

CONTRACT ROUTING SHEET

Date Prepared: 7/1/14

Need Date: 7/1/14

PROCESSING DEPARTMENT:

Department: Procurement & Contracts
Dept. Contact: Sue Hennike
Phone #: 621-5830
Department
Head Signature: *[Signature]*

CONTRACTOR:

Name: Municipal Resource Group
Address: 675 Hartz Avenue Suite 300
Danford, CA 94526
Phone: 916-501-3748

CONTRACTING DEPARTMENT: Human Resources

Service Requested: Management consulting services \$ 200,000.00
Contract Term: 12/23/13 - 12/22/16 Contract Value: \$60,000.00
Compliance with Human Resources requirements? Yes: X No: _____
Compliance verified by: ERIN HANE 7/8/14

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Conditional Disapproved: _____ Date: 7/8/2014 By: Lush Beck
Approved: _____ Disapproved: _____ Date: _____ By: _____

workorders make changes as marked - all at

Changes made. NTE revised per discussion w/ Council 7/8/14. OK

EL DORADO COUNTY COUNSEL
2014 JUL - 2 11:10:52

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

AGREEMENT FOR SERVICES #390-S1410
AMENDMENT I

This Amendment I to that Agreement for Services #390-S1410, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Municipal Resource Group, LLC, a California limited liability company, duly qualified to conduct business in the State of California, whose principal place of business is 675 Hartz Avenue Suite 300 Danville, CA 94526 (hereinafter referred to as "Consultant");

RECITALS

WHEREAS, Consultant has been engaged by County to provide organizational and management consulting services, in accordance with Agreement for Services #390-S1410, dated December 31, 2013, incorporated herein and made by reference a part hereof; and

WHEREAS, the parties hereto have mutually agreed to revise **ARTICLE III – Compensation for Services**;

NOW THEREFORE, the parties do hereby agree that Agreement for Services #390-S1410 shall be amended a first time as follows:

ARTICLE III is amended in its entirety to read as follows:

ARTICLE III

Compensation for Services: For services provided herein, County agrees to pay Consultant within forty-five (45) days following the County's receipt and approval of invoice(s) identifying services rendered.

For the purposes of this Agreement, payment for the following work orders issued for services initiated during the period of December 31, 2013 through April 30, 2014, shall be lump sum upon completion in accordance with the approved work orders attached hereto under the original contract:

Work Order #1 Assessment Survey	\$10,700
Work Order #2 Department Assessment – Probation	\$15,055
Work Order #3 Department Assessment - Public Defender	\$12,800

For services initiated on or after May 1, 2014, County agrees to pay Consultant monthly in arrears. The billing rates shall be in accordance with the following:

Principal Consultant	\$200/hour
Consultant I	\$180/hour
Consultant II	\$126/hour

In addition to the above, County shall reimburse Consultant for mileage directly related to the services provided herein at the same rate provided for County employees. The total amount of this Agreement, as amended, shall not exceed \$200,000.

Except as herein amended, all other parts and sections of that Agreement #390-S1410 shall remain unchanged and in full force and effect.

Requesting Contract Administrator Concurrence:

By: _____ Dated: _____
Pamela Knorr
Human Resources Director

IN WITNESS WHEREOF, the parties hereto have executed this first Amendment to that Agreement for Services #390-S1410 on the dates indicated below.

-- COUNTY OF EL DORADO --

Dated: _____

By: _____
Terri Daly
Purchasing Agent
"County"

-- CONSULTANT --

MUNICIPAL RESOURCE GROUP, LLC
A CALIFORNIA LIMITED LIABILITY COMPANY

By: _____ Dated: _____
Mary Egan
Partner
"Consultant"

By: _____ Dated: _____
Mike Oliver
Partner

**El Dorado County – Chief Administrative Office
Work Order Form**

Contract # / Consultant	Work Order #	Amendment #
390-S1410 Municipal Resource Group	1	N/A
Not-to-Exceed Amount	Contract Administrator	
\$10,700.00 <i>One lump sum upon completion</i>	Pamela Knorr	

