

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

**AMENDMENT TO AGREEMENT FOR CONTINGENCY ALL HAZARDS CONSULTING SERVICES
PURSUANT TO RFP 19-041 – NON-PROFIT ASSISTANCE PROGRAM**

THIS 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 Hagerty Consulting, Inc. (hereinafter “Consultant”), a company authorized to conduct business in the State of Texas.

WHEREAS, the parties executed and accepted an agreement on December 14, 2021 wherein certain support services for all-hazards, inclusive of, preparedness, response, and recovery support be provided by Consultant (hereinafter “Agreement”) pursuant to advertised specifications of RFP 19-041; and

WHEREAS, the parties desire to amend the Agreement to reflect the change in Services to be provided and increase the total Maximum Compensation under the Agreement.

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

1. County shall pay Contractor an additional Two Hundred Ten Thousand Three Hundred Ninety-Five dollars and 00/100 (\$210,395.00) to perform the revised Services as described in the Revised Task Order Budget Summary dated May 23, 2022 attached hereto as Exhibit “A” and incorporated herein for all purposes.
2. The Maximum Compensation payable to Contractor for all Services rendered is hereby increased to an amount not to exceed Four Hundred Thirty-Two Thousand Five Hundred Fifty dollars and 00/100 (\$432,550.00) authorized as follows:
 \$222,155.00 under the Agreement; and
 \$210,395.00 under the Amendment.
3. In no case shall the amount paid by County for all Services under the Agreement and this Amendment exceed the Maximum Compensation without an agreement executed by the parties.
4. The Time of Performance under the Agreement is hereby extended to November 30, 2022.

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

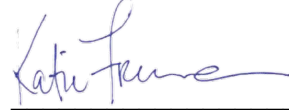
[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.]

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

HAGERTY CONSULTING, INC

KP George, County Judge



Katie Freeman, Director of Operations

Date

July 25, 2022

Date

ATTEST:

Laura Richard, County Clerk

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

Exhibit A: Revised Task Order Budget Summary

EXHIBIT A



Revised Task Order Budget Summary

To: Ed Sturdivant, Fort Bend County Auditor

From: John H. Hageman, Hagerty Consulting

Copy: Garrett Ingoglia, Hagerty Consulting; Kristen Kerr, Hagerty Consulting; Monica Cardin, Hagerty Consulting

Date: May 23, 2022

Subject: Revised Task Order Budget for Fort Bend County American Rescue Plan Act Non-Profit Reporting Program Support

The following provides the revised task order budget Fort Bend County (the County) to support the increase of the overall task order budget to support the expansion of services. The revised budget, totaling \$432,550, will enable Hagerty Consulting, Inc. (Hagerty) to complete additional work requested by the County and to account for the increased level of effort required to complete tasks, as explained in detail below. The additional funding will sustain Hagerty's performance through November 30, 2022.

On December 19, 2021, Hagerty entered into a task order agreement with the County to provide oversight and monitoring to nonprofits who received American Rescue Plan Act (ARPA) funding from the County. The initial budget submitted with this task order totaled \$222,155 and assumed that Hagerty would conduct the following activities:

1. Develop risk assessment tools that allow Fort Bend County to evaluate non-profit applicants' capacity to administer SLFRF funds and conduct risk assessments for non-profit applicants.
2. Collect invoice and supporting documentation submitted by non-profit applicants to validate the eligibility of costs, in compliance with guidelines set forth by the United States (US) Treasury and the Uniform Guidance.
3. Develop subrecipient monitoring tools and conduct subrecipient monitoring for non-profit applicants.
4. Collect all required documentation to support SLFRF reporting requirements for payments made to non-profit applicants under this program.

CHICAGO

1618 ORRINGTON AVE, SUITE 201

EVANSTON, IL 60201

847-492-8454

5. Complete US Treasury required reporting as requested by the County, this includes both quarterly project and expenditure reports and drafting the annual Recovery Plan Performance Report.
6. Provide compliance guidance based on US Treasury guidelines.
7. Other tasks and responsibilities associated with COVID-19 expenditures, federal funding programs, etc. as directed by County leadership.

The task order agreement provides the County with the ability to request that Hagerty provide additional support consistent with the scope of work. At the County's request, Hagerty has performed and is performing the following activities, which were not included in Hagerty's original task order budget:

1. Reviewing applications submitted during the County's second round of applications for the non-profit assistance program by:
 - a) a. Reviewing potential eligibility of 38 applicants;
 - b) b. Completing 39 additional risk assessments; and
 - c) c. Drafting letters and notifying applicants who received an award.
2. Performing subrecipient monitoring for six additional subrecipients, outside of the non-profit assistance program.
3. Developing and administering trainings to support non-profits with the monitoring process based on the tier they were assigned. Three trainings were conducted in March and three trainings are anticipated for the second round of applicants in June.
4. Providing technical assistance to non-profits by answering emails and phone calls to discuss questions and concerns. Hagerty's Project Manager spends approximately 15 hours per month providing technical assistance to non-profits.
5. Conducting a subrecipient monitoring plan and schedule with a higher-than-expected level of effort; the monitoring plan varies from original level of effort estimate. The County established a monitoring plan and schedule that includes monitoring quarterly, semi-annually, and/or annually based on the tier the non-profit is assigned. Hagerty's revised budget includes the County's monitoring plan and schedule through November 30, 2022.

