

OFFICE OF THE CITY ATTORNEY  
DAWN MCINTOSH, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Long Beach, CA 90802-4511

1 FIRST AMENDMENT TO AGREEMENT NO. 36258

2 **36258**

3 ~~THIS FIRST AMENDMENT TO AGREEMENT NO. 36258~~ is made and  
4 entered, as of July 3, 2023, for reference purposes only, pursuant to a minute order  
5 adopted by the City Council of the City of Long Beach at its meeting on May 21, 2019, by  
6 and between LONG BEACH NONPROFIT PARTNERSHIP, INC. dba THE NONPROFIT  
7 PARTNERSHIP, a California nonprofit organization ("Contractor"), with a place of business  
8 at 4900 East Conant Street, Building 02, Suite 225, Long Beach, CA 90808, and the CITY  
9 OF LONG BEACH, a municipal corporation ("City").

10 WHEREAS, City and Contractor (the "Parties") entered into Agreement No.  
11 36258 (the "Agreement") whereby Contractor agreed to provide access to trainings and  
12 one-on-one tailored support for non-profit organizations working in Long Beach; and

13 WHEREAS, the Parties desire to amend the scope of work and the budget,  
14 and extend the Contract to the final term ending May 21, 2024;

15 NOW, THEREFORE, in consideration of the mutual terms, covenants, and  
16 conditions herein contained, the Parties agree as follows:

17 1. Section 1.A. of the Agreement is hereby amended to read as follows

18 A. Contractor shall furnish specialized services more particularly  
19 described in Exhibit "A-1", attached to the Agreement and incorporated by this  
20 reference, in accordance with the standards of the profession, and City shall pay for  
21 these services in the manner described below, not to exceed Two Hundred Eighty  
22 Thousand Dollars (\$280,000), for the term of this Agreement, at the rates or charges  
23 shown in Exhibit "B-1".

24 2. Section 2. of the Agreement is hereby amended to read as follows.

25 3. "2. TERM. The term of this Agreement shall commence at  
26 midnight on May 2, 2022, and shall terminate at 11:59 p.m. on May 21, 2024, unless  
27 sooner terminated as provided in this Agreement, or unless the services or the Project is  
28 completed sooner. This Agreement shall not be extended past May 21, 2024, without

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1 authorization of the City Council.

2 4. The Scope of Work in Exhibit "A" to the Agreement is hereby  
3 amended in accordance with Exhibit "A-1", attached hereto and incorporated by this  
4 reference.

5 5. The Budget in Exhibit "B" to the Agreement is hereby amended in  
6 accordance with Exhibit "B-1", attached hereto and incorporated by this reference.

7 IN WITNESS WHEREOF, the Parties have caused this document to be duly  
8 executed with all formalities required by law as of the date first stated above.

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LONG BEACH NONPROFIT  
PARTNERSHIP, INC. dba THE  
NONPROFIT PARTNERSHIP, a California  
nonprofit organization

August 9, 2023

By [Signature]  
Name Dora Jacildo  
Title Secretary

August 9, 2023

By [Signature]  
Name Michelle Buerky  
Title Executive Director

"Contractor"

CITY OF LONG BEACH, a municipal  
corporation

August 22, 2023

By [Signature]  
City Manager

"City" EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

This First Amendment to Agreement No. 36258 is approved as to form on  
August 22nd, 2023

DAWN MCINTOSH, City Attorney

By [Signature]  
Deputy

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# EXHIBIT "A-1"

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Scope of Work for RFQ HE18-099 PART II- Nonprofit Organizational Development

**SCOPE OF WORK (includes description of goals, expected outcomes, objectives, process outputs, and activities to measure impact)**

~~BACKGROUND: To provide access to trainings and one-on-one tailored supports for nonprofit organizations working in Long Beach. These investments will lead toward a strengthened network of Community Based Organizations who are able to access City contracts and lead racial equity work. Technical assistance and training will be made available to organizations applying for contracting opportunities related to addressing disparities and disproportionate impacts of COVID-19 in Long Beach: Promotora/Community Health Champions CBO Partners and the Health Equity Community Projects (HECP) and Health Equity Community Projects 2.0. TNP will be working in close partnership with the City's DHHS staff throughout the contract period.~~