Consultant Name:	Municipal Resource Group
Work Order Name:	El Dorado County Assessment Survey
Scope of Work:	<p>Meet with Stakeholders to refine Countywide assessment survey. Conduct online survey using Survey Monkey. Collect confidential responses and support technological challenges of survey. Plan and schedule follow up interviews. Deliver findings to Board of Supervisors with a PowerPoint presentation. Includes teleconferences and in-person meetings.</p> <p>Collect and analyze data, prepare and revise draft report with input from Consultants (Jim Gandley and Val Ruxton) and deliver findings for further development of action plans.</p> <p>Prepare work plan and scope for addressing remaining challenges. Meet with Human Resources Director and County Administrator - and other Departments as needed. Continue to meet/confer by phone and email to address common themes and prepare departmental Work orders to implement opportunities of change and improvements to County procedures and processes.</p>
	<p>Start Date: 04/01/2014 Estimated Completion Date: 05/30/2014</p>

Approved: 
 Consultant

Dated: 7/7/14

Approved: 
 Pamela Knorr
 Contract Administrator

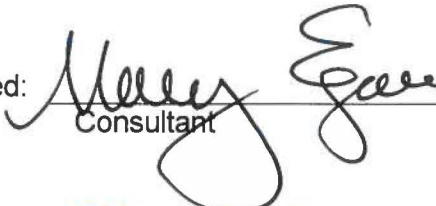
Dated: 7/10/14

*This form is intended as a guide to identify minimum requirements of a Work Order.
 Work Orders must also be compliant with the provisions of the contract.*

**El Dorado County – Chief Administrative Office
Work Order Form**

Contract # / Consultant	Work Order #	Amendment #
390-S1410 Municipal Resource Group	2	N/A
Not-to-Exceed Amount	Contract Administrator	
\$15,055.00 <i>One lump sum upon completion</i>	Pamela Knorr	

Consultant Name:	Municipal Resource Group
Work Order Name:	Departmental Assessment - Probation
Scope of Work:	<p>Meet with HR, Probation, Leadership and CAO to review department history and discuss confidential survey, methodology, outcomes, and project schedules.</p> <p>Deliverable – Draft Likert Organizational Climate survey and project schedule.</p> <p>Discuss and refine draft survey with Department head. Finalize Probation survey and prepare for distribution. Refine project schedule.</p> <p>Assist Department Head with message to employees about confidential survey. Launch and conduct Probation Department survey.</p> <p>Conduct confidential employee focus group interviews of 25% staff (approximately 36 employees) at both offices (SLT and Shingle Springs).</p> <p>Analyze and summarize findings from confidential survey and interviews. Identify strengths, challenges and priorities. Prepare and deliver draft report.</p> <p>Discuss and refine draft report with Department Head and stakeholders. Finalize and deliver final report.</p> <p>Present summary of results to employees and County management.</p>
	Start Date: 03/28/2014 Estimated Completion Date: 08/31/2014

Approved: 
Consultant

Dated: 7/7/14

Approved: 
Pamela Knorr
Contract Administrator

Dated: 7/10/14

*This form is intended as a guide to identify minimum requirements of a Work Order.
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**EI Dorado County – Chief Administrative Office
Work Order Form**

Contract # / Consultant	Work Order #	Amendment #
390-S1410 Municipal Resource Group	3	N/A
Not-to-Exceed Amount	Contract Administrator	
\$12,800.00 <i>One lump sum upon completion</i>	Pamela Knorr	

Consultant Name:	Municipal Resource Group
Work Order Name:	Departmental Assessment – Public Defender
Scope of Work:	<p>Meet with stakeholders to review department history and discuss engagement methodology, outcomes and project schedule. Deliverable: Project schedule.</p> <p>Conduct confidential employee focus group interviews and meetings with Leadership team regarding approach, management style and options and gather data.</p> <p>Analyze and summarize findings from interviews. Identify strengths, challenges and priorities. Meet with Department head to develop change strategy.</p> <p>Deliverable: Develop organizational change plan, communication strategy and coaching plan.</p> <p>Provide Department Head with 30 days assistance developing and implementing action plan based on the final report, including coaching, meetings and sample documents for performance management.</p> <p>Preparation and presentation of results to reset and clarify conduct and performance expectations.</p>
	Start Date: 03/18/2014 Estimated Completion Date: 09/30/2014

Approved: Mary Egan
Consultant

Dated: 7/7/14

Approved: Pamela Knorr
Pamela Knorr
Contract Administrator

Dated: 7/10/14

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Work Orders must also be compliant with the provisions of the contract.*