



Paige McInnis
Harris County Purchasing Agent

March 28, 2025

Commissioners Court
Harris County, Texas

RE: Job No. 230430

Members of Commissioners Court:

Please approve the attached Order(s) authorizing the County Judge to execute the attached First Amendment to the Agreement(s) for the following:

Description: Technical Assistance for Capacity Strengthening for Harris County Public Health

Vendor(s): VESTEDin AGING Consulting Group, LLC

Amount: \$1,242,420 previously approved funds for the term 05/07/2024 - 09/06/2025
75,000 additional funds for the extended term 09/07/2025 - 01/06/2026
\$1,317,420

Reviewed By: • Harris County Purchasing • Public Health Services

The First Amendment provides additional funds and extends the term of the Agreement. Purchase order(s) will be issued upon Commissioners Court approval.

Sincerely,

Paige McInnis
Purchasing Agent

GGZ
Attachment(s)
cc: Vendor(s)

FOR INCLUSION ON COMMISSIONERS COURT AGENDA APRIL 10, 2025



**FIRST AMENDMENT TO THE AGREEMENT BETWEEN HARRIS COUNTY AND
VESTEDin AGING CONSULTING GROUP, LLC**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Amendment to the Agreement is made and entered into by and between Harris County (the “County”), a body corporate and politic under the laws of the State of Texas and acting by and through Harris County Public Health (the “Department”), and VESTEDin AGING Consulting Group, LLC (“Contractor”) a corporation doing business under the laws of the State of Texas. County and Contractor are known individually as “Party” and collectively as “Parties.”

Recitals

On May 7, 2024, the County entered into an agreement with Contractor to provide certain services for the Department (the “Master Agreement”).

The County and Contractor now desire to amend the Master Agreement for the first time (“First Amendment”) for the purpose of extending the term and adding additional funds to the Master Agreement.

The County and Contractor are adding additional funds for additional services as illustrated in the Harris County Contract Extension Request attached hereto as Exhibit A and incorporated herein by reference.

Contractor warrants and represents that it is willing and capable of providing the services.

Terms

1) CONTRACT CONSTRUCTION

This First Amendment shall be governed by the Master Agreement, which is incorporated by reference as though fully set forth word for word.

2) TERM

The term of the Master Agreement is hereby amended to extend until January 6, 2026.

3) LIMIT OF APPROPRIATION

Having previously certified funds in the amount of One Million Two Hundred Forty-Two Thousand Four Hundred Twenty and 00/100 (\$1,242,420.00), the County hereby amends the Master Agreement to certify as available Seventy Five Thousand and No/100 (\$75,000.00), in additional funds, bringing the total amount of funds certified as available under the Master Agreement to One Million Three Hundred Seventeen Thousand Four Hundred Twenty and No/100 (\$1,317,420.00). Contractor

understands and agrees, said understanding and agreement also being of the absolute essence of this contract, that the total maximum compensation that Contractor may become entitled to hereunder, and the total maximum sum that the County shall become liable to pay to Contractor under this First Amendment, shall not under any conditions, circumstances, or interpretations thereof exceed the sum of Seventy Five Thousand and No/100 (\$75,000.00).

Contractor understands and agrees, said understanding also being of the absolute essence of this contract, that the maximum amount Contractor may become entitled to under the Master Agreement shall be One Million Three Hundred Seventeen Thousand Four Hundred Twenty and No/100 (\$1,317,420.00). Notwithstanding anything to the contrary, or that may be construed to the contrary, the County's liability under the terms and provisions of this First Amendment is limited to said sum; and when all the funds so certified are expended, Contractor's sole and exclusive remedy shall be to terminate this First Amendment.

4) ORDER OF PRECEDENCE

In the event of any conflict between the terms and provisions of this First Amendment, or any portion thereof, and the terms and provisions of any other part or portion of the Master Agreement, this First Amendment shall control.

All other terms and provisions of the Master Agreement shall remain in full force and effect as originally written and subsequently amended.

5) EXECUTION, MULTIPLE COUNTERPARTS

This First Amendment may be executed in several counterparts. Each counterpart is deemed an original. All counterparts together constitute one and the same instrument. Each Party warrants that the undersigned is a duly authorized representative with the power to execute this First Amendment.

VESTEDin AGING Consulting Group, LLC

By: Bridget Y Samuel
 Name: Bridget Y Samuel
 Title: Founder & Capacity Builder
 Date: 3/21/2025

HARRIS COUNTY

By: LINA HIDALGO
 COUNTY JUDGE

APPROVED AS TO FORM:

Christian D. Menefee
 COUNTY ATTORNEY
 By: Shannon Fleming
 Shannon Fleming
 Senior Assistant County Attorney
 CAO File No: 25GEN0601

Exhibit A

Contract Extension Request

(follows behind)



Harris County Contract Extension Request

Program Extension: September 7, 2025 – January 6, 2026

Executive Summary

We request a four-month extension for the Harris County Public Health Capacity-Strengthening Program Cohort 1, with additional funding of **\$75,000**, to ensure optimal program completion and maximum impact for participating organizations. This extension addresses the delayed start of cohort members and allows for the comprehensive implementation of all planned capacity-strengthening activities.

