

**Master City of San José Consultant Agreement**

(Non-Capital Projects)

**Amendment to Approved Service Order - Cover Page**

1a. Intentionally Omitted.

1b. Master Agreement AC No.: 30049

2.  First  Second  Third Amendment to Approved Service Order No. 2

3. Consultant's Name: Management Partners, Inc.

**4. The above-referenced Approved Service Order is amended as follows:**

4a.  **Budget/Fiscal:** The  original Budget/Fiscal information in Section 7 of the Approved Service Order  First Revised Budget/Fiscal Attachment  Second Revised Budget/Fiscal Attachment is amended to read as set forth in the attached  First  Second  Third Revised Budget/Fiscal Attachment.

4b.  **Tasks - Attachment A:** The  original  First Revised  Second Revised Attachment A is amended to read as set forth in the attached  First  Second  Third Revised Attachment A.

4c.  **Compensation Table - Attachment C:** The  original  First Revised  Second Revised Attachment C is amended to read as set forth in the attached  First  Second  Third Revised Attachment C.

5. Each of the attachments to this amendment is incorporated herein by reference.

6. Consultant Approval:

*Jerry Newfarmer*  
jnewfarmer@managementpartners.com (12/13/2021)  
Email: jnewfarmer@managementpartners.com

Date: \_\_\_\_\_

7. Approval as to Form (City Attorney):

**Form Approved by the Office of the City Attorney**

(The Maximum Service Order Compensation of the Approved Service Order, as amended, is \$100,000 or less, and the provisions of the form are not altered.)

**Approved as to Form:**

Date: \_\_\_\_\_

(Sr.) Deputy City Attorney:

\_\_\_\_\_

8. City Director Approval:

*Napp Fukuda*  
Napp Fukuda (12/14/2021)  
Email: napp.fukuda@sanjoseca.gov

Date: \_\_\_\_\_

First  Second  Third **Revised Attachment A: Tasks**

This Revised Attachment A is attached to the  First  Second  Third amendment to Approved Service Order No. 2 issued pursuant to the Master Agreement.

The tasks set forth in the original Attachment A, or in any previous amendment to the original Attachment A, are amended as set forth herein. All other tasks shall remain unchanged.

**Task No. 1, entitled "Management Assessment and Coaching," is amended as follows:**

**A. Services: Conduct assessment and provide one-on-one coaching to ESD manager**

- a. Conduct a kick-off meeting with ESD Assistant Director and ESD manager to discuss coaching priorities, assure coach/coachee compatibility, and establish a foundation for a successful engagement; conduct in-depth interview(s); utilize a self-assessment tool such as Myers-Briggs and/or 360° feedback to gauge feedback about skills and abilities; conduct up to six coaching sessions including the kick-off meeting.

**B. Deliverable: Develop a coaching work plan, including goals for professional development and a schedule of coaching and follow up; Up to six coaching sessions**

**C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:**

On or before the following date: December 30, 2021.

On or before \_\_\_\_ Business Days from \_\_\_\_\_