



DATE: June 17, 2020

TO: Honorable Mayor and City Councilmembers

FROM: Neighborhood Services Department

SUBJECT: **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH MCALISTER INSTITUTE INC. FOR THE SOBERING SERVICES CENTER**

SYNOPSIS

Staff recommends that the City Council approve a Professional Services Agreement (PSA) in the amount of \$665,424, partially funded by Measure X funds with McAlister Institute Inc. (McAlister) for the Sobering Services Center at 1919 Apple Street, Suites C, D, and E effective July 1, 2020, through June 30, 2021; and authorize the City Manager to execute the agreement.

BACKGROUND

The City of Oceanside has taken many strides in developing and implementing programs designed to assist Oceanside residents experiencing homelessness in securing temporary and permanent housing. Both the Oceanside Police and Neighborhood Services Departments have taken the lead in recent efforts to outreach and place persons experiencing homelessness in shelters or permanent housing. Recent outreach and placement efforts have identified a barrier to securing both temporary and permanent housing for inebriated individuals. These individuals often pose health and safety problems to themselves and the public. Temporary shelters are assessing safety needs for the higher number of individuals and families seeking shelter. Individuals in an inebriated state can pose a higher risk than those clean and/or sober, especially in a closed shelter with limited beds and space. In addition, shelters are not equipped to assist individuals that are in need of specific sobering services, some of which may require medical supervision. Therefore, they are opting to deny housing (shelter) services and providing referrals to outside resources instead.

In spring of 2019, Oceanside's Measure X Citizens Oversight Committee (COC) made a recommendation to City Council for the development of a Sobering Services Center to assist indigent and inebriated persons experiencing homeless in overcoming the barrier of sobriety when presenting for potential temporary or permanent housing placement and supportive services. The Homeless Outreach Team (HOT) observed that many of the individuals they encountered experiencing homeless were inebriated and therefore difficult to assist in signing up for services and finding permanent housing placements. The inebriated persons were not able to make clear decisions nor understand the type

of services that were being offered. City Council approved the Oceanside Measure X COC's recommendation of developing a Request for Proposals (RFP) in solicitation of a community-based or non-profit organization to implement a Sobering Services Center in Oceanside.

The RFP was drafted and advertised June 24, 2019, via U.S. and electronic mail to 53 providers that provide some form of drug and/or alcohol treatment service (non-profits, community-based organizations, faith-based groups, etc.) and placed on the City's website. Deadline for submissions was July 19, 2019. The RFP requested proposals for Temporary Non-Residential Sobering Services, to include but not limited to: screening, assessment, case management and temporary transitional housing up to 24 hours and other supportive services to homeless persons unable to secure temporary and/or permanent housing due to their inebriated state. Of 53 solicited providers, McAlister was the only provider to respond by the set deadline. City staff reviewed McAlister's proposal and budget request, negotiated a contract amount, conducted a site visit of their current Sobering Services Center in San Diego, which is funded by County of San Diego, and conducted a site visit of Oceanside's potential location at 1919 Apple Street. Oceanside's Measure X COC received an update of progress on the Sobering Services Center, selection of potential contractor and budget request in its December 19, 2019 meeting.

ANALYSIS

The PSA will implement sobering services as an intervention program for Oceanside residents experiencing homelessness as well as a diversion resource for Oceanside Police Department as they encounter inebriated individuals in the downtown and other areas of the city. The first portion of the program will be utilized by HOT and the Oceanside Housing Authority to assist persons experiencing homelessness when presenting for referrals, resources, and short-term or permanent housing. Some of the current shelters available to persons experiencing homeless require that an individual be sober for a minimum of 24 hours before intake and admission. The Sobering Services Center will provide inebriated persons experiencing homelessness with up to 24 hours of sobriety to assist in obtaining a shelter bed and any other services offered.

The second portion of the Sobering Services Center will be to assist Oceanside Police Department (OPD) in addressing inebriated persons encountered in downtown and other areas of Oceanside. Other than public intoxication, these individuals do not pose any other threat to themselves or others. The intent is to save the time and money that these persons would require from an officer. Instead, OPD officers can utilize the Sobering Services Center and be able to return to patrol in a shorter span of time and attend to other emergency calls. Inebriated individuals would be required to sleep off the remainder of the evening for 6-8 hours before being allowed to leave the following morning on their own. Center staff would provide each person with appropriate referrals as needed and ensure that individuals released do not loiter in or around the business park.

