

Juvenile Probation Commission

Meeting Date: April 12, 2023

Re: SFJPD Contracts for Commission Review & Approval

The Juvenile Probation Department (SFJPD) requests delegated authority from the Juvenile Probation (JP) Commission to approve the following contractual agreements:

<b>Contract</b>	<b>Nancy H. Rubin</b>
<b>Action</b>	Amendment 1: update term and not-to-exceed amount.
<b>Service Description</b>	Group facilitation, strategic planning, reporting, and consulting services.
<b>Term</b>	Update the current 12-month term ending 4/14/23 to a 24-month term ending 4/14/24.
<b>Not-to-Exceed-Amount</b>	Increase the current not-to-exceed amount of \$5,250 by \$4,749 for a total revised not-to-exceed amount of \$9,999.
<b>Contracting Authority</b>	SF Admin Code 21.5 (a)
<b>Court-Ordered Service</b>	N/A

For your reference, please refer to the next page(s) for detailed service descriptions and/or fee schedules by contractual agreement.

<b>Contract</b>	Nancy H. Rubin
<b>Action</b>	Amendment 1: update term and not-to-exceed amount
<b>Service Description</b>	Group facilitation, strategic planning, reporting, and consulting services

### **Description of Services**

Contractor shall provide the following services:

Planning for, convening, and recording results of Juvenile Probation Commission retreats and planning processes. Individual meetings with Chief Juvenile Probation Officer (Chief) and Juvenile Probation Commission President as needed and requested.

The City may adjust the scope of work, and implementation plan and timeline, as needed to continue to meet the City's needs. The City reserves the right to modify this Appendix A.