

**ORIGINAL**

AGREEMENT FOR SERVICES #3556  
AMENDMENT I

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This Amendment I to that Agreement for Services #3556, 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 The Carey Group Inc., a Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 8615 S. Highway A1A, Melbourne Beach, Florida 32951; (hereinafter referred to as "Contractor");

**RECITALS**

**WHEREAS**, Contractor has been engaged by County to provide training to Probation Department employees in Motivational Interviewing and Case Planning and to provide consulting services to develop policies to ensure alignment with Evidence Based Practices to foster or further the mission of the Probation Department on an "as-requested" basis, in accordance with Agreement for Services #3556, dated February 26, 2019, incorporated herein and made by reference a part hereof; and

**WHEREAS**, the parties hereto have mutually agreed to remove services and add additional booster services and guides, hereby amending **ARTICLE I Scope of Services**; and

**WHEREAS**, the parties hereto have mutually agreed to add services and increase compensation, hereby amending **ARTICLE III Compensation for Services**; and

**NOW THEREFORE**, the parties do hereby agree that Agreement for Services #3556 shall be amended a first time as follows:

**ARTICLE I**

**Scope of Services:** Contractor agrees to furnish the personnel, services, training materials, and books, as-needed to provide training, guidance, and consulting services to probation staff in using and implementing Case Planning and Motivational Interviewing programs as approved by contract administrator on an "as-requested" basis. Contractor shall provide personnel and services necessary to provide consulting services for policy development and to monitor the Probation Department's alignment with Evidence Based Practices (EBP). County shall provide classroom facilities necessary to house training classes for the purpose of this agreement. Contractor shall not utilize rental vehicles to come on-site for the purposes of this agreement but shall instead take a taxi or a vehicle from a major ride-share company. Contractor will send all course materials, including evaluation forms, to County at least two weeks prior to trainings for printing and duplication by the Department.

County and Contractor mutually agree on the following:

### **Training and Policy Development Plan**

#### **Policy Development and Alignment**

Contractor will provide a consultant, Matt Moore or successor, to draft policies that are in alignment with evidence based practices. Contractor will work directly with Probation Management and designated staff to gather information and direction for policy development. Contractor shall provide policy summary documents to Deputy Chief Probation Officer, Gary Romanko or successor, for approval prior to beginning full policy development. Upon approval, Contractor will develop two policies, including full research, editing, and formatting. Additional policies may be requested as-needed by contract administrator.

#### **Motivational Interviewing**

Contractor will provide an instructor to conduct two (2) days of training on dates mutually agreed upon in advance by County and Contractor. Training shall be conducted for a maximum of 16 participants per training. Approximately 85 staff members shall be trained.

After completion of Motivational Interviewing Training, participants will be able to:

- Describe the fundamental spirit and principals of MI
- Recognize change talk and be familiar with strategies to elicit change
- Recognize and avoid common communication errors
- Demonstrate skills in using OARS (open-ended questions, affirmations, reflections, and summarizing)

Contractor shall provide a knowledge based pre and posttest to assess participating officer's level of learning and understanding of key concepts.

#### **Case Plan Training**

Contractor will provide an instructor to conduct one (1) day of training on dates mutually agreed upon in advance by County and Contractor. Training shall be conducted for a maximum of 30 participants per training. Approximately 95 staff members shall be trained for a total of four (4) one (1) day trainings.

After completion of Case Plan Training, participants will be able to:

- Identify the key elements of an effective case plan
- Interpret assessment results
- List strategies for engaging offenders in case planning
- Write SMART (Specific, Measurable, Achievable, Relevant, Time Bound) goals and action steps
- Develop a case plan that addresses risk, needs, responsivity factors, strengths, and triggers
- List tips for developing effective case plans

Contractor shall provide a knowledge based evaluation to assess participating officer's level of learning and understanding of key concepts.

**Booster Training**

**Course 1: Four 4-hour Effective Case Planning and Management Booster trainings.**

The booster trainings will be taught in 8-hour blocks, with one 4-hour training taught in the morning and one 4-hour training taught in the afternoon. After completing this training, participants will be able to:

- Identify successes in developing and managing effective case plans
- Identify strategies for addressing challenges experienced developing and managing effective case plans
- Demonstrate advanced case planning skills.

**Course 2: One 1-day Carey Guides and BITS for Line Staff Training.**

After completing this training, participants will be able to

- Describe the purpose and content of the Carey Guides and BITS
- Use four Carey Guides and two BITS to teach and practice skills
- Introduce the Guides and BITS to clients
- Explain how to make the most effective use of the Guides and BITS
- Use strategies to manage a potential lack of cooperation.