The PSA with McAlister is to operate the Sobering Services Center at 1919 Apple Street, Suites C, D, and E. McAlister will be signing a three-year lease through August 31, 2023 with the ability to give two month notice to terminate if funding is not renewed

each year as stated in the PSA. The PSA allows for a two-month start-up phase for McAlister to make necessary tenant improvements and ten-month implementation phase from July 1, 2020, through June 30, 2021. McAlister will work with other local service providers to refer clients. The scope of work, budget details and reporting requirements are included in the PSA. The City reserves the right to extend the contract for up to two additional one-year terms for a potential of three years through FY 2021-2022, subjective to availability of funding.

FISCAL IMPACT

The total cost of this agreement is \$665,424. The contract will be charged \$166,356 for FY 2019-20 and the remaining contract in the amount of \$499,068 to the Contract Sobering Services account 150954103.5395 which has an available balance of \$500,000 for FY 2019-20 and has an available budget of \$500,000 in FY 2020-21 as part of the Measure X budget. The City has also requested a grant contract from the County of San Diego Health and Human Services in the amount of \$166,000. When the grant funds are accepted, those funds will be applied to the contract amount. Therefore, sufficient funds are available for the contract. The main funding source for this agreement is the Measure X General Fund. McAlister will submit monthly invoices to the Neighborhood Services Department. McAlister will submit quarterly progress reports and will submit quarterly Non-Profit Organization Financial Reports to the Finance Department.

INSURANCE REQUIREMENTS

The City's standard insurance requirements will be met.

COMMISSION OR COMMITTEE REPORT

This PSA was included in the recommendations from the Measure X COC.

CITY ATTORNEY'S ANALYSIS

The agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION


Staff recommends that the City Council approve a Professional Services Agreement (PSA) in the amount of \$665,424, partially funded by Measure X funds with McAlister Institute Inc. (McAlister) for the Sobering Services Center at 1919 Apple Street, Suites C, D, and E effective July 1, 2020, through June 30, 2021; and authorize the City Manager to execute the agreement.

PREPARED BY:



Maria Yanez
Housing Program Manager

SUBMITTED BY:



Deanna Lorson
City Manager

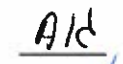
REVIEWED BY:

Megan Crooks, Interim Director, Neighborhood Services



MC

Angie Hanifin, Housing Administrator



AH

Jane M. McPherson, Director, Financial Services



JM

Attachments:

1. Professional Services Agreement – Sobering Services Center (McAlister Institute Inc)

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT**PROJECT: SOBERING SERVICES CENTER (McALISTER)**

THIS AGREEMENT, dated ~~May 6, 2020~~ ^{June 17, 2020} for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and McAlister Institute, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The project is more particularly described as follows:
Consultant will seek to reduce the number of publicly inebriated persons experiencing homeless and publically intoxicated individuals in the City of Oceanside, by providing a 25-cot Sobering Services Center for those referred by Oceanside Police Department (OPD), Homeless Outreach Team (HOT) and/or Oceanside Housing Authority (OHA). Consultant will help address public intoxication nuisance through a model of service delivery which includes trauma informed screening, motivational interviewing techniques, brief intervention and referral to treatment, service navigation and additional recovery supports as needed.

Consultant will complete the following project goals and performance benchmarks:

- **Screen and Assessment-** Consultant will screen and asses all participants, provide brief intervention and provide referrals to needed services. McAlister will administer the VI-SPADT and/or any City required data collection surveys, if not already administered by OPD, Subcontracted social workers or OHA.
- **Staffing –** Consultant will provide trained staff to monitor participants until they regain minimal functionality, for a time period not to exceed 24 hours. Participants referred by OPD will be required to stay for a minimum of 8 hours.
- **Self-care Capabilities–** Consultant will have laundering capacities in event participants need to wash clothes and provide alternative clothing. Consultant will provide hygiene kits to assist participants in grooming needs and secure belongings in locked storage facility. –
- **Coordinate care –** Consultant will work with OPD, HOT, subcontracted social workers, and/or OHA to coordinate care and do warm handoff to

SOBERING SERVICES CENTER (McALISTER)

appropriate community resources (i.e. alcohol and other drug (AOD) treatment, Mental health service providers, homeless shelters, or housing programs).

