



Travis County Commissioners Court Agenda Request

Meeting Date: November 5, 2013

Prepared By/Phone Number: Shannon Pleasant, CTPM 854-1181 /
Marvin Brice, CPPB 854-9765

Elected/Appointed Official/Dept. Head: Cyd Grimes, C.P.M., CPPO

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 9 to Interlocal Agreement No. 4400000347, Austin Travis County Integral Care for the Community Action Network Policy Forum

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

Travis County Health and Human Services and Veteran Services (TCHHSVS) is requesting funding for the 2013 Austin Travis County Integral Care (ATCIC) Community Action Network Forum on November 8, 2013. ATCIC's goal is to increase awareness of health, social and human service needs in the community and to involve a wide variety of organizations in addressing these needs; by conducting ongoing assessments and developing plans of action for finding resources.

Modification No. 9 will contribute \$2,900 to assist with the audio visual, materials, and facility costs associated with the forum.

Modification No. 8 corrected financial language regarding fiscal payments within different fiscal years.

Modification No. 7 renewed the agreement for an addition one year period from January 1, 2013 through December 31, 2013. The funds for this renewal period were \$63,096.

Modification No. 6 added \$2,900 to the agreement. The not to exceed amount was \$81,700.

ID# 9705

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to agenda@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Modification No. 5 renewed the agreement from October 1, 2011 through December 31, 2012. The funds for this renewal period were \$78,870.

Modification No. 4 changed the name of the agency to Austin Travis County Integral Care effective October 1, 2009.

Modification No. 3 renewed the agreement for an additional one year period from October 1, 2006 through September 30, 2007. The funds for this renewal period were \$63,096.

Modification No. 2 added an Immigration Assessment study to the consulting agreement.

Modification No. 1 added \$5,000 to the agreement for consulting services. The not to exceed amount was \$58,092.

➤ **Contract Expenditures:** Within the last 12 months \$97,544 has been spent against this contract/requirement.

➤ **Contract-Related Information:**

Award Amount: \$59,092

Contract Type: Interlocal Agreement

Contract Period: October 1, 2001 – September 30, 2002

➤ **Contract Modification Information:**

Modification Amount: \$2,900

Modification Type: Bilateral

Modification Period: Upon execution – December 31, 2013

➤ **Solicitation-Related Information:** Not Applicable

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

ID# 9705

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to agenda@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

➤ **Special Contract Considerations:** Not Applicable

- Award has been protested; interested parties have been notified.
- Award is not to the lowest bidder; interested parties have been notified.
- Comments:

➤ **Funding Information:**

- SAP Shopping Cart #:
- Funding Account(s):
- Comments: Funds Reservation #300000702

ID# 9705

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

RECEIVED
TRAVIS COUNTY

2013 SEP -9 PM 3:59

PURCHASING
OFFICE



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
County Executive
For TCHHS/VS
(512) 854-4100
Fax (512) 279-1608**

DATE: September 10, 2013

TO: Cyd V. Grimes, C.P.M., CPPO, Travis County Purchasing Agent

FROM: *Sherri E. Fleming*
Sherri E. Fleming
County Executive for Travis County Health and Human Services
and Veterans Service

SUBJECT: Acceptance of Modification of a Social Service Contract

Proposed Motion:

Consider and take appropriate action regarding Travis County Health and Human Services and Veterans Service request to approve a modification to a contract with the Austin Travis County Integral Care Community Action Network (CAN) Interlocal.

Summary and Staff Recommendations:

Since 1998, Travis County has helped fund the activities of the Community Action Network (CAN) through a contract with the Austin Travis County Mental Health and Mental Retardation, now known as Austin Travis County Integral Care. CAN's goal is to increase awareness of health, social and human service needs in the community and to involve a wide variety of organizations in addressing these needs. The CAN conducts an ongoing assessment of community needs, develops action plans for finding the resources to address these needs and evaluates the effectiveness of resources used. Travis County funds pay a portion of the salaries of the CAN Executive Director and Executive Assistant.

For the second year, the CAN will be convening a full-day forum to address the growing inequities in the Austin/Travis County community. They will education over 200

participants on current and future economic, political, community engagement and demographic trends that will impact our community in future years. They will learn about and identify cross-cutting, collaborative strategies and associated barriers that need to be overcome to move the community in the right trajectory and towards greater equity and opportunity for all people.

Aligning with CAN's role as a connector, convener and informer, this policy forum will include a diverse array of participants from across issue areas and government, non-profit and private sectors. In addition to individuals and organizations who actively participate within the CAN network, CAN is inviting other stateholders and community leaders who are working within the realm of CAN's Dashboard and Strategic Framework for Action to join the Conversation.