In order to, (1) support the additional activities not included in the original task order budget, and (2) complete the monitoring, technical assistance, and support described above, Hagerty is providing a revised budget for the task order to increase funding by \$210,395 to \$432,550. The subsequent pages provide Hagerty's original budget, additional funding requested, and combined total budget.

Original Task Order Budget

Activity	Project Manager III		Project Manager II		Program Planner		Assistant Planner		Total	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
1. Program Management										
1a. Project Management: Client bi-monthly meetings and internal project planning calls.	36	\$ 7,200	41	\$ 6,970	24	\$ 3,480	0	\$ -	101	\$ 17,650
<i>Subtotal</i>	36	\$ 7,200	41	\$ 6,970	24	\$ 3,480	0	\$ -	101	\$ 17,650
2. Program Administrative Tools Development										
2a. Develop Risk Assessment Tools to determine level of subrecipient monitoring required for all non-profit applicants.	1	\$ 200	5	\$ 850	20	\$ 2,900	0	\$ -	26	\$ 3,950
2b. Develop Standard Operating Procedures, documenting the process to review invoices and supporting documentation submitted by non-profit applicants.	1	\$ 200	3	\$ 510	10	\$ 1,450	0	\$ -	14	\$ 2,160
2c. Develop subrecipient monitoring tools for post-contract execution.	2	\$ 400	10	\$ 1,700	40	\$ 5,800	0	\$ -	52	\$ 7,900
<i>Subtotal</i>	4	\$ 800	18	\$ 3,060	70	\$ 10,150	0	\$ -	92	\$ 14,010
3. Conduct Risk Assessments, Invoice Reviews, and										
3a. Conduct Risk Assessments for nonprofit applicants prior to awarding funding.	0	\$ -	0	\$ -	60	\$ 8,700	180	\$ 22,500	240	\$ 31,200
3b. Review invoices and supporting documentation to validated if funds were utilized on eligible expenditures.	0	\$ -		\$ -	0	\$ -	300	\$ 37,500	300	\$ 37,500
3c. Conduct Subrecipient Monitoring for non-profit applicants who received SLFRF funding.	0	\$ -	0	\$ -	120	\$ 17,400	600	\$ 75,000	720	\$ 92,400
<i>Subtotal</i>	0	\$ -	0	\$ -	180	\$ 26,100	1080	\$ 135,000	1260	\$ 161,100
4. Reporting (Optional)										
4a. Complete quarterly project and expenditure reports	0	\$ -	6	\$ 1,020	15	\$ 2,175	120	\$ 15,000	141	\$ 18,195
4b. Performance Plan Report Development	10	\$ 2,000	20	\$ 3,400	40	\$ 5,800	0	\$ -	70	\$ 11,200
<i>Subtotal</i>	10	\$ 2,000	26	\$ 4,420	55	\$ 7,975	120	\$ 15,000	211	\$ 29,395
Total	50	\$ 10,000	85	\$ 14,450	329	\$ 47,705	1200	\$ 150,000	1664	\$ 222,155

Additional Task Order Budget

Activity	Senior Program Manager		Program Manager		Program Planner (3)		Project Control Specialist		Total	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
1. Program Management										
1a. Project Management: Client bi-monthly meetings and internal project planning calls.	14	\$ 2,660	35	\$ 5,950	42	\$ 6,090	0	\$ -	91	\$ 14,700
<i>Subtotal</i>	14	\$ 2,660	35	\$ 5,950	42	\$ 6,090	0	\$ -	91	\$ 14,700
2. Program Administrative Tools Development										
2a. Develop Risk Assessment Tools to determine level of subrecipient monitoring required for all non-profit applicants.	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
2b. Develop Standard Operating Procedures, documenting the process to review invoices and supporting documentation submitted by non-profit applicants.	10	\$ 1,900	20	\$ 3,400	0	\$ -	0	\$ -	30	\$ 5,300
2c. Develop subrecipient monitoring tools for post-contract execution.	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<i>Subtotal</i>	10	\$ 1,900	20	\$ 3,400	0	\$ -	0	\$ -	30	\$ 5,300
3. Conduct Risk Assessments, Invoice Reviews, and										
3a. Conduct Risk Assessments for nonprofit applicants prior to awarding funding.	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
3b. Review invoices and supporting documentation to validated if funds were utilized on eligible expenditures.	0	\$ -	60	\$ 10,200	0	\$ -	0	\$ -	60	\$ 10,200
3c. Conduct Subrecipient Monitoring for non-profit applicants who received SLFRF funding.	0	\$ -	293	\$ 49,810	753	\$ 109,185	0	\$ -	1046	\$ 158,995
3d. Monitoring trainings for awarded nonprofits (NEW WORKSTREAM)	0	\$ -	4	\$ 680	9	\$ 1,305	0	\$ -	13	\$ 1,985
3e. Provide technical assistance to support monitored nonprofits (NEW WORKSTREAM)	0	\$ -	70	\$ 11,900	0	\$ -	0	\$ -	70	\$ 11,900
<i>Subtotal</i>	0	\$ -	427	\$ 72,590	762	\$ 110,490	0	\$ -	1189	\$ 183,080
4. Reporting (Optional)										
4a. Complete quarterly project and expenditure reports	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
4b. Performance Plan Report Development	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
4c. Dashboard Development (NEW WORKSTREAM)	3	\$ 570	11	\$ -	69	\$ 10,005	0	\$ -	83	\$ 10,575
<i>Subtotal</i>	3	\$ 570.0	11	\$ -	69	\$ 10,005.0	0	\$ -	83	\$ 10,575.0
Total	27	\$ 5,130	493	\$ 81,940	873	\$ 126,585	0	\$ -	1393	\$ 213,655

Final Combined Task Order Budget

Activity	Project Manager III		Project Manager II		Program Planner		Assistant Planner		Total	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
1. Program Management										
1a. Project Management: Client bi-monthly meetings and internal project planning calls.	50	\$ 10,000	76	\$ 12,920	66	\$ 9,570	0	\$ -	192	\$ 32,490
<i>Subtotal</i>	50	\$ 10,000	76	\$ 12,920	66	\$ 9,570	0	\$ -	192	\$ 32,490
2. Program Administrative Tools Development										
2a. Develop Risk Assessment Tools to determine level of subrecipient monitoring required for all non-profit applicants.	1	\$ 200	5	\$ 850	20	\$ 2,900	0	\$ -	26	\$ 3,950
2b. Develop Standard Operating Procedures, documenting the process to review invoices and supporting documentation submitted by non-profit applicants.	1	\$ 200	3	\$ 510	10	\$ 1,450	0	\$ -	14	\$ 2,160
2c. Develop subrecipient monitoring tools for post-contract execution.	2	\$ 400	10	\$ 1,700	40	\$ 5,800	0	\$ -	52	\$ 7,900
<i>Subtotal</i>	4	\$ 800	18	\$ 3,060	70	\$ 10,150	0	\$ -	92	\$ 14,010
3. Conduct Risk Assessments, Invoice Reviews, and										
3a. Conduct Risk Assessments for nonprofit applicants prior to awarding funding.	0	\$ -	0	\$ -	60	\$ 8,700	180	\$ 22,500	240	\$ 31,200
3b. Review invoices and supporting documentation to validated if funds were utilized on eligible expenditures.	0	\$ -	60	\$ 10,200	0	\$ -	300	\$ 37,500	360	\$ 47,700
3c. Conduct Subrecipient Monitoring for non-profit applicants who received SLFRF funding.	0	\$ -	293	\$ 49,810	753	\$ 109,185	600	\$ 75,000	1746	\$ 234,195
3d. Trainings (NEW WORKSTREAM)	0	\$ -	4	\$ 680	9	\$ 1,305	0	\$ -	13	\$ 1,985
3e. Technical Assistance (NEW WORKSTREAM)	0	\$ -	70	\$ 11,900	0	\$ -	0	\$ -	70	\$ 11,900
<i>Subtotal</i>	0	\$ -	427	\$ 72,590	822	\$ 130,690	1080	\$ 135,000	2325	\$ 302,075
4. Reporting (Optional)										
4a. Complete quarterly project and expenditure reports	0	\$ -	6	\$ 1,020	15	\$ 2,175	120	\$ 15,000	141	\$ 18,195
4b. Performance Plan Report Development	10	\$ 2,000	20	\$ 3,400	40	\$ 5,800	0	\$ -	70	\$ 11,200
4c. Dashboard Development (NEW WORKSTREAM)	3	\$ 600	11	\$ 1,870	69	\$ 10,005	0	\$ -	83	\$ 12,475
<i>Subtotal</i>	13	\$ 2,600	37	\$ 6,290	124	\$ 17,980	120	\$ 15,000	294	\$ 41,875
Total	67	\$ 13,400	558	\$ 94,860	1202	\$ 174,290	1200	\$ 150,000	3027	\$ 432,550

FOR MORE INFORMATION

For more information regarding this memo, please feel free to reach out to:

John Hageman, Hagerty Consulting, Inc.

John.Hageman@hagertyconsulting.com

847-421-6259