



county of Santa Cruz

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045

FAX: (408) 454-4642

May 2, 2001

Agenda: May 22, 2001

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

CONTRACT AMENDMENT FOR CONSULTANT SERVICES TO DEVELOP PUBLIC GUARDIAN POLICIES AND PROCEDURES MANUAL

Dear Members of the Board:

In November 1999 your Board approved a contract for consultant services with Becket and Company to develop a Public Guardian policies and procedures manual. The original contract was approved for \$25,000. Becket and Company has completed approximately one-half of the project. The purpose of this letter is to request your Board's approval for an amendment to the contract with Becket and Company to complete the Public Guardian project.

Due to unforeseen circumstances regarding the availability of the contractor and staffing issues in the Public Guardian office, it is necessary to extend the contract period through December 31, 2001.

There is no additional cost for this amendment. The original contract and the proposed amendment to extend the term of the contract are available in the Clerk of the Board Office.

IT IS THEREFORE RECOMMENDED that your Board authorize the HRA Administrator to sign the contract amendment with Becket and Company to extend the term of the contract.

Very truly yours,

CECILIA ESPINOLA

Administrator

RECOMMENDED:

Susan A. Mauriello

County Administrative Officer

cc: County Administrative Office
Auditor/Controller

AMENDMENT # 2 TO INDEPENDENT CONTRACTOR AGREEMENT #91994

The COUNTY OF SANTA CRUZ, by and through the Human Resources Agency, hereinafter referred to as "COUNTY" and BECKET AND COMPANY, INC., hereinafter referred to as "CONTRACTOR" hereby amend contract number 91994 which originally provided services from December 19, 1999 through June 30, 2000. An initial amendment occurred for the period from July 1, 2000 through December 31, 2000. The provisions of this second amendment shall be effective from January 1, 2001 through December 31, 2001. All other provisions of said contract shall remain the same.

(A) Paragraph 3 is amended to read:

3. TERM. The term of this contract shall be December 19, 1999 through December 31, 2001.

SIGNATURES

COUNTY OF SANTA CRUZ

By: _____
Human Resources Agency

Date: _____

CONTRACTOR

By: Flora G. Becket
Becket and Company, Inc.

Date: 5/7/01

Address: 417 Avenida Arboles
San Jose, CA. 95123-1410

Telephone: (408) 226-7397

Tax ID #: 94-27755 11

APPROVED AS TO FORM:

By: Jane M. Scott
Assistant County Counsel

By: Janet McKinley 5-3-2001
Risk Management

DISTRIBUTION: Auditor-Controller
Contractor

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0383

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Human Resources Agency (Dept.)
[Signature] (Signature) 5/14/01 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the County of Santa Cruz Human Resources Agency (Agency)
and, Eeckert and Company, Inc. 417 Avenida Arboles, San Jose, CA 95123-1410 (Name & Address)
2. The agreement will provide consultant services to develop a Public Guardian policies and
procedure manual
3. The agreement is needed to extend the term of the contract through an amendment.
No change in budgeted amount.
4. Period of the agreement is from January 1 2001 to December 31, 2001
5. Anticipated cost is \$12,175 (remaining balance already approved/ (Fixed amount; Monthly rate; Not to exceed)
budgeted)
6. Remarks: Contact: S. Boule, x5054
No increase -- request is only to extend dates
7. Appropriations are budgeted in 394000 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. 91994 Date _____
are not will be
GARY A. KNUTSON, Auditor - Controller
By _____ Deputy.

Proposed reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
HRA Administrator to execute the same on behalf of the
Human Resources Agency (Agency). County Administrative Officer

Remarks: [Signature] (Analyst) By [Signature] Date 5/14/01

Agreement approved as to form. Date _____

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green *
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

To Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss

I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
_____ 19____ By _____ Deputy Clerk

54