall make, coordinate and monitor the work assignments and priorities of sub-contractors at its sole discretion.

Palm Beach County Project Lead: Tammy K. Fields, Director of the Palm Beach County Youth Services Department has been designated as the Project Lead. In this role, Ms. Fields will provide project management, staffing and other on-the-ground meeting supports (e.g., scheduling, participant recruitment, facility rental and set-up, catering) to ensure the success of the project. This will include but not be limited to provision of staffing to:

- Conduct document reviews and data summaries under guidance of Consultant;
- Take meeting notes and collect meeting artifacts using Consultant templates and methodologies as needed and under technical direction of Consultant; and
- Print final versions of all written deliverables.

The Project Lead shall have final approval authority regarding acceptance of deliverables.

Communication and Project Monitoring

It is the responsibility of both the Consultant and the Project Lead to jointly review progress on deliverables, milestones, and tasks associated with the scope of work identified below. The progress shall be reviewed at least quarterly by each party. In the event that either party raises a concern with regard to scope, schedule, deliverables, milestones, tasks, or resources, the parties shall confer and discuss potential resolution of the concern. In the event that either party believes that a contract amendment is needed, either party may propose an amendment which shall be considered under the contract amendment process outlined in Article 25 of this Agreement.

Consultant Scope of Work

1. *Develop an Initial Work Plan and Monitor Progress.* In consultation with the Project Lead, the Consultant will develop a proposed work plan (Work Plan), outlining a potential schedule and topics to be covered at Community Partner & Key Stakeholder meetings, as well as a schedule for the Consultant's training, research, and report drafting services. The Work Plan will be submitted to the Project Team by November 16, 2015. The Project Lead should review and approve or, if necessary, request adjustments to the initial Work Plan no later than November 23, 2015.

Because master planning efforts must be calibrated to the locality and because such efforts must occasionally be adjusted to accommodate emergent requirements, the Project Lead and Consultant will meet by phone on a bi-monthly basis to review project objectives, deliverables, timelines, staffing and budget and, when appropriate, agree to and document changes to the Work Plan.

2. *Review and analyze existing planning efforts.* Consultant will, with support from the Project Lead and local qualitative research staff, map existing efforts and prepare an integrated analysis of existing strategic plans, processes, frameworks and recommendations to inform alignment of work through June 2016 and provide an organizing frame for the Master Plan.
3. *Deliver a Big Picture Approach Institute.* Consultant will provide a 3-day training focused on implementing collective impact for 25-40 key stakeholders. The training will be led by Merita Irby and one another senior Forum staff person. Consultant will work with Project Lead to set training dates. Project Lead will be responsible for recruiting participants, reserving the training location, paying any facility rental and related fees (e.g., A/V charges), setting up the facility per the Consultant's specifications, and, as needed, providing food and refreshments for meeting participants.
4. *Oversee Facilitation of Stakeholder Meetings.* The Consultant, with support from one or more local facilitators, will prepare for, lead, and document the results of up to eight (8) community outreach meetings to set priorities against an integrated set of cross-plan issues and recommendations; and to create a shared diagnosis of remaining gaps and collective problem-solving. For each meeting, the Consultant will:
 - a. Work with the Project Lead to set meeting dates and times that are agreeable to the Project Lead, Consultant and partners and key stakeholders. Meeting dates and times should be announced at least three weeks in advance of the meeting. The Project Lead will be responsible for reserving meeting locations, paying any facility rental and related fees (e.g., A/V charges), setting up the facility per the Consultant's specifications, and, as needed, providing food and refreshments for meeting participants.

