



REQUEST FOR COUNTY CONTRACT REVIEW

X24209

Amd. #1

Approval Authority:	FIRST 5 (see County Contract #R40214)				
Date Submitted:	6/14/2022	Contact Person:	Shelly Miller	Phone #.:	552.3844
Vendor #	Contractor Name: EVALCORP Research and Consulting				
Title of Contract:	Evaluation and Capacity Building X24209 Amendment 1				
Description:	Professional Services-Evaluation Services				
Is this a NEW INDEPENDENT CONTRACTOR OR SOLE PROPRIETOR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES -- file a W-9 before this contract can be approved					
Cost Center:	CF - Children and Families Commission	Spend Category:	Professional and Specialized Services	Program: First 5 Evaluation	
Maximum Amt. Payable:	\$185,000				
Duration:	Start Date:	March 29, 2021	End Date:	June 30, 2026	Total Years/Mo
			4 years 3 months		
Funding Source:	Children & Families Trust Fund 7950		Date Approved by Commission:		4/29/2022
Does Contract require Business Associate Agreement (HIPAA)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, see attached)				

HOW WAS CONTRACTOR SELECTED AND PRICE DETERMINED?

<input type="checkbox"/> Contract is for less than \$25,000 and therefore solicitation is not required and/or quotes were obtained to verify pricing
<input type="checkbox"/> Based on Competitive Solicitation No: __-__; greatest value & responsive/responsible offer/ proposal/bid that fulfills Strategic Plan.
<input type="checkbox"/> Non-Competitive Process:
<input type="checkbox"/> Based on First 5 Policies & Procedures.
<input type="checkbox"/> Sole Source Justification Attached (Approved by Children and Families Commission on _____)
<input checked="" type="checkbox"/> Amendment only – no change to contract duration or maximum amount payable

CONFLICT OF INTEREST

In the last 24 months, Contractor was, or employed, former County employee(s), or close relative(s) who will be directly involved with the scope-of-work defined in this contract. If checked complete the following:

Employee Name:	Date of Separation:
----------------	---------------------

The UNDERSIGNED HEREBY CERTIFIES that the attached contract and the processes that produced it are in compliance with the First 5 Butte County Children & Families Commission Policies and Procedures, and as directed by the Commission board.

Anna Bauer, Director, First 5 Butte County Children & Families Commission	<small>DocuSigned by:</small> <small>AB4ADEEC15034AF...</small> Signature of Agency Director or Delegate	6/10/2022 18:00:47 PDT Date
---	--	----------------------------------

FOR REVIEW RECORDS ONLY:

Review	Received	Log Out	Comments or Notations	Reviewer
Contracts Division:	6/14/2022	6/14/2022	X24209 Amd. #1	
County Counsel:	6/14/2022	6/14/2021		

FOR COMMISSION USE ONLY:

Name	Role	Email Address	Order of Receipt	Notes
Dustin Anderson	Initial	danderson@evalcorp.com	1	
Kristen Donovan	Signatory	kdonovan@evalcorp.com	2	
Accounting	Receives a copy	accounting@evalcorp.com	After full execution	

First 5 Butte County Children & Families Commission Contract Amendment

X24209
Contract
stamp
area


This Amendment to Contract X24209 is between the First 5 Butte County Children and Families Commission, a political subdivision of the State of California, hereinafter referred to as "Commission," and the Contractor indicated in the Variable Information Table below, hereinafter referred to as "Contractor."

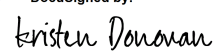
Contract Title: Evaluation and Capacity Building		Amendment Number: 1	
Previous Contract Price	Not to exceed \$185,000	Date of Contract:	March 29, 2021
Net Change this Amendment	\$0	Previous End Date:	June 30, 2026
Revised Contract Price	Not to exceed \$185,000	New End Date:	June 30, 2026
Contractor Contact Information		Commission Contact Information	
Contractor	EVALCORP Research and Consulting		First 5 Butte County Children & Families Commission
Address	15615 Alton Parkway, Suite 450	Address	82 Table Mountain Blvd., Suite 40
City, State & ZIP	Irvine, CA 92618	City, State & Zip	Oroville, CA 95965
Project Manager	Kristen Donovan	Project Manager	Shelly Miller
Telephone	949.215.2312	Telephone	530.552.3844
Email	KDonovan@evalcorp.com	Email	Smiller@ButteCounty.net
<p><u>Description of Additional Changes:</u> (If any provision of the Contract is being modified by this Amendment, include the amended form of the modified provision below.)</p> <p>Item 1. Amend to extinguish Attachment III, Scope of Work, and replace with Attachment III, Scope of Work, Amendment 1, hereto attached and incorporated herein.</p> <p>Item 2. Amend to extinguish Attachment IV, Budget, and replace with Attachment IV, Budget, Amendment 1, hereto attached and incorporated herein.</p> <p>All other terms of this Contract shall remain in full force and effect and are hereby reaffirmed as originally stated or as previously amended by prior written amendment to this contract.</p>			