- **Placement assistance** – Consultant will provide financial assistance or fee-waiver application assistance to participants in securing necessary documents (i.e. driver's license, birth certificates, etc.). For assistance that cannot be completed within the short stay, OSSC staff will facilitate a warm handoff to a community partner to assist the participant in completing the applications.
- **AOD Intervention services** - Consultant will provide:
 - (1) short-term AOD education to each participant if requested by participant;
 - (2) participants with Recovery Services referrals and resources (i.e. AA/NA group listings, residential treatment facility referrals, short-term shelter referrals, etc.)
- **Data Collection** – Consultant will collect and enter required data into identified database and submit monthly reports to City. Progress reports will be submitted to designated staff by the 10th of the month following the month of service delivery.
- **Invoicing** – Consultant will provide monthly invoicing and submit to designated staff by the 10th of the month following the month of service delivery.
- **Monitoring** – Consultant staff will meet with City staff assigned to provide oversight on a quarterly or monthly basis as needed to review progress and address any barriers to success of this program or individual clients.

2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the CITY. CONSULTANT shall be solely responsible for the performance of its employees, agents, and subcontractors under this Agreement, including the training of each employee regarding the rights and responsibilities of an employer and employee for any potential discrimination or harassment claim under state or federal law. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.
3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions

SOBERING SERVICES CENTER (McALISTER)

of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.

4. LIABILITY INSURANCE.

4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

4.2 CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance
(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000*

Commercial General Liability Insurance
(bodily injury and property damage)

General limit per occurrence	\$ 2,000,000
General limit project specific aggregate	\$ 4,000,000

<u>Automobile Liability Insurance</u>	\$ 2,000,000
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*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

4.3 If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.

SOBERING SERVICES CENTER (McALISTER)

- 4.4** All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.
- 4.5** All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.
- 4.6** CONSULTANT shall provide thirty (30) days written notice to the CITY should any policy required by this Agreement be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.
- 4.7** CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing, at minimum, a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8** CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.
- 4.9** Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.
- 5. PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this Agreement and four (4) years thereafter, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of Two Million Dollars (\$2,000,000.00).

CONSULTANT shall provide evidence of compliance with these insurance

SOBERING SERVICES CENTER (McALISTER)

requirements by providing a Certificate of Insurance.

6. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of CONSULTANT's work, including the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

7. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of **Six Hundred Sixty-Five Thousand Four Hundred twenty-four dollars (\$665,424.00)** as referenced in the Project Budget attached hereto as EXHIBIT B and incorporated herein as reference. Consultant shall provide an itemized invoice for payment by the City on a monthly basis. **Invoices are due by the 10th of every month** following the month of service delivery. All items on the invoice shall be for costs incurred under the project Scope of Work and identified in the Project Budget and accompanied by supportive documentation of expense. CONSULTANT's Executive Director shall sign the payment request form, or shall submit a letter to City designating another person authorized to sign the invoice.

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the CITY. CONSULTANT shall obtain approval by the CITY prior to performing any work that results in incidental expenses to the CITY.

8. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall coincide with the future facility lease date of no later than July 1, 2020 and be completed in every detail to the satisfaction

SOBERING SERVICES CENTER (McALISTER)

of the CITY no later than one-year from that date. This agreement may be extended up to two (2) additional one-year terms upon written agreement of the parties.

9. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
10. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

11. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.
12. **TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by providing thirty (30) days written notice to the other party. If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement. The CITY shall be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.

SOBERING SERVICES CENTER (McALISTER)

13. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

McALISTER INSTITUTE, INC.

CITY OF OCEANSIDE

By: *Jeanne McAlister* ^{4/27/18}
Jeanne McAlister/CEO/Corporate President

By: _____
Deanna Lorson/City Manager

By: *Toni Occhipinti*
Toni Occhipinti/Corporate Services Director/
Corporate Secretary 4-27-19

APPROVED AS TO FORM:
Robert J. ...
City Attorney

95-3140767
Employer ID No./Tax ID No.