Issues and Opportunities:

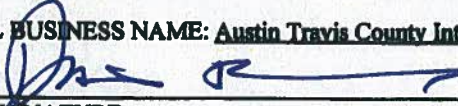

The cost of the forum will total \$7,180 which includes costs for 250 participants for a full day. The University of Texas will provide facilities and A/V equipment, in-kind plus \$1,300 to help off-set the cost of the food for the event. Participants will pay a fee of \$20 to attend. The CAN is asking Travis County for \$2,900 to assist with A/V costs, materials, parking and facilities costs not covered by the University of Texas and two sub-contractors to manage technology, web assistance and leg-work.

Fiscal Impact and Source of Funding:

Fiscal Year 2013 Single Term funds, Funds Reservation # 300000702.

Attachment

Cc: Nicki Riley, Travis County Auditor
 Patti Smith, Chief Assistant Travis County Auditor
 Mike Crawford, Senior Financial Analyst, Travis County Auditor
 Mary Etta Gerhardt, Assistant Travis County Attorney
 Marvin G. Brice, CPPB, Assistant Purchasing Agent, Travis County Purchasing Office
 Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office
 Aerin Toussaint, Analyst, Planning and Budget Office
 LaDonna Brazell, Contract Compliance Specialist, TCHHS/VS
 Caula McMarion, TCHHS/VS, Finance Accountant
 Jim Lehrman, Division Director, Family Support Services, TCHHS/VS
 Andrea Colunga-Bussey, Division Director, Office of Children's Services, TCHHS/VS
 Deborah Britton, Division Director, Community Services, TCHHS/VS

MODIFICATION OF CONTRACT NUMBER: 4400003457 - Planning & Evaluation		Page 1 of 9
ISSUED BY: PURCHASING OFFICE P.O. Box 1748 Austin, Texas 78767	PURCHASING AGENT ASST: Shannon Pleasant TEL. NO: (512) 854-1181 FAX NO: (512) 854-9185	DATE PREPARED: October 18, 2013
ISSUED TO: Austin Travis County Integral Care 1430 Collier St. Austin, TX 78704	MODIFICATION NO.: 9	EXECUTED DATE OF ORIGINAL CONTRACT: October 1, 2001
ORIGINAL CONTRACT TERM DATES: October 1, 2001 - September 30, 2002 CURRENT CONTRACT TERM DATES: January 1, 2013 - December 31, 2013		
FOR TRAVIS COUNTY INTERNAL USE ONLY: Original Contract Amount: \$59,092 Current Modified Amount: <u>\$65,996</u>		
DESCRIPTION OF CHANGES: The Contract is amended according to the terms of the attachment to this Modification ("Attachment"), all of which is made a part of the Contract and constitutes promised performances by the Contractor in accordance with all terms and conditions of the Contract, as amended.		
<ol style="list-style-type: none"> The contract not to exceed amount will be \$65,996. An increase of \$2,900 from the original contract amount of \$63,096. The effective date will be upon execution and continue through the end of the contract term, December 31, 2013 		
Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.		
Note to Vendor/City: <input checked="" type="checkbox"/> Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County. <input type="checkbox"/> DO NOT execute and return to Travis County. Retain for your records.		
LEGAL BUSINESS NAME: <u>Austin Travis County Integral Care</u> BY:  SIGNATURE BY: <u>David Evans</u> PRINT NAME TITLE: <u>CEO</u> ITS DULY AUTHORIZED AGENT		<input checked="" type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER DATE: <u>10/24/13</u>
TRAVIS COUNTY, TEXAS BY:  <u>CYD V. GRIMES, C.P.M., CPPO TRAVIS COUNTY PURCHASING AGENT</u>		DATE:
TRAVIS COUNTY, TEXAS BY: _____ <u>SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE</u>		DATE:

**AMENDMENT OF
INTERLOCAL COOPERATION AGREEMENT BETWEEN
TRAVIS COUNTY AND
AUSTIN-TRAVIS COUNTY MENTAL HEALTH AND MENTAL RETARDATION CENTER,
DOING BUSINESS AS AUSTIN TRAVIS COUNTY INTEGRAL CARE
FOR SERVICES OF CAN DIRECTOR, STAFF AND CAN ACTIVITIES
(2013 Renewal Term Services)**

This Amendment ("Amendment") of the Interlocal Cooperation Agreement for CAN ("Community Action Network") related services, the Initial Term of which was effective October 1, 2001, and terminated September 30, 2002 ("CAN Interlocal"), with extensions and renewals as further described herein, is entered into by the following parties: Travis County, a political subdivision of the State of Texas ("County"), and Austin -Travis County Mental Health and Mental Retardation Center, d.b.a. "Austin-Travis County Integral Care" ("Center," or "ATCIC"), the Mental Health and Mental Retardation Authority designated by the State of Texas for Travis County and the incorporated municipalities therein pursuant to Texas Health and Safety Code, Chapters 531 and 534, and other applicable statutes.