Budget Request Breakdown

1. Core Program Expenses (\$62,000)

- Project Management & Evaluation: \$20,000 (\$5,000/month)
 - Overall project coordination and oversight
 - Collaboration with HCPH Evaluation team
 - Data collection, analysis, and sense-making
 - Monthly reporting and impact documentation
 - Coach supervision and program quality assurance
- Capacity Coaches: \$32,000 (\$4,000/month per coach, two coaches)
 - Continued 1:1 support for participating organizations
 - Implementation assistance for capacity-strengthening plans
 - Regular progress monitoring and adjustment
 - Documentation of organizational growth and challenges
- Portal Management & Operations: \$10,000 (\$2,500/month)
 - Learning management system maintenance
 - Resource library updates and curation
 - Technical support for participants
 - Program documentation and record-keeping

2. Special Programming (\$13,000)

- Expert Speaker Series (2 speakers – September and October 2024): \$10,000
 - Marketing/Branding Workshop
 - Data-Driven Leadership
- Cohort Completion & Graduation: \$3,000
 - Graduation certificates and frames
 - Printed impact reports
 - Graduation ceremony materials
 - Recognition awards

Total Extension Request: \$75,000

EXPENSES	Sept 7, 2025– Oct 6, 2025	Oct 7, 2025– Nov 6, 2025	Nov 7, 2025– Dec 6, 2025	Dec 7, 2025– Jan 6, 2026	TOTALS
Project Mgmt & Evaluation	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$20,000
Capacity Coach 1	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$16,000
Capacity Coach 2	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$16,000
Operations & Admin	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$10,000
Speaker 1		\$ 5,000			\$ 5,000
Speaker 2			\$ 5,000		\$ 5,000
Graduation/Closeout				\$ 3,000	\$ 3,000
TOTALS	\$15,500	\$20,500	\$20,500	\$18,500	\$75,000

Extension Justification

1. Program Integrity

- The delayed start has misaligned technical assistance support with nonprofit contract completion dates, creating a critical gap in our ability to assist them with implementing organizational changes
- The current contract timeline would leave participating organizations without VESTEDin's technical assistance during their final implementation phase
- Additional time ensures proper integration of learning and implementation of new strategies
- Allows for proper documentation of outcomes and impact measurement

2. Organizational Readiness

- Nonprofits need adequate time to implement new systems and processes
- Change management requires sustained support and guidance
- An extended timeline allows for proper testing and refinement of their new approaches

3. Maximum Impact

- Technical Assistance and Coaching support ensure the successful implementation of organizational changes
- Aligned contract timelines will maintain momentum and prevent disruption in capacity-building progress
- Proper graduation and celebration reinforces achievement and community building
- A complete program cycle allows for comprehensive evaluation and documentation of impact

Deliverables

1. Monthly Deliverables

- Progress reports for each organization
- Coach engagement logs and impact documentation
- Updated metrics
- Program activity documentation and engagement records

2. Special Programming

- Expert workshop materials and resources
- Participant feedback and implementation plans
- Recording and documentation of sessions for knowledge management

3. Final Deliverables (February 2026)

- Comprehensive Impact Report
- Pre/post life cycle assessment
- Case studies of organizational change
- Quantitative and qualitative outcome measures
- Documentation of best practices and lessons learned
- Graduation Ceremony & Materials
 - Professional graduation certificates
 - Organization spotlight videos/presentations
 - Impact summary for each organization
 - Community celebration and networking event

Long-term Benefits

This extension will strengthen the program's overall impact by:

1. Ensuring sustainable implementation of capacity-strengthening initiatives
2. Building stronger community connections among participating organizations
3. Providing comprehensive documentation of program impact
4. Creating a robust model for future cohorts

We appreciate your support of this extension request and are committed to maximizing the impact of this investment in our community's nonprofit sector.

ORDER OF COMMISSIONERS COURT
Authorizing execution of an amendment to an agreement

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on the ____ day of _____ 2025, with all members present except _____.

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING EXECUTION OF AMENDMENT TO AGREEMENT WITH
VESTEDin AGING CONSULTING GROUP, LLC

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

Vote of the Court	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that County Judge Lina Hidalgo be, and she is hereby authorized to execute, for and on behalf of Harris County, the First Amendment to the Agreement with VESTEDin AGING Consulting Group, LLC, to extend the term and add funds in the amount of Seventy-Five Thousand and 00/100 (\$75,00.00) to the Master Agreement. The First Amendment is incorporated herein as though fully set forth word for word.

All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.