First 5 Butte Children & Families Commission

Dr. Kristen Donovan for EVALCORP




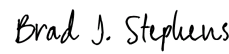
DocuSigned by:
 6/15/2022 | 15:01:01 PDT
 57A431ED8618453...
 Dr. Shaun-Adrián Choflá, Chair Date

DocuSigned by:
 6/10/2022 | 17:37:06 PDT
 ECF6A953DBF43F...
 Dr. Kristen Donovan Date

REVIEWED FOR CONTRACT COMPLIANCE
 Contracts Division, GSD

REVIEWED AS TO FORM
 BRAD J. STEPHENS, Interim Butte County Counsel

DocuSigned by:
 6/14/2022 | 13:21:12 PDT
 D6618CC3804C43D...
 By Date

DocuSigned by:
 6/14/2022 | 16:22:31 PDT
 D66BCE3AF2A430...
 By Date

ATTACHMENT III
SCOPE OF WORK
AMENDMENT 1

Effective March 29, 2021, to June 30, 2022:

Introduction

The First 5 Butte County Children and Families Commission (Commission) enters into contractual relationships with community and government organizations to provide services, in alignment with their strategic plan, for 0-5 year olds and their families. Commission staff develops program milestones and evaluation plans in order to monitor program performance and adherence to contractual obligations, as well as measure the impact of the programs and services on the lives of the recipients and/or community. The Commission utilizes milestone and evaluation data to measure its overall impact, guide future funding decisions, and provide reporting to First 5 California and the local community. The Commission has selected the CONTRACTOR to provide a variety of analytical and technical supports to Commission processes (milestone and evaluation plan development and analysis) and products (state and community reports) in order to elevate the Commission's capacity to target funds and resources most effectively.

Scope of Work

Primary Activity	Milestones/ Deliverables	Timeline
1. CONTRACTOR shall facilitate a kick-off meeting with Commission staff to establish expectations, working agreements and priorities.	Meeting Summary	March 2021
2. CONTRACTOR shall conduct interviews with Commission staff, Commissioners and partners, and use the information from the interviews to develop an initial capacity building plan. The Capacity Building Plan will be used to guide professional development and training for Commission staff and partners. The plan will be reviewed and renewed annually.	Capacity Building Plan for March 2021 – June 2022	March 1 – June 30, 2021
3. CONTRACTOR shall review the Commission's 2021-2026 Strategic Plan, grantee scopes of work, milestones and evaluation plans and, in alignment with the Results Based Accountability framework, provide direction and recommendations to improve program monitoring and evaluation. This task will be completed initially for currently funded programs, and repeated as needed as the Commission enters into new partnerships.	Written recommendations for scope of work and evaluation plan	March 1 – June 30, 2021
4. Utilizing the Results Based Accountability framework, CONTRACTOR shall provide consultation and technical assistance to establish data-development sources for Strategic Plan data indicators that can be tracked across multiple funded programs, and will assist Commission staff in utilizing the Data Management System to evaluate Agency Level Results.	Results Based Accountability indicators, strategies and results incorporated into the Data Management System	March 1 – July 30, 2021 Ongoing as needed
5. CONTRACTOR shall review First 5 California Annual Report requirements and develop a template for the Commission to use to develop a Community Report that	Report template	March 1 – October 31, 2021