- b. Establish and distribute agenda. One week prior to each meeting, Consultant, Project Lead and, as needed, a local facilitator will meet in person or over the phone to finalize the meeting agenda, review roles, responsibilities, content and expectations for the meeting.
 - c. Facilitate conversation. At each meeting, the Consultant and/or a local facilitator engaged by Consultant will facilitate participants through the agreed-upon agenda, making a good faith effort to ensure that all participants have an opportunity to be heard, that differing viewpoints are understood and honored, and that participants share an understanding of and achieve consensus on major decisions and recommendations.
 - d. Summarize results. Using notes taken and artifacts compiled by local staff, Consultant and/or a local facilitator will prepare a meeting summary, including documentation of stakeholder input, major decisions and recommendations, and identification of “next steps” in the process.
5. *Fill Critical Data Gaps:* Data gaps and other issues are likely to emerge during planning meetings and other project-related activities. When such gaps emerge, the Consultant will work with the Project Lead and key partners to develop research specifications and pricing (up to \$35,000 budget cap) and, upon client’s written approval, execute strategies for filling them. It is anticipated that the Consultant will work with Project Lead and local research staff to gather, organize, and synthesize existing data and information on children, youth and young adults; programs, services and funding; and other partnerships and plans in Palm Beach County for use in the planning process. In addition, Consultant may deploy its own surveys and data tools (e.g., Leadership Capacity Audit, Mapping Moving Trains survey, etc.) to generate new data for decision-making. The results of primary and secondary research will be used to inform stakeholder meetings and will be integrated into Master Plan findings and recommendations.
6. *Draft Youth Master Plan:* Draft Youth Master Plan that is due by July / August 2016, providing at least two interim drafts of Plan in Word format to the Project Lead for review.
- a. When the draft plan is approved by the Project Lead, the Consultant will provide electronic copies of the final proposed plan to the Project Lead in readable Microsoft Word formats. Graphic design, print formatting and printing of the Youth Master Plan is the responsibility of Palm Beach County.
 - b. The Youth Master Plan will include year one priorities as well as a framework for ongoing priority setting and action, including defined processes and structures for this work.
 - c. On-site presentation of the Youth Master Plan.

EXHIBIT "B-1"

SCHEDULE OF PAYMENTS

The Scope of Work to be completed by CONSULTANT as defined in Exhibit "A-1" consists of specific completion phases which shall be clearly identified on a phase-by-phase basis upon submission to the COUNTY of certain "deliverables"* as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

| COMPONENT | TASK/DELIVERABLE | TIMELINE | PAYMENT |
|---|---|---|---|
| COMPONENT 1 <i>Develop an Initial Work Plan and Monitor Progress</i> | Develop overall project work plan | Due Nov. 16, 2015 | \$12,000 |
| | Bi-monthly project check-in and design calls with Project Lead | Due Jan. 2016 Mar. 2016 May 2016 | \$1,500 x 3 = \$4,500 |
| | Work Plan revision | Due Mar. 31, 2016 | \$4,500 |
| COMPONENT 2 <i>Review and analyze existing planning efforts.</i> | Integrated analysis (Word document; up to 20 pages) of existing strategic plans, processes, frameworks and recommendations | Due December 31, 2015 (Estimated) | <i>one (1) 2-day trip between Washington, DC and Palm Beach County**</i> |
| COMPONENT 3 <i>Deliver a Big Picture Approach Institute</i> | Delivery of 3 day Big Picture Institute (collective impact training) to up to 40 local stakeholders. | 2 nd half of December or early January | \$25,000 <i>plus travel for 2 trainers**</i> |
| COMPONENT 4 <i>Oversee Facilitation of Stakeholder Meetings</i> | Co-facilitation of 8-10 community conversations, including meeting summaries. (Includes management of local facilitator subcontract.) | January through August | Phase I: \$20,000 Phase II: \$20,000 <i>plus travel expenses for four 2- to 3-day trips**</i> |
| COMPONENT 5 <i>Fill Critical Data Gaps:</i> | Primary & secondary research services | January through August | Up to \$35,000 |
| COMPONENT 6A <i>Draft Youth Master Plan:</i> | Youth Master Plan Draft #1 (lightly formatted in MSFT Word) | July/August | \$30,000 |
| COMPONENT 6B <i>Pre-publication Draft Youth Master Plan, YMP Framework & Presentation</i> | Youth Master Plan Draft #2 (lightly formatted in MSFT Word; incorporating initial round of client and stakeholder feedback) Youth Master Plan Draft FINAL (lightly formatted in MSFT Word; incorporating second and final round of client and stakeholder feedback) Youth Master Planning Framework On-site presentation | July/August | \$25,000 <i>plus travel expenses for 1 2- to 3-day trips**</i> |

* "Deliverables" shall be defined as progress reports, prepared maps, bid documents, completed drawings, specific reports, work plans, documentation of meetings attended, assessment study reports, analysis reports, summary reports, recommendation reports and related draft reports and verifiable deliverables.

** All travel will be in accordance with county policy and Florida statutes. Overall travel budget: up to \$10,000.