**Course 3: One 2-day Carey Guides and BITS for Line Staff Train the Trainers course.**

After completing this training, participants will be able to

- Demonstrate their knowledge of the contents of the 1-day Carey Guides and BITS curriculum and the process for delivering this training
- Use effective facilitation skills
- Assess their comfort and readiness to deliver the 1-day Carey Guides and BITS curriculum as either a lead trainer or co-trainer.

*\*Prerequisite: It is required Trainer go through the 1-day training first then practice use of the material for six to eight weeks before attending the 2-day Train the Trainer Class.*

All supervisors will be trained in the 1-day training to develop an understanding of materials and to develop ways to support the use of materials with their staff.

**ARTICLE III**

**Compensation for Services:** For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County’s acceptance of work, monthly in arrears and within forty-five (45) days following the County’s receipt and approval of itemized invoice(s) identifying services rendered.

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For the purposes of this Agreement, the billing rate shall be as follows:

Training and Consulting Costs

Policy Development and Alignment	
Deliverable	Unit Price
Two Policies (Including Full Research, Editing, Formatting)	\$ 5,000.00
Each Additional Policy (Including Full Research, Editing, Formatting)	\$ 1,500.00
Each Additional Policy (Research only, no content drafting, editing, or formatting)	\$ 750.00

Motivational Interviewing	
Deliverable	Unit Price
Each Onsite 2-Day Training*	\$ 7,000.00

Case Planning Training	
Deliverable	Unit Price
Each Onsite 1-Day Training*	\$ 5,250.00

Booster Training	
Deliverable	Unit Price
Course 1 Each Onsite 1-Day Training* Two 4-hour trainings	\$ 5,250.00
Course 2 Each Onsite 1-Day Training* One 1-day Carey Guides and BITS for Line Staff Training	\$ 5,250.00
Course 3 One 2-day Carey Guides and BITS for Line Staff Train the Trainers Course plus course materials and paper version of the Carey Guides for 12 participants	\$ 11,215.00

Product Costs	
The Carey Guides and BITS are required for these trainings.	\$ 1,230.00 (price for two (2) paper guides)
	\$ 210.00 (price for three (3) Paper BITS)

All costs are provided at a fixed rate and are inclusive of pre-training preparation, material development, logistics and planning, travel time, onsite training, and travel costs.

\*Discount is offered if multiple trainings are conducted within the same week. If three consecutive days of training are conducted by the same trainer, the cost shall be \$8,750. If four consecutive days of training are conducted by the same trainer, the cost shall be \$10,500.

Total amount of this Agreement shall not exceed \$88,905.00.

Itemized invoices shall follow the format specified by County and shall reference this Agreement number on their faces and on any enclosures or backup documentation. Copies of documentation attached to invoices shall reflect Contractor's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:


County of El Dorado  
Probation Department – Fiscal Unit  
3974 Durock Road, Suite 205  
Shingle Springs, California 95682

or to such other location as County directs.

In the event that Contractor fails to deliver the documents or other deliverables required by the individual Work Orders issued pursuant to this Agreement, County at its sole option may delay the monthly payment for the period of time of the delay, cease all payments until such time as the deliverables are received, or proceed as set forth herein below in **Article XI, Default, Termination, and Cancellation.**

Except as herein amended, all other parts and sections of that Agreement #3556 shall remain unchanged and in full force and effect.

**Requesting Contract Administrator Concurrence:**

By:   
\_\_\_\_\_  
Gary Romanko  
Deputy Chief Probation Officer  
Probation Department

Dated: 9/17/19

**Requesting Department Head Concurrence:**

By:   
\_\_\_\_\_  
Brian Richart  
Chief Probation Officer  
Probation Department

Dated: 9.23.19

IN WITNESS WHEREOF, the parties hereto have executed this first Amendment to that Agreement for Services #3556 on the dates indicated below.

-- COUNTY OF EL DORADO --

Dated: 10/8/2019

By: [Signature]  
Chair  
Board of Supervisors  
"County"

ATTEST:  
Clerk of the Board of Supervisors

By: [Signature]  
Deputy Clerk

Dated: 10/8/2019

-- CONTRACTOR --

THE CAREY GROUP, INC  
A DELAWARE CORPORATION

By: [Signature]  
Mark Carey  
President  
"Contractor"

Dated: 9/6/19

By: Madeline M. Carter  
Corporate Secretary

Dated: 9/6/19