RECITALS

County, and Center (the "Parties,") entered into the CAN Interlocal to provide services related to the operation and activities of CAN, the Initial Term of which commenced on October 1, 2001, and terminated on September 30, 2002.

Section 2.2 of the CAN Interlocal provides for the automatic renewal of the CAN Interlocal for additional one-year terms beginning on October 1 of each successive year for renewal terms possible through September 30, 2011; and, as amended, for renewal terms possible through December 31, 2018.

The CAN Interlocal provides for changes to the agreement when set forth in writing and signed by all Parties.

County and Center have previously allowed the CAN Interlocal to renew, either automatically by its terms or by written agreement, with the current term beginning January 1, 2013, and continuing through December 31, 2013 ("2013 Renewal Term").

County and Center now desire to amend the CAN Interlocal to reflect mutually agreed upon changes in the terms for the 2013 Renewal Term.

NOW, THEREFORE, in consideration of the mutual benefits received by these changes, and other good and adequate consideration as specified herein, the Parties agree to amend the CAN Interlocal as follows:

1.0 AGREEMENT TERM

1.1 Renewal Term. The Parties agree that the terms of this Amendment are applicable to the remaining portion of the 2013 Renewal Term.

2.0 MAXIMUM AMOUNT

2.1 **Amended Maximum Amount.** The Parties agree to amend Section 4.1.1, "Maximum Amount," by adding the following:

4.1.1-2013 Amendment

(a) **2013 Renewal Term Amended Maximum Amount.** In consideration of full and satisfactory performance of the services and activities referred to in this Agreement during the 2013 Renewal Term, as amended in this document, County shall provide additional Contract Funds (Amendment Funds) in an amount not to exceed Two Thousand, Nine Hundred Dollars (\$2,900.00), for a new total Maximum Amount for the 2013 Renewal Term of Sixty-Five Thousand, Nine Hundred and Ninety-Six Dollars (\$65,996.00).

2.2 **Payments – Amended 2013 Renewal Term.** The Parties agree that, during the 2013 Renewal Term, as amended herein, County shall continue to pay Contractor Five Thousand, Two Hundred and Fifty-Eight Dollars (\$5,258.0) per month pursuant to the terms of the Agreement; and County will pay the additional Amendment Funds provided under this Amendment within thirty (30) days of receipt of a complete and correct invoice reflecting the completion of the obligations set forth in this Amendment and documentation of expenses to be reimbursed under this Amendment.

3.0 ENTIRE AGREEMENT

3.1 **Attachments.** The Parties agree to amend Section 17.0, "Entire Agreement," by adding the following:

17.3-a 2013 Amendment Attachments. The attachments enumerated and denominated below and attached to this Amendment as Exhibit 1 are hereby made a part of this Amendment, and constitute promised performances by Center in accordance with all terms of the Agreement as amended.

- (i) Program Cover Page (Form #2)
- (ii) Program Budget (Form #4)
- (iii) Program Budget Narrative (Form #5)
- (iv) Program Funding Summary (Form #7)
- (v) Subcontracted Expenses Form (Form #8)

The above attachments are added to the Agreement by this Amendment; all Attachments set forth in the 2013 Renewal remain in full force and effect.

4.0 AGREEMENT TERMS.

4.1 **Remaining Terms.** The Parties agree that all terms and conditions of the Agreement not specifically amended by this Amendment remain in full force and effect.

4.2 **Amendment Services.** The Parties agree that the additional funds added by this Amendment are consideration for the services to be provided by Contractor related to the Policy Forum as described in the 2013 Renewal Term document.

5.0 INCORPORATION

5.1 County, and Center hereby incorporate the CAN Interlocal into this Amendment. Except for the changes made in this Amendment, County and Center hereby ratify all the terms and conditions of the CAN Interlocal as amended. The CAN Interlocal with the changes made in this Amendment, constitutes the entire agreement among the Parties and supersedes any prior undertaking or written or oral agreements or representations among the Parties.

6.0 EFFECTIVE DATE

6.1 This Amendment is effective when it is approved and signed by the Travis County Commissioners Court and Center. This CAN Interlocal Agreement, as amended, shall remain in effect until further modified or terminated by the Parties.