ATTACHMENT III
SCOPE OF WORK
AMENDMENT 1

captures key data from the Annual Report and local evaluation.		
6. CONTRACTOR shall assist with the development and writing of the Community Report	Community Report	September 1, 2021 – December 31, 2021
7. CONTRACTOR shall review the Commission’s 2021-2026 Strategic Plan and, in alignment with the Results Based Accountability framework, provide direction and recommendations to improve Initiative monitoring and evaluation. This task will be completed initially for currently funded initiatives, and repeated as needed as the Commission initiates or participates in new initiatives.	Written recommendations for Initiative evaluation plan	July 1, 2021 – December 31, 2021 Ongoing as needed
8. CONTRACTOR shall develop an iterative training process that aligns with the Capacity Building Plan, and provide up to three data evaluation trainings to Commission staff.	Training Plan Trainings and Training Materials	July 2021 Ongoing
9. CONTRACTOR shall develop an iterative training process that aligns with the Capacity Building Plan and provide up to three data evaluation training to Commission-staff identified Commission partners.	Training Plan Trainings and Training Materials	September 2021 Ongoing
10. CONTRACTOR shall meet quarterly with Commission Director to review progress and deliverables and identify goals and milestones.	Quarterly progress reports	July 2021 October 2021 January 2022 April 2022 July 2022 ETC
11. CONTRACTOR shall meet at least annually with Commission Director to develop an annual budget that aligns with a renewed Capacity Building Plan.	Capacity Building Plan July 2022-June 2023; July 2023 – June 2024; ETC	April 2022 April 2023 April 2024 ETC

ATTACHMENT III
SCOPE OF WORK
AMENDMENT 1

Effective July 1, 2022:

Introduction

The First 5 Butte County Children and Families Commission (Commission) enters into contractual relationships with community and government organizations to provide services, in alignment with their strategic plan, for 0-5 year old children and their families. Commission staff develops program milestones and evaluation plans in order to monitor program performance and adherence to contractual obligations, as well as measure the impact of the programs and services on the lives of the recipients and/or community. The Commission utilizes milestone and evaluation data to measure its overall impact, guide future funding decisions, and provide reporting to First 5 California and the local community. The Commission has selected CONTRACTOR to provide a variety of analytical and technical supports to the Commission in order to elevate the Commission's capacity to target funds and resources most effectively. This work is authorized by the Commission in alignment with its 2021-2026 Strategic Plan: **Evaluation**.

1. CONTRACTOR shall review the Commission's 2021-2026 Strategic Plan and, in alignment with Results Based Accountability framework, provide direction and recommendations to modify or replace Indicators for each of the four Result Areas.

Deliverable: Revised set of indicators for four Result Areas.

2. Utilizing the Results Based Accountability framework, CONTRACTOR shall research and identify data sources for Strategic Plan Indicators and provide recommendations for how the data can be tracked over time.

Deliverable: Matrix of data sources and trackability over time by indicator.

3. CONTRACTOR shall develop 4-5 evaluation plans in alignment with the Results Based Accountability framework. CONTRACTOR shall review program documents, including partner scopes of work and performance measures to inform evaluation plans.

Deliverable: 4-5 evaluation plans for funded partners.

4. If needed, CONTRACTOR shall review 4-5 partner FY 22-23 scopes of work and other program documents for alignment to strategic plan indicators and provide direction for additional indicators to be included in each FY 23-24 scope of work.

Deliverable: Written recommendations for 4-5 FY 23-24 partner scopes of work

5. CONTRACTOR shall develop 3 brief Satisfaction Surveys, utilizing the Results Based Accountability framework, that can be used across all Commission funded programs and/or Initiatives to evaluate participant satisfaction and outcomes.

Deliverable: 3 brief satisfaction surveys used to collect customer satisfaction and outcome data.

6. CONTRACTOR shall meet with Commission Director or designee quarterly to review progress and deliverables.

Commission Responsibilities

1. Commission staff shall participate in all requested meetings and provide contractor with all requested information.
2. Commission staff will allocate adequate work time and effort to ensure the goals of the project are met.
3. Commission staff will process approved invoices and submit to Butte County Auditor within 14 business days of receipts.

ATTACHMENT IV
BUDGET
AMENDMENT 1

Effective March 29, 2021 - June 30, 2022:

CONTRACTOR shall submit fully delineated invoices to Commission per hourly rates below.

Line Item	Hours/ Units	Rate or Fixed Cost	Sub- total	Total
Personnel Costs				
Project Director – Dr. Kristen Donovan	70	\$115.00	\$8050	
Project Manager – Dr. Dustin Anderson	170	\$95.00	\$16,150	
Senior Evaluator – Dr. Allison Wallin	200	\$90.00	\$18,000	
Research Assistant – Nicole Miovsky, MA	120	\$65.00	\$7,800	
<i>Sub-total of personnel costs</i>			\$50,000	
TOTAL NOT TO EXCEED				\$50,000

The Commission shall utilize performance measures to determine Contractor annual budget, and reserves the right to withhold or add funds to the contract based on Contractor performance and Commission priorities.

