

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

Cover Page

1a. Intentionally Omitted **1b.** AC Contract No.: OC-001996

2. Approved Service Order No. 3

3. Consultant's Name: Hanna Boys Center ("Consultant")

4. Project Name: Trauma Informed Care Refresher Workshops ("Project")

5. Project Location: Virtual

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.

7. Budget/Fiscal:

a. Current unencumbered amount in Master Agreement:	\$	305,237.50
b. Maximum Service Order Compensation for this Approved Service Order:	\$	5,750
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	299,487.50

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) 160-48-202201-4060 and that such fund(s) will be encumbered to pay for this Approved Service Order.

Fund: 160	Appn: 2112	RC: 202201	Amount: \$5,750
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____

Authorized Signer:

Carrie Rank

Email: carrie.rank@sanjoseca.gov
Date: 05/18/2023 GMT

8. Division Analyst Approval:

Robert Hernandez

Email: robert.hernandez@sanjoseca.gov
Date: 05/17/2023 GMT

9. Consultant Approval:

Christine Feenstra

Email: cfeenstra@hannacenter.org
Date: 05/17/2023 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:

(Sr.) Deputy City Attorney

11. City Director Approval:

Jennifer Schembri

Email: jennifer.schembri@sanjoseca.gov
Date: 05/18/2023 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 to the City by facilitating Trauma Informed Care Refresher Workshops on strategies, skills, and best practices of Trauma Informed Care. **This is submitted under the Master Agreement Section 1.1 Training and Organizational Development Services.**

Task No. 1: Facilitating Trauma Informed Care Refresher Workshops

- A. Services:** The Consultant will facilitate refresher sessions for Trauma informed Care trainings
- B. Deliverable:** The Consultant will provide the following to the City's Contract Manager:
- Deliver 4 sessions on Trauma Informed Care workshops
 - Session length is recommended 2 hours long
 - Learning Objectives will cover how to:
 - Identify the characteristics of healing centered workplace
 - Identify the effective practices to promote emotional self-regulation in professional and personal settings
 - Identify practice to build healthy connection and co-regulation with colleagues
 - Create Self-Care Action plans to support well-being
- 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 _____.

Task No. 2: Provide Consulting to HR and OER Staff not to exceed 12 hours at \$225 per hour

- A. Services:** The Consultant will provide consulting to HR and OER staff
- B. Deliverable:** The Consultant will provide the following to the City's Contract Manager:
- Provide course customization based on feedback from HR and OER staff
 - Provide evaluation feedback to staff from training delivery
- 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 _____.

[Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 3: Attend meetings related course design with HR/OER staff not to exceed 12 hours at \$150 per hour

A. Services: The Consultant will attend meetings related to course design with HR and OER staff

B. Deliverable: The Consultant will provide the following to the City's Contract Manager:

- Meet with HR and OER staff to discuss the design of the course

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 _____.

[Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

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: Christine Feenstra	Phone No.: (887) 994-2662			<input checked="" type="checkbox"/>
Address: 17000 Arnold Drive, Sonoma, CA 95476	Email: cfeenstra@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 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	\$1,250
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	\$2,700
3	<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	\$1,800
	<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):						\$5,750