

**Master City of San José Consultant Agreement
Approved Service Order
(Non-Capital Projects)**

Cover Page

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- 1a. Intentionally Omitted 1b. AC Contract No.: **OC-001996-000**
2. Approved Service Order No. **1**
3. Consultant's Name: **Hanna Boys Center** ("Consultant")
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4. Project Name: **Council Study Session** ("Project")
5. Project Location: **City of San Jose Council Chambers (200 E. Santa Clara St. San Jose, CA)**
6. The Consultant and the City will implement this Approved Service Order in accordance with the Master Agreement, this cover page and Attachments "A" (Tasks), "B" (Terms and Conditions), and "C" (Compensation Table), which are incorporated herein by references.
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7. Budget/Fiscal:

a. Current unencumbered amount in Master Agreement:	\$	320,000
b. Maximum Service Order Compensation for this Approved Service Order:	\$	4,050
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	315,950

- d. **Appropriation Certification:** I certify that an unexpended appropriation in the amount of the Maximum Service Order Compensation is available in the following fund(s) and that such fund(s) will be encumbered to pay for this Approved Service Order. **160-48-202201-4060**

Fund: <u> 160 </u>	Appn: <u> 2112 </u>	RC: <u> 202201 </u>	Amount: \$ <u> 4,050 </u>
Fund: <u> </u>	Appn: <u> </u>	RC: <u> </u>	Amount: \$ <u> </u>
Fund: <u> </u>	Appn: <u> </u>	RC: <u> </u>	Amount: \$ <u> </u>

Authorized Signature:

Date:

Carrie Rank

Email: carrie.rank@sanjoseca.gov
Date: 08/01/2022 GMT

8. **Division Analyst Approval:**

Date:

Thuy Dung Vu

Email: thuydung.vu@sanjoseca.gov
Date: 08/01/2022 GMT

9. **Consultant Approval:**

Date:

ehawkins@hannacenter.org

Email: ehawkins@hannacenter.org
Date: 07/29/2022 GMT

10. Approval as to Form (City Attorney):

Service Order Form Approved by the Office of the City Attorney
(Maximum Service Order Compensation is \$100,000 or less, and the provisions of the service order form are not altered.)

Approved as to Form: _____ Date: _____
(Sr.) Deputy City Attorney

11. City Director Approval: _____ Date: _____

Jennifer Schembri
Email: jennifer.schembri@sanjoseca.gov
Date: 08/01/2022 GMT

Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's contract manager.

General Description of Project for which Consultant will Provide Services: Hanna Boys Center will provide consulting services for the City by participating in a panel discussion at the City Council Study Session on August 19, 2022. The Consultant will also participate in an Employee Forum on August 18 or 19, 2022. This is submitted under the Master Agreement Section 1.1.1 Training and Organizational Development Services.

Task No. 1: Consultation Services for Council Study Session not to exceed 18 hours at \$225 per hour

- A. Services:** The consultant will prepare for and participate in a panel during a Council Study Session and an Employee Forum.
- B. Deliverable:** The Consultant will provide the following to the City's Contract Manager:
- Prepare for and participate in a panel at the City of San Jose Council Study Session on August 19th, 2022.
 - Prepare for and participate in an Employee Forum on August 18 or August 19, 2022.
 - Provide consultation services around what the City can do to support healing as leaders.
- 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: _____ June 30, 2023 _____.
- On or before ____ Business Days from _____.

Attachment B: Terms and Conditions

1. **City's Contract Manager:** The City's contract manager for this Approved Service Order is:

Name: Randi Perry	Phone No.: 408-975-1434
Department: Human Resources	Email: randi.perry@sanjoseca.gov
Address: 200 E. Santa Clara Street, 4 th Floor	
San Jose, CA 95113	

2. **Consultant's Contract Manager and Other Staffing:** Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. ***If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."***

		<u>Required to File Form 700?</u>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
<u>Consultant's Contract Manager</u>				
Name: Erin Hawkins	Phone No.: 707-996-6767			<u>x</u>
Address: 1700 Arnold Drive Sonoma, CA 95476	Email: ehawkins@hannacenter.org			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>	<u>Email:</u>		
1.				
2.				
3.				

3. Subconsultants: Whichever of the following is marked applies to this Approved Service Order:

- The Consultant can *not* use any subconsultants.
- The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

<u>Subconsultant's Name</u>	<u>Area of Work</u>
1.	
2.	
3.	

4. Reimbursable Expenses: If the Compensation Table set forth in **Attachment C** of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth:

- In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

<u>Additional Reimbursable Expense(s)</u>	<u>Mark-up</u>
1. _____	_____
2. _____	_____
3. _____	_____

Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.

Attachment C: Compensation Table

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance with this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

Part 1 – Compensation for Services and Deliverables			
Column 1	Column 2	Column 3	Column 4
Task Nos. from Attachment A	Basis of Compensation	Invoice Period	Compensation
1	<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	\$ 4,050
	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$
	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$
	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$
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 not separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.		<input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of:	
		\$0	
Maximum Service Order Compensation (sum of Parts 1 through 3):			\$ 4,050