Effective July 1, 2022 – June 30, 2023:

EvalCorp
Evaluation and Capacity Building
FY 2022-23

CONTRACTOR shall submit fully delineated invoices to Commission

Line Item	Hours / Units	Rate or Fixed Cost	Sub- total	Total
Personnel - CONTRACTOR shall review the Commission's 2021-2026 Strategic Plan and, in alignment with Results Based Accountability framework, provide direction and recommendations to modify or replace Indicators for each of the four Result Areas.		\$13,125		
Personnel - Utilizing the Results Based Accountability framework, CONTRACTOR shall research and identify data sources for Strategic Plan Indicators and provide recommendations for how the data can be tracked over time.		\$3,750		
Personnel - CONTRACTOR shall develop 4-5 evaluation plans for funded partners in alignment with the Results Based Accountability framework. Contractor will review partner scopes of work, performance measures and evaluation plans.		\$13,125		
Personnel - Contractor shall review program documents for each funded program and provide consultation for partner FY 23-24 scopes of work.		No Charge		
Personnel - CONTRACTOR shall develop 3 brief Satisfaction Surveys, utilizing the Results Based		\$7,500		

ATTACHMENT IV
BUDGET
AMENDMENT 1

Accountability framework, that can be used across all Commission funded programs and/or Initiatives to evaluate participant satisfaction and outcomes.				
Personnel - CONTRACTOR shall meet with Commission Director or designee quarterly to review progress and deliverables.		No Charge		
TOTAL NOT TO EXCEED PROJECT COST		\$37,500		\$37,500

Budget Contingency Clause

It is mutually agreed that if Children and Families Act revenues for the current year, and/or any subsequent years covered under this Agreement, do not result in the appropriation of sufficient funds for the program, this Agreement shall no longer be in full force and effect. In this event, the Commission shall have no liability to pay any funds whatsoever to CONTRACTOR, or to furnish any other considerations under this Agreement, and CONTRACTOR shall not be obligated to perform any provisions of this Agreement.

If funding for any Fiscal Year is reduced or deleted due to changes in voter approved revenues, statutes, or voter initiatives for the purposes of this program, the Commission shall have the option to either cancel this Agreement with no liability occurring to the Commission or offer an Agreement amendment to CONTRACTOR to reflect the reduced amount.

In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by statutes, voter initiatives, or regulations which may affect the provisions or terms of funding of this Agreement in any manner.

Certificate Of Completion

Envelope Id: 76C60C65137840E68E23B88503936194
 Subject: Please DocuSign: CFC-Evalcorp-X24209 Amd 1
 Source Envelope:
 Document Pages: 7
 Certificate Pages: 6
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

 Envelope Originator:
 Shelly Miller
 smiller@buttecounty.net
 IP Address: 63.198.28.28

Record Tracking

Status: Original
 6/10/2022 3:06:58 PM
 Security Appliance Status: Connected
 Storage Appliance Status: Connected

Holder: Shelly Miller
 smiller@buttecounty.net
 Pool: StateLocal
 Pool: First Five Butte County
 Location: DocuSign
 Location: DocuSign

Signer Events

Dustin Anderson
 danderson@evalcorp.com
 Security Level: Email, Account Authentication
 (None)

Signature



Signature Adoption: Pre-selected Style
 Signed by link sent to danderson@evalcorp.com
 Using IP Address: 68.111.92.28

Timestamp

Sent: 6/10/2022 3:18:37 PM
 Viewed: 6/10/2022 3:56:20 PM
 Signed: 6/10/2022 3:56:31 PM

Electronic Record and Signature Disclosure:

Accepted: 6/10/2022 3:56:20 PM
 ID: aadb6586-9db8-4b4c-ac4a-da698e144702

Kristen Donovan
 kdonovan@evalcorp.com
 President
 Security Level: Email, Account Authentication
 (None)



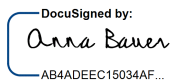
Signature Adoption: Pre-selected Style
 Signed by link sent to kdonovan@evalcorp.com
 Using IP Address: 70.183.190.115

Sent: 6/10/2022 3:56:33 PM
 Viewed: 6/10/2022 5:36:40 PM
 Signed: 6/10/2022 5:37:06 PM

Electronic Record and Signature Disclosure:

Accepted: 6/10/2022 5:36:40 PM
 ID: 02349910-b989-493e-9c60-21a0fc8fa6c0

Anna Bauer
 abauer@buttecounty.net
 First Five Butte County
 Security Level: Email, Account Authentication
 (None)



Signature Adoption: Pre-selected Style
 Signed by link sent to abauer@buttecounty.net
 Using IP Address: 98.208.103.18