Form # 2:

PROGRAM COVER PAGE
 for 2013 Social Service Contracts funded by Travis County

Date prepared: 9/6/2013

1. Agency Name as provided in Articles of Incorporation: Austin Travis County Integral Care (ATCIC). ATCIC is the fiscal agent and legal signing entity for Community Action Network		2. Tax ID Number: 74-1547909
3. Program Name: Community Action Network (CAN) 2013 Policy Forum		
4. a) Physical Street Address (Street, City, State, Zip): 906 Milton W. Street, #201 Austin, TX 78704 4. b) Mailing Address (if different from above): P.O. Box 3548 Austin, TX 78764 4. c) Payee Address (if different from above): P.O. Box 3548 Austin, TX 78764		5. Board President/Chair: 2013 CAN Board Chair Name: Ashton Cumberbatch Address: 1345 Philomena Street, Suite 252. Austin, Texas 78723 Email: agcumberbatch@seton.org Phone: (512) 657-6172 (cell)
6. Agency Executive Director (name): Vanessa N. Sarria Phone: (512) 470-7316 Fax: (512) 414-0363 Email: vsarria@austinisd.org		7. Name of person authorized to sign contracts for Agency: David Evans, ATCIC Executive Director Phone: (512) 440-4031 Fax: (512) 416-1970 Email: david.evans@atcic.org
8. Program Director (name): Vanessa Sarria Phone: (512) 470-7316 Fax: (512) 414-0363 Email: vsarria@austinisd.org		9. Agency Financial Officer (name): Rene Alli Phone: (512) 447-4141 Fax: (512) 416-1970 Email: rene.alli@atcic.org
10. Contact person for PROGRAM issues (name): Vanessa Sarria Phone: (512) 470-7316 Fax: (512) 414-0363 Email: vsarria@austinisd.org		11. Contact person for FINANCIAL issues (name): Debra Rodgers-Pitts Phone: (512) 440-4003 Fax: (512) 416-1970 Email: Debra.Rodgers-Pitt@atcic.org
12. Primary contact for Quarterly Program Performance Report issues (name): Vanessa N. Sarria Phone: (512) 470-7316 Fax: (512) 414-0363 Email: vsarria@austinisd.org		13. Person responsible for submitting Quarterly Program Performance Reports (name): Vanessa N. Sarria Phone: (512) 470-7316 Fax: (512) 414-0363 Email: vsarria@austinisd.org
14. Program funding amounts by source: Travis County Social Service Contract \$ 2,900 All OTHER Sources + \$ 4,280 TOTAL Program Funding = \$ 7,180		15. Primary contact person for this contract packet (name): Vanessa Sarria Phone: (512) 470-7316 Fax: (512) 414-0363 Email: vsarria@austinisd.org

Date prepared:

FORM #4: PROGRAM BUDGET
 for 2013 Social Service Contracts funded by Travis County

Agency: Austin Travis County Integral Care (ATCIC) Program: CAN 2013 Policy Forum

Instructions: Provide whole dollar amounts for each applicable line item. IMPORTANT: DO NOT INCLUDE ANY PROGRAM INCOME.

ON THIS PAGE. Note that the line items with asterisks ** will require prior approval - Refer to your Contract Language.

<i>IMPORTANT: All \$ amounts must be whole dollars only (no cents)</i>			
PERSONNEL	Requested COUNTY Amount	Amount Funded by ALL OTHER Sources	* TOTAL Budget (ALL funding sources)
Administrative Salaries - Regular Time			
Direct Service Salaries - Regular Time			
Administrative Salaries Overtime			
Direct Service Salaries - Overtime			
Benefits			
A. SUBTOTALS: PERSONNEL	0	0	0
OPERATING EXPENSES			
General Operating Expenses	1,380		1,380
Insurance/Bonding			0
Audit Expenses <i>(provide details for this line item in the Subcontracted Expenses form)</i>			0
Consultants/Contractual <i>(provide details for this line item in the Subcontracted Expenses form)</i>	1,520		1,520
Staff Travel - <u>within</u> Travis County			0
Conferences/Seminars/Training - <u>within</u> Travis County		4,280	4,280
** Staff Travel - <u>out of</u> County			0
** Conferences/Seminars - <u>out of</u> County			0
B. SUBTOTALS: OPERATING EXPENSES	2,900	4,280	7,180
DIRECT ASSISTANCE			
Food/Beverage for Clients <i>(NOTE: Alcoholic beverage expenditures are not eligible or allowable)</i>	0	0	0
Financial Assistance for Clients (e.g. rent, mortgage, utilities)			0
Other (specify)			0
			0
C. SUBTOTALS: DIRECT ASSISTANCE	0	0	0
GRAND TOTAL (A + B + C)	2,900	4,280	7,180
PERCENT SHARE of Total for Funding Sources:	40.4%	59.6%	100.0%

FORM # 5: PROGRAM BUDGET NARRATIVE

Date prepared:
9/6/2013

for 2013 Social Service Contracts funded by Travis County

Agency: Austin Travis County Integral Care (ATCIC)

Program: CAN 2013 Policy Forum

Instructions: Add details below (not to exceed 20 words per line item) to justify proposed expenses from your Program Budget form. DO NOT INCLUDE ANY DOLLAR AMOUNTS OR PERCENTAGES ON THIS PAGE. Delete the examples below and replace them with your narrative.