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

See Attached *STEVEN HUBBARD*
[Signature] N.P.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

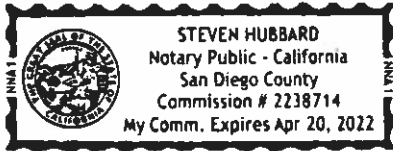
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)

On 4/27/2020 before me, Steven Hubbard, (Notary Public)
Date Here Insert Name and Title of the Officer

personally appeared Jeanne McAlister and Toni Occhipinti
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Professional Ser Agreement Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Audrey Jeanne McAlister Signer's Name: _____
 Corporate Officer — Title(s): _____ Corporate Officer — Title(s): _____
 Partner — Limited General Partner — Limited General
 Individual Attorney in Fact Individual Attorney in Fact
 Trustee Guardian or Conservator Trustee Guardian or Conservator
 Other: CEO & Secretary Other: _____
Signer Is Representing: McAlister Institute Signer Is Representing: _____

City of Oceanside
Sobering Service Center
(McAlister)

Exhibit B

Contractor:		McAlister Institute
Program:		Oceanside Sobering Services Center
ITEM		Phase 1 (Start-Up)
Salary and Wages Subtotal	\$	12,000.00
Employee Benefits	\$	4,598.13
*Interest Expense	\$	61.67
Facility Improvements	\$	28,159.48
Building Rent & Leases	\$	10,610.00
Building Repairs/Maintenance	\$	1,500.00
Equipment Rent & Leases	\$	3,000.00
Equipment Repair/Maintenance	\$	166.67
Telecommunications	\$	800.00
Utilities	\$	500.00
Minor Equipment (\$500 > < \$5,000)	\$	6,000.00
Office Supplies	\$	1,500.00
Other Supplies	\$	7,500.00
Printing	\$	100.00
Client Transportation	\$	-
Travel	\$	16.67
Accounting/Auditing/Legal Fees	\$	7.10
Insurance	\$	999.41
Staff Development/Training/Education	\$	-
Tax/License/Fees	\$	750.00
Other Business Services	\$	75.00
Intpreter Services	\$	-
Other: Food	\$	-
Operating Expenses Total		
TOTAL S&B + OPERATING	\$	78,344.11
INDIRECT COSTS	\$	12,926.78
TOTAL GROSS COSTS	\$	91,270.89

City of Oceanside
Sobering Services Center
(McAlister)

EXHIBIT B

Contractor:	McAlister Institute
Program:	Oceanside Sobering Services Center
ITEM	Phase 2 (Service)
Salary and Wages Subtotal	\$ 299,200.00
Employee Benefits	\$ 114,646.67
*Interest Expense	\$ 308.33
Facility Improvements	\$ -
Building Rent & Leases	\$ 53,050.00
Building Repairs/Maintenance	\$ 500.00
Equipment Rent & Leases	\$ 5,016.20
Equipment Repair/Maintenance	\$ 833.33
Telecommunications	\$ 4,000.00
Utilities	\$ 2,500.00
Minor Equipment (\$500 > < \$5,000)	\$ 2,000.00
Office Supplies	\$ 500.00
Other Supplies	\$ 2,500.00
Printing	\$ 500.00
Client Transportation	\$ 1,500.00
Travel	\$ 83.33
Accounting/Auditing/Legal Fees	\$ 35.48
Insurance	\$ 4,997.05
Staff Development/Training/Education	\$ 250.00
Tax/License/Fees	\$ 250.00
Other Business Services	\$ 25.00
Intpereter Services	\$ 50.00
Other: Food	\$ 89.28
Operating Expenses Total	
TOTAL S&B + OPERATING	\$ 492,834.67
INDIRECT COSTS	\$ 81,317.72
TOTAL GROSS COSTS	\$ 574,152.39

City of Oceanside
Sobering Services Center
(McAllister)

Exhibit B

Exhibit B - Contract Budget - Line Item Justification

Contractor: McAllister Institute

Oceanside Sobering Services

Background & Instructions: The following information is required of Contractor when submitting contract budgets adjustments and with new contracts.