Sent: 6/10/2022 5:37:08 PM
 Viewed: 6/10/2022 6:00:40 PM
 Signed: 6/10/2022 6:00:47 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Shelly Miller
 smiller@buttecounty.net
 Program Analyst
 First 5 Butte County Children and Families
 Commission
 Security Level: Email, Account Authentication
 (None)

Completed

Signed by link sent to smiller@buttecounty.net
 Using IP Address: 63.198.28.28

Sent: 6/10/2022 6:00:50 PM
 Viewed: 6/14/2022 9:21:42 AM
 Signed: 6/14/2022 9:21:53 AM

Signer Events

Signature

Timestamp

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Syndee Howerton
Showerton@buttecounty.net
Security Level: Email, Account Authentication
(None)

DocuSigned by:
Syndee Howerton
D8518CC3894C43D...

Sent: 6/14/2022 9:34:43 AM
Viewed: 6/14/2022 1:18:47 PM
Signed: 6/14/2022 1:21:12 PM

Signature Adoption: Pre-selected Style
Signed by link sent to Showerton@buttecounty.net
Using IP Address: 63.198.28.28

Electronic Record and Signature Disclosure:

Accepted: 6/9/2022 11:22:45 AM
ID: 3ad19c29-6225-4651-a797-64e713f66ce0

Christine Waybright
CoCoContractReview@buttecounty.net
Security Level: Email, Account Authentication
(None)

Completed

Sent: 6/14/2022 1:21:14 PM
Viewed: 6/14/2022 3:49:41 PM
Signed: 6/14/2022 3:52:33 PM

Signed by link sent to
CoCoContractReview@buttecounty.net
Using IP Address: 63.198.28.28

Electronic Record and Signature Disclosure:

Accepted: 6/14/2022 3:49:41 PM
ID: ae5b4564-f769-426f-ac69-40c84b953df6

Brad J. Stephens
CoCoContractReview@buttecounty.net
Security Level: Email, Account Authentication
(None)

DocuSigned by:
Brad J. Stephens
D808CFE3AF2A430...

Sent: 6/14/2022 3:52:35 PM
Viewed: 6/14/2022 4:22:16 PM
Signed: 6/14/2022 4:22:31 PM

Signature Adoption: Pre-selected Style
Signed by link sent to
CoCoContractReview@buttecounty.net
Using IP Address: 63.198.28.28

Electronic Record and Signature Disclosure:

Accepted: 6/14/2022 4:22:16 PM
ID: ef2d3a53-2c29-4cc1-b2f1-8330e2304b2a

Christine Waybright
CoCoContractReview@buttecounty.net
Security Level: Email, Account Authentication
(None)

Completed

Sent: 6/14/2022 4:22:33 PM
Viewed: 6/15/2022 8:25:29 AM
Signed: 6/15/2022 8:25:48 AM

Signed by link sent to
CoCoContractReview@buttecounty.net
Using IP Address: 63.198.28.28

Electronic Record and Signature Disclosure:

Accepted: 6/15/2022 8:25:29 AM
ID: 7742434d-d151-47f8-8431-455257097f5e

Shaun-Adrian Chofla
choflash@butte.edu
Chair
Security Level: Email, Account Authentication
(None)

DocuSigned by:
Shaun-Adrian Chofla
57A431EB8618453...

Sent: 6/15/2022 8:25:50 AM
Viewed: 6/15/2022 10:46:04 AM
Signed: 6/15/2022 3:01:01 PM

Signature Adoption: Pre-selected Style
Signed by link sent to choflash@butte.edu
Using IP Address: 12.20.171.107

Electronic Record and Signature Disclosure:

Accepted: 6/15/2022 10:46:04 AM
ID: bc13cbd2-a31f-4a91-806f-73d84e67a87a

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Syndee Howerton GSFrontDeskHG@buttecounty.net Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 6/14/2022 9:32:55 AM ID: dcdce043-4e8c-4096-b062-cd560e10ff57	COPIED	Sent: 6/14/2022 9:34:44 AM
Evalcorp Accounting accounting@evalcorp.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/15/2022 3:01:03 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/10/2022 3:18:37 PM
Certified Delivered	Security Checked	6/15/2022 10:46:04 AM
Signing Complete	Security Checked	6/15/2022 3:01:01 PM
Completed	Security Checked	6/15/2022 3:01:03 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, First Five Butte County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact First Five Butte County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: abauer@buttecounty.net

To advise First Five Butte County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at abauer@buttecounty.net and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from First Five Butte County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to abauer@buttecounty.net and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with First Five Butte County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to abauer@buttecounty.net and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify First Five Butte County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by First Five Butte County during the course of your relationship with First Five Butte County.