



To: First 5 Alameda County Commission

From: Patricia Zapanta, Acting Finance and Administration Director

Date: June 25, 2009

Subject: 2009-10 and 2009-11 Contract Authorizations

REQUESTED ACTION

To review and approve the following contract authorizations at the Commission meeting on June 25, 2009.

BACKGROUND

Per our Financial Policies, Section VII, the Commission must approve contract amounts in excess of \$25,000. The following contracts require specific authorization from the Commission.

PATEL & ASSOCIATES - \$32,900

We are requesting approval of a contract with Patel & Associates to conduct the fiscal year 2008-2009 financial audit for First 5 Alameda County. This will be the second year that they are conducting the audit. First 5 is also required to undergo a Single Federal audit due to the receipt of federal funds in excess of \$500,000. The cost of the financial audit is \$24,900 and the cost of the Single Federal audit is \$8,000 totaling \$32,900 for which Commission approval is sought.

ACTION REQUESTED: Approve a contract of \$32,900 for Patel & Associates.

FISCAL IMPACT: None. All funds are budgeted.

RECOMMENDATION: Approve a contract of \$32,900 for Patel & Associates.

MELINDA MARTIN - \$32,000

We are requesting approval of a contract with Melinda Martin to provide technical assistance to improve fiscal and accountability practices to Child Development Division (CDD) contracted agencies in Alameda County (2009-13 Strategic Plan,

page 11). Ms. Martin will provide consultation to CDC sites in Alameda County to assist in the retention and increase in CDD funding. Additionally, Ms. Martin is a liaison with the Alameda County Office of Education and Early Care and Education community. This effort will build a coalition to recommend changes to the state contracting process, including the improvement of the current subsidy reimbursement system.

ACTION REQUESTED: Approve a contract of \$32,000 for Melinda Martin.

FISCAL IMPACT: None. All funds are budgeted.

RECOMMENDATION: Approve a contract of \$32,000 for Melinda Martin.

MILLS COLLEGE – \$297,548

At the May 2009 Commission meeting, the Commission authorized a 2009-10 contract with Mills College for \$268,558 to support the 2009 Academic year students participating in the Leadership Program in Early Childhood Masters degree cohort (2009-13 Strategic Plan, page 7). To support the 2010 Academic year cohort, an additional \$28,990 is requested to enable Mills College to issue scholarships in spring 2010 for students participating in the summer semester.

ACTION REQUESTED: Approve a contract of \$297,548 for Mills College.

FISCAL IMPACT: None. All funds are budgeted.

RECOMMENDATION: Approve a contract of \$297,548 for Mills College.

INTERACTIVE PARENTING MEDIA (CHILDHOOD MATTERS) - \$330,040

We are requesting approval of a contract of \$330,040 with Interactive Parenting Media to continue the production and broadcast of Childhood Matters and Nuestros Niño’s parenting radio shows (2009-13 Strategic Plan, page 11). Last year, Childhood Matters requested that the First 5 County Commissions that contribute funding to its programming consider establishing a regional contract between the various Commissions to consolidate and streamline performance and reporting requirements. First 5 Alameda County has offered to hold the regional contract with Childhood Matters including receiving funds from and distributing reporting data to the following First 5 County Commissions:

<u>First 5 County Commission</u>	<u>Amount</u>
First 5 Contra Costa	\$60,000
First 5 Marin	\$30,000
First 5 Monterey	\$60,040

First 5 San Francisco	\$15,000
First 5 San Mateo	\$25,000
First 5 Santa Clara	\$40,000
First 5 Santa Cruz	\$25,000

We are also requesting approval of contracts with each of the participating First 5 County Commission in order to contract with and receive funding from them. First 5 Alameda County will contribute \$75,000 to the regional contract.

ACTION REQUESTED: Approve a contract of \$330,040 with Childhood Matters and additional contracts with the County Commissions listed above at the stated amounts.

FISCAL IMPACT: None. First 5 Alameda County’s \$75,000 contribution to the regional contract is budgeted. Revenue from the other participating county commissions will be used towards the regional contract and offset expenses.

RECOMMENDATION: Approve a contract of \$330,040 with Childhood Matters and additional contracts with the County Commissions listed above at the stated amounts.

LAURIN MAYENO – \$33,840

We are requesting approval of a contract for FY2009-11 with Laurin Mayeno to provide technical assistance to First 5 programs and selected providers as part of the Partnering for Change II project (2009-13 Strategic Plan, page 16). This is a project of First 5’s Cultural Access Services to support the work of partner agencies in developing culturally competent services. Funded agencies will participate in a year-long discussion group to identify common areas of concern in their work on cultural competency and receive technical assistance from Ms. Mayeno.

ACTION REQUESTED: Approve a contract of \$33,840 for Laurin Mayeno.

FISCAL IMPACT: None. All funds are budgeted.

RECOMMENDATION: Approve a contract of \$33,840 for Laurin Mayeno.

Submitted by:

Reviewed by:

Patricia Zapanta,
Acting Finance and Administration Director

Mark Friedman,
Chief Executive Officer