PERSONNEL	NARRATIVE
Salaries - Regular time	Do not provide staff detail here- use Total Program Staff Positions and Time form #5 instead
Salaries - Overtime	N/A
Benefits	N/A
OPERATING EXPENSES	
General Operating Expenses	Includes conference materials, office supplies, hardware/software maintenance (electronic payment/registration, website, constant contact), copying/duplicating costs, meeting facility set-up expenses for up to 200 people, and parking.
Insurance/Bonding	
Audit Expenses	N/A
Consultants/Contractual	Do not provide detail here- use Subcontracted Expenses form #8
Staff Travel	N/A
Conferences/Seminars/Trng	N/A
** Staff Travel - <u>out of County</u>	N/A
** Conferences/Seminars/Trng. - <u>out of County</u>	N/A
DIRECT ASSISTANCE	
Food/Beverage for Clients (NOTE: Alcoholic beverage expenditures are not eligible or allowable)	N/A
Financial Assistance for Clients (e.g. rent, mortgage, utilities)	N/A
Other (specify)	
EQUIPMENT/CAPITAL OUTLAY	
** (Specify)	N/A

** These line items require prior approval – Refer to your Contract Language.

FORM # 7: PROGRAM FUNDING SUMMARY

Date prepared: 9/5/2013

for 2013 Social Service Contracts funded by Travis County

Agency Name: <u>Austin/Travis County Integral Care</u>	Program Name: <u>Community Action Network 2013 Policy Forum</u>
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Funding Sources	Grant/Contract Name	Funding Period	Funding Amount
Travis County	Social Service Contract (Travis County prgm. budget)	1/1/2013 -12/31/2013	\$2,900
Travis County			
Travis County			
City of Austin	Social Service Contract (City of Austin prgm. budget)		
City of Austin			
City of Austin			
Federal			
Federal			
State			
State			
United Way			
Contributions			
Program Income/ Fees			
Other (Specify)	Other CAN Partners combined funds (UT-Austin)		\$4,280
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
TOTAL PROGRAM FUNDING:			\$7,180

Form #8: SUBCONTRACTED EXPENSES FORM
for 2013 Social Service Contracts funded by Travis County

Date prepared: 9/6/2013

Agency: Austin Travis County Integral Care (ATCIC) Program: CAN 2013 Policy Forum

Please provide TOTAL PROGRAM information for all of this program's subcontractors whose professional services will be charged to this program. Include all subcontracts regardless of funding source.

SUBCONTRACT #1		
Name of Subcontractor	Michael Danburg	
Term of Subcontract	October 1, 2013 thru November 31, 2013	
Services to be Subcontracted	Website support and electronic conference registration	
Number of Clients to be Served (if applicable)	N/A	
Dollar Amounts by Funding Source:		
<u>TRAVIS COUNTY amount</u> \$ 520	<u>ALL OTHER Sources amount</u> \$ 0	<u>TOTAL</u> \$ 0

SUBCONTRACT #2		
Name of Subcontractor	Kevin Paris	
Term of Subcontract	October 1, 2013 through December 31, 2013	
Services to be Subcontracted	Policy Forum Planning, Set-up, Implementation and Follow-up Support	
Number of Clients to be Served (if applicable)	N/A	
Dollar Amounts by Funding Source:		
<u>TRAVIS COUNTY amount</u> \$ 1,000	<u>ALL OTHER Sources amount</u> \$ 0	<u>TOTAL</u> \$ 0

SUBCONTRACT #3		
Name of Subcontractor	N/A	
Term of Subcontract	N/A	
Services to be Subcontracted	N/A	
Number of Clients to be Served (if applicable)	N/A	
Dollar Amounts by Funding Source:		
<u>TRAVIS COUNTY amount</u> \$ 0	<u>ALL OTHER Sources amount</u> \$ 0	<u>TOTAL</u> \$ 0

(If needed for additional subcontracts, copy blocks above to a new page and re-number them accordingly)