

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

**SECOND AMENDMENT TO AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES
CENSUS PROJECT MANAGER**

THIS SECOND AMENDMENT, is made and entered into by and between Fort Bend County (hereinafter “County”), a body corporate and politic under the laws of the State of Texas, and Outreach Strategists, LLC (hereinafter “Consultant”), a company authorized to conduct business in the State of Texas.

WHEREAS, the parties executed and accepted that certain Agreement for Professional Consulting Services (Census Project Manager) on December 5, 2019 which was amended on or about March 10, 2020, (hereinafter “Agreement”); and

WHEREAS, the parties desire to amend the Agreement to reflect additional Services to be provided by the Consultant under the terms of the Agreement.

NOW, THEREFORE, the parties do mutually agree as follows:

1. County shall pay Consultant an additional amount not to exceed \$40,000.00 to perform additional as described in Consultant’s Scope of Work #3 attached hereto as Exhibit “B” and incorporated herein for all purposes.
2. The Maximum Compensation payable to Consultant for all Services rendered is hereby increased to an amount not to exceed four hundred and fifty-four thousand, five hundred dollars and no/100 (\$454,500.00), authorized as follows:

\$454,500.00 under the Agreement; and
\$40,000.00 under this Second Amendment.
3. In no case shall the amount paid by County for all Services under the Agreement and the Amendments to date exceed the Maximum Compensation without an agreement executed by the parties.
4. The parties hereby agree to extend the time of performance under the Agreement to end no later than November 30, 2020.

Except as provided herein, all terms and conditions of the Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the date signed by the final party.

FORT BEND COUNTY

OUTREACH STRATEGISTS, LLC

KP George, County Judge

Authorized Agent – Signature

Date

Authorized Agent – Printed Name

ATTEST:

Title

Laura Richard, County Clerk

Date

Exhibit B: Consultant’s Scope of Work #3

AUDITOR’S CERTIFICATE

I hereby certify that funds are available in the amount of \$_____ to accomplish and pay the obligation of Fort Bend County under this contract.

Robert Ed Sturdivant, County Auditor

I:\AGREEMENTS\2020 Agreements\County Judge\Outreach Specialists\Amend 1 to Agreement - Prof Consulting Svcs.Outreach Spec.Census.docx.8/11/2020. 20-Coldg-100313-A1

Exhibit B:

Consultant's Scope of Work #3

May 8, 2020

Statement of Work #3

Background

On April 13, 2020 the United States Census Bureau formally adjusted the operational schedule for the 2020 Census as a result of the COVID-19 pandemic¹. The biggest change was extending the enumeration deadline from August 14, 2020 to October 31, 2020.

As a result, we propose the following additional statement of work to ensure continuity of services.

The major additions compared to the previous statement of work are:

- Additional project execution services to cover the extension imposed by the Census, and
- extension of contract term end from August 31, 2020 to November 30, 2020

It should be noted that this statement of work does not include the following:

- production of printed materials, nor
- management of distribution of printed materials

Services

Phases



¹ <https://www.census.gov/newsroom/press-releases/2020/statement-covid-19-2020.html>

Proposed initiatives

<p>Get Out the Count</p> <p>March 2020 through October 2020</p>	<p>Through October 31, 2020:</p> <ul style="list-style-type: none"> ● Draft communications for, manage, and facilitate monthly Complete Count Committee meetings with explicit purpose of driving action to mobilize hard to count residents ● Maintain Complete Count Committee listserv ● Maintain Complete Count Committee Resources page ● Staffing <ul style="list-style-type: none"> ○ Maintain one (1) Organizing Lead through November 30, 2020 ○ Maintain one (1) part-time Organizer through October 31, 2020 ● Digital advertising <ul style="list-style-type: none"> ○ Manage production, client approval, and placement of digital advertising campaigns to targeted Census block group audience ● Direct mail <ul style="list-style-type: none"> ○ Manage production, client approval, and postage of an additional (6) pieces (total of 7) of direct mail to targeted Census block group audience ● SMS/Text messaging <ul style="list-style-type: none"> ○ Manage additional cell phone number acquisition if necessary ○ Manage entire end-to-end text messaging campaign ● Peer to peer communication <ul style="list-style-type: none"> ○ Manage entire end-to-end peer to peer messaging campaign, including drafting of instructions and FAQs ● Draft press releases from time to time to increase awareness about the County and its Census Amplification program
<p>Postmortem</p> <p>November 2020</p>	<ul style="list-style-type: none"> ● Draft postmortem report with qualitative and quantitative (depending on Census data availability) insights and lessons learned

Cost

Assuming a contract term now extending through November 30, 2020, we propose the following additional cost:

Month	Item	Cost	Invoiced
August 2020	Project Execution Services	\$4,000.00	September 1, 2020
September 2020	Project Execution Services	\$13,000.00	October 1, 2020
October 2020	Project Execution Services	\$13,000.00	November 1, 2020
November 2020	Project Execution Services	\$10,000.00	December 1, 2020

\$40,000.00