LINE ITEM: Interest Expense (e.g., mortgage interest, etc.)	Total Amount \$ 370
(Provide a Brief Description & Justification): Includes interest expenses incurred from the bank line of credit. Every program is allocated an equitable portion of interest expense incurred due to the line of credit with our bank to provide the necessary funds for direct program expenditures.	
LINE ITEM: Facility Improvements	Total Amount \$ 25,159
(Provide a Brief Description & Justification): Modifications and improvements needed to building space to accommodate program needs. This includes tearing down walls, creating offices, electrical and plumbing.	
LINE ITEM: Building Rent or Lease **Rent cannot be claimed if you own the building**	Total Amount \$ 63,660
(Provide a Brief Description & Justification): Based on current lease plus any escalator clause that may occur within the funding period.	
LINE ITEM: Building Repair & Maintenance	Total Amount \$ 2,000
(Provide a Brief Description/Justification): Based on previous history. Minor repairs and maintenance for facility including, but not limited to replacement of locks, minor breakages, phone lines, carpet, paint, landscaping, and cleaning services.	
LINE ITEM: Equipment Rent & Lease (e.g., copiers, fax machines, vehicles, point-of-sale equipment, etc.)	Total Amount \$ 8,016
(Provide a Brief Description & Justification): Includes costs of leasing copiers, fax machines, vehicles, POS machines, and other pre-approved equipment as needed.	
LINE ITEM: Equipment Repair & Maintenance	Total Amount \$ 1,000
(Provide a Brief Description & Justification): Minor repairs and maintenance for equipment including, but not limited to copiers, computers, vehicles, etc.	
LINE ITEM: Telecommunications (e.g., internet, telephone, long distance, cell phones, cable or satellite TV, etc.)	Total Amount \$ 4,800
(Provide a Brief Description & Justification): Based on all cost associated with land lines such as Pac Bell or AT&T. Mobile phone charges such as Verizon, internet connectivity, email, certain IT software and hardware required to ensure compliance with all federal, state, and county rules and regulations.	
LINE ITEM: Utilities (e.g., gas, electricity, water, sewer, burglar alarm, etc.)	Total Amount \$ 3,000
(Provide a Brief Description & Justification): Based on previous history for gas, electricity, waste disposal, sewage, and other charges derived from the use of public and private utilities.	
LINE ITEM: Minor Equipment (Item cost between \$100 - \$5,000)	Total Amount \$ 8,000
(Provide a Brief Description & Justification): Based on history. Contingent upon program needs. Represents minor equipment purchases such as phones, printers, desks, chairs, file cabinets, computers and monitors for replacement purposes of existing equipment.	
LINE ITEM: Office Supplies	Total Amount \$ 2,000
(Provide a Brief Description & Justification): Represents supplies utilized for program operation, including office supplies (paper, pens, pencils, folders, staples, paper clips, printer cartridges, disks, binders, folder tabs, and postage.	
LINE ITEM: Other Supplies ***No food, beverages or food supplies***	Total Amount \$ 10,000
(Provide a Brief Description & Justification): Includes curriculum, housekeeping such as cleaning supplies, gloves, toilet paper, paper towels, recreational, program and other supplies as needed to meet program needs and requirements. Program supplies includes mats and pillows.	
LINE ITEM: Printing	Total Amount \$ 600
(Provide a Brief Description & Justification): All costs associated with the printing and photocopying needs of the program to include use of outside printing services and other items as needed to meet program requirements.	

City of Oceanside
Sobering Services Center
(McAllister)

Exhibit B

Exhibit B - Contract Budget - Line Item Justification

Contractor: McAllister Institute Oceanside Sobering Services

Background & Instructions: The following information is required of Contractor when submitting contract budgets adjustments and with new contracts.

LINE ITEM: Client Transportation (e.g., Bus Passes/Tokens, Day Trippers, etc.)	Total Amount \$ 1,500
(Provide a Brief Description & Justification): Provide transportation for Clients by providing bus tokens and any gas for company vehicles.	
LINE ITEM: Travel (includes mileage reimbursement) ***Must adhere to GSA and IRS limits***	Total Amount \$ 100
(Provide a Brief Description & Justification): *For use of private vehicles (all staff) at 54.5 cents per mile plus costs for van (if applicable). Based on history.	
LINE ITEM: Accounting, Auditing and Legal Fees	Total Amount \$ 43
(Provide a Brief Description & Justification): Includes cost of annual OMB A-133 financial and compliance audit (allocated based on direct expense), payroll data processing fees, and fees associated with processing of health insurance plan.	
LINE ITEM: Insurance (e.g. professional liability, auto, etc.)	Total Amount \$ 5,998
(Provide a Brief Description & Justification): Based on current premium. General liability, auto and property (includes umbrella policy). Insurance is direct charged where direct benefits can be established remaining costs are allocated based on the percentage of direct insurance costs.	
LINE ITEM: Staff Training & Education ***Must benefit Contract/Program/Coast Center***	Total Amount \$ 250
(Provide a Brief Description & Justