

**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.: OC-000336

2.  First  Second  Third Amendment to Approved Service Order No. 1

3. Consultant's Name: Change & Innovation Agency

**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:**

*brian elms*  
Email: brian@changeagentstraining.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:**

*Jennifer Schembri*  
Email: jennifer.schembri@sanjoseca.gov

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

**First**    **Second**    **Third**   **Revised Budget/Fiscal Attachment**

1. This Revised Budget/Fiscal Attachment is attached to the  First  Second  Third amendment to Approved Service Order No. 1 issued pursuant to the Master Agreement.
2. The Maximum Service Order Compensation set forth on Line 7.b. of Section 7 of the Approved Service Order cover page is:

Decreased from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.

Increased from \$ \_\_31,000\_\_ to \$ \_\_61,000\_\_ and

**Appropriation Certification:** I certify that an unexpended appropriation in the amount of the increased compensation is available in the following fund(s) and that such fund(s) will be encumbered to pay for this Approved Service Order.

Fund: 001	Appn: _4802_	RC: 400110	Amount: \$30,000
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. If the Maximum Service Order Compensation is being increased, the unencumbered amount in the Master Agreement is sufficient as follows:

a. Current <b>unencumbered</b> amount in Master Agreement:	\$	280,000
b. <b>Increase in the Maximum Service Order Compensation:</b>	\$	30,000
c. New unencumbered balance in Master Agreement	\$	250,000



Master Agreement AC No.: OC-000336  
Consultant: Change & Innovation Agency  
Service Order No.: 1

On or before \_\_\_\_ Business Days from \_\_\_\_\_.  
[Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

**First**    **Second**    **Third**   **Revised Attachment C: Compensation Table**

This Revised Attachment C is an attachment to the  First    Second    Third amendment to Approved Service Order No. 1 issued pursuant to the Master Agreement.

Part 1 – Compensation for Services			
Column 1	Column 2	Column 3	Column 4
Task Nos.	Basis of Compensation	Invoice Period	Compensation
1	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$46,000
2	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$15,000
Part 2 – Reimbursable Expenses			
<input checked="" type="checkbox"/> No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.		<input type="checkbox"/> Expenses are separately reimbursable in the maximum amount of:	\$0
Part 3 – Subconsultant Costs			
<input checked="" type="checkbox"/> Subconsultant costs are <i>not</i> separately compensable. The amount(s) in Column 4 of Part 1 include(s) sub-consultant costs.		<input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of:	\$0
<b>Maximum Service Order Compensation (sum of Parts 1 through 3):</b>			<b>\$61,000</b>