SCOPE OF WORK: The intent of this project is to provide targeted support to nonprofit organizations working in Long Beach by offering an array of services that will include the following:

- Technical assistance with responding to RFPs through the City's procurement platform and process;
- Coordination of targeted consulting support;
- Design and presentation of training to strengthen nonprofit operations;
- Operation of an on-call hotline;
- Co-design and execution of informational session(s) informing potential grantees of specific procurement requirements;
- Design and access to templates;
- Evaluation of increased knowledge/skills development of applicants' program development, administrative capacity and submittal of proposals to Health Equity Projects and Promotoras/Community Health Champions RFP
- Facilitation and convening support for the Multicultural Health Collaborative

Working in close partnership with the City's DHHS staff throughout the contract period, the following scope of work is proposed in two phases: (1) Assistance with applying to City of LB funding and (2) Enhance CBOs programmatic and administrative capacity to successfully implement equity projects.

**Phase 1: Assistance With Applying to City of Long Beach Funding Opportunities-** this phase focuses on assisting nonprofit applicants successfully get through the City's procurement process.

Activity	Description of Activity
<b>Vendor Platform Support</b>	For both the HECP 1.0 and HECP 2.0, TNP will assemble a team of consultants to provide guidance and navigation so that applicants may better understand and confidently respond to funding opportunities. An important component of this will be providing referrals to other City resources. To complete this activity, TNP may engage external consultants (Technical Assistance Consultant) who are familiar and well-versed with the City's procurement system (Long Beach Buys).
<b>Short-term Consulting Projects</b>	For HECP 1.0 and HECP 2.0, those applicants requiring more support in responding to the RFP, a Technical Assistance Consultant will spend up to twelve (12) hours per applicant organization, ensuring their questions are answered and that they are providing thought-

Scope of Work for RFQ HE18-099 PART II- Nonprofit Organizational Development

	partnership as applicants consider how their own expertise and experience leads to the outcomes of the RFP. Organizations who are smaller and considered to be in the “start-up” phase, with little to no experience in government contracting, will be prioritized.
<b>Contracting Requirements</b>	In order to ensure that the City’s requirements (ie., insurance) are well understood by applicants, TNP will partner with the Health Procurement Team of DHHS on a joint presentation addressing these requirements. TNP will assist in outreach efforts for this presentation.
<b>Access to Templates</b>	Together with the Technical Assistance Consultants, and other Affiliate Consultants, TNP staff will work on identifying the most relevant and helpful templates to assist applicants in completing competitive applications. Among the types of templates that may be provided will be the following: program and/or operating budget; a format for a letter of support to show partnership with other organizations and community stakeholders; formats for logic models, a framework for reports, among others.
<b>On-Call Hotline</b>	For HECP 1.0 and HECP 2.0, timely accessibility will be important for applicants as they have questions about the application. TNP will make available a phone number and an email link to capture questions. This service will also serve to triage responses. There may be some requests that will be easy to address and others that may require the assistance of a TA Consultant. The hotline operator will vet these responses and assign them accordingly. TNP may partner with TA Consultants or Affiliate Consultants to complete this activity.
<b>Evaluation -- Submission of proposals to Health Equity Projects and Promotoras/Community Health Champions RFPs)</b>	All organizations who request assistance (through the On-Call Hotline, Vendor Platform Support, or Short-term consulting) will be asked to submit a survey to measure how their skills and outlook on participating in the City’s procurement process have changed, if any, given the support they received. Some organizations may be contacted for brief interviews.

**Goal:** To provide a support and assistance system for nonprofits who respond to City of Long Beach funding opportunities.

**Objective:** Provide consulting, technical assistance and resources at the “satisfied” or “very satisfied” levels to participating organizations.

**Outcome:** Less resourced and smaller organizations will establish a vendor relationship with the City of Long Beach that will allow them to pursue future funding opportunities.

**Phase 2: Enhance CBOs Programmatic and Administrative Capacity to Successfully Implement Equity Projects-** This phase focuses on better understanding the programmatic and operational challenges organizations are experiencing. The aim is to strengthen their knowledge, their skills and practices.

Scope of Work for RFQ HE18-099 PART II- Nonprofit Organizational Development

Activity	Description of Activity
<b>Training</b>	<p>Carefully observing the types of needs expressed by organizations, TNP will engage affiliate consultants to co-design trainings that will address different aspects of nonprofit operations. Some of these may specifically address fund development, grant writing, government grant writing, program development, evaluation and executive management. We realize that the needs identified may be very nuanced and targeted in such a way that the training or consulting must focus on an organization's ability to strengthen their position to participate in City-sponsored funding opportunities. We anticipate that two of the training topics will specifically address <b>program development and developing/strengthening administrative capacity</b> as these tend to be challenging for emerging and growing organizations who struggle with capacity and resources.</p> <p>In order to capture these specific needs, TNP staff will engage in an intake process that will include an interview to understand where they might be experiencing challenges, how these challenges might have been addressed in the past and their capacity to engage in training and consulting, among others.</p>
<b>Bank of Training Hours</b>	<p>To further support the grantees of the Health Equity Community Projects 1.0 program, TNP will provide a fund to enroll these organizations in TNP classes to support their development in nonprofit governance, team communications, Leadership Circles and other training and convening events to help grantees connect to other training topics and nonprofits.</p>
<b>Short-term Consulting</b>	<p>Complementing the customized training described above will be consulting services that can further address the nuanced needs. Targeted coaching will help participants receive support for their greatest area of need as it relates to strengthening their position to partner with the City on this and future endeavors. Participating organizations will access up to seven (7) hours for consulting.</p> <p>In order to capture these specific needs, TNP staff will engage in an intake process that will include an interview to understand where they might be experiencing challenges, how these challenges might have been addressed in the past and their capacity to engage in training and consulting, among others.</p>
<b>Multicultural Health Collaborative</b>	<p>TNP will provide planning and convening support for the MHC to meet every other month. Working in partnership with the Multicultural Health Equity Coordinator, TNP staff assist with meeting planning and agenda-setting on the months when the</p>

Scope of Work for RFQ HE18-099 PART II- Nonprofit Organizational Development

	MHC isn't meeting. Moreover, TNP will provide logistical support such as outreach and meeting engagement.
<b>Evaluation – Participating Organizations Enhance Program Development and Implementation</b>	All organizations who request assistance through the services outlined above will be asked to submit a survey to measure how their skills and abilities have changed, if any, given the support they received. Please see Training above for further detail on this subject: <i>program development and implementation</i> . Some organizations may be contacted for brief interviews.
<b>Evaluation – Participating CBOs Enhance Administrative Capacity</b>	All organizations who request assistance through the services outlined above will be asked to submit a survey to measure how their skills and abilities have changed, if any, given the support they received. Please see Training above for further detail on this subject: <i>administrative capacity</i> . Some organizations may be contacted for brief interviews.

**Goal:** To provide targeted and responsive resources to organizations who successfully applied for the Health Equity Projects RFP.

**Objective:** Provide training, consulting or technical assistance services at the “satisfied” or “very satisfied” levels to the organizations who have successfully applied to the Health Equity Projects RFP and engage in this capacity building project.

**Outcome:** Participating organizations grow their knowledge, skills and confidence in becoming service and program partners with the City of Long Beach.

The program will run from May 2022 through March 2024. DHHS and TNP staff will regularly monitor the progress of the phases described above to develop a more detailed timeline for the project. The progress of this scope of work is contingent on the release of above-mentioned RFPs.

Reports will be provided to DHHS staff on a quarterly basis. Reports will include the following:

- (1) Qualitative description (approx. 1-2 paragraphs) of the progress, successes and challenges of building organizational/programmatic capacity to engage communities disproportionately impacted by COVID-19.
- (2) The following outputs:
  - a. The number of trainings provided
  - b. The number of organizations receiving training
  - c. The number of organizations participating in short-term consulting projects
  - d. The average number of hours per organization
  - e. Total number of proposals submitted to the City in response to Health Equity Projects 1.0 and 2.0 and Promotoras/Community Health Champions RFPs

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# EXHIBIT “B-1”



Expense Line Items	Amounts	YTD expenses	Q2-2023 (Apr-Jun)	Q3-2023 (Jul-Sep)	Q4- 2023 (Oct-Dec)	Q1-2024 (Jan-Mar)	TOTAL
<b>Technical Assistance Phase I (Spring &amp; Summer 2022)</b>							
Vendor Platform Support	\$ 3,350	\$ 3,350					\$ 3,350
Short Term Consulting Projects	\$ 11,173	\$ 11,173					\$ 11,173
On-call Support Line	\$ 20,000	\$ 20,000					\$ 20,000
Translation/Interpretation	\$ 375	\$ 375					\$ 375
<i>subtotal</i>	\$ 34,898						
<b>Training &amp; Consulting</b>							
Training	\$ 15,500	\$ 2,250	\$ 7,500	\$ 5,750			\$ 15,500
Short term consulting	\$ 20,000		\$ 2,000	\$ 5,000	\$ 8,500	\$ 4,500	\$ 20,000
Templates	\$ 5,000		\$ 1,000	\$ 2,500	\$ 1,500		\$ 5,000
Translation	\$ 2,500		\$ 300	\$ 1,200	\$ 1,000		\$ 2,500
Bank for Training HRS	\$ 3,000		\$ 300	\$ 875	\$ 1,275	\$ 550	\$ 3,000
<i>subtotal</i>	\$ 46,000						
<b>Technical Assistance Ph II HECP 2.0 &amp; HR (Summer 2023)</b>							
Vendor Platform Support	\$ 4,000			\$ 2,500	\$ 1,500		\$ 4,000
Short-Term Consulting	\$ 12,500			\$ 4,000	\$ 8,500		\$ 12,500
On-call Support Line	\$ 22,000			\$ 12,000	\$ 10,000		\$ 22,000
Translation/Interpretation	\$ 2,000		\$ 500	\$ 750	\$ 750		\$ 2,000
<i>subtotal</i>	\$ 40,500						
<b>MCHC/Networking</b>							
<i>Co-facilitate and Support Multicultural Health Collaborative;</i>	\$ 6,200		\$ 300	\$ 2,000	\$ 2,400	\$ 1,500	\$ 6,200
<i>subtotal</i>	\$ 6,200						
<b>Admin &amp; Coordination</b>							
Program Delivery	\$ 109,000	\$ 69,250	\$ 9,500	\$ 10,000	\$ 10,250	\$ 10,000	\$ 109,000
Evaluation	\$ 17,400	\$ 8,500	\$ 1,200		\$ 5,200	\$ 2,500	\$ 17,400
Administration & operating expenses	\$ 26,002	\$ 10,071	\$ 3,830	\$ 4,300	\$ 4,300	\$ 3,501	\$ 26,002
<i>subtotal</i>	\$ 152,402						
<b>Total</b>	\$ 280,000						\$ 280,000

RESOLUTION APPOINTING 2023 BOARD OFFICERS AND SIGNATORIES

December 15, 2022

RESOLVED, the following persons are elected to the following offices to serve The Nonprofit Partnership for 1 year, or until the election and qualification of a successor, or until the officer's earlier resignation or removal in accordance with the bylaws.

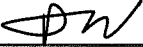
*Todd Gallinger, President*

*Norma Stein, Vice President*

*Rob Feldman, Treasurer*

*Dora Jacildo, Secretary*

Upon adoption of this resolution, and effective January 1, 2023, the officers listed above and Executive Director Michelle Byerly are authorized signatories on contracts, agreements, and bank related business for The Nonprofit Partnership.

Derek Wratchford, President:  Date: Jan 6, 2023  
Derek Wratchford (Jan 6, 2023 11:25 PST)

Norma Stein, Secretary: *Norma Stein* Date: Jan 6, 2023