



Memo

To: Commissioners, First 5 Ventura County

From: Petra Puls, Director of Countywide Strategies and Evaluation

Date: December 19, 2013

Re: Recommendation to authorize extension and increase to existing contract with EMT Associates, Inc

Background

After a public application process in 2010, the Commission selected Evaluation, Management, and Training Associates, Inc. (EMT) as the contractor to produce the First 5 Ventura County annual evaluation reports for FY 2009-10 through FY 2011-12. The evaluation report for FY 2011-12 was submitted to the Commission in February 2013. The current agreement with EMT was previously extended to allow for additional data analysis and evaluation consultation, and is now slated to end on December 30, 2013.

A three month extension is sought to enable EMT to provide evaluation consultation services to First 5 Ventura County for completing the FY 2012-13 Annual Evaluation Report and Accountability Frameworks. The current contract has a remaining balance of \$4,125 for evaluation consultation services. An increase of \$5,875 is proposed, which would bring the total amount available for additional analysis to \$10,000.

Recommendation

The recommended action would authorize an extension of the FY 2012-13 agreement with EMT through March 31, 2014 and increase the contract amount by \$5,875, to provide consultation on the FY 2012-13 Annual Evaluation Report. The additional allocation would be redirected from the approved Results Based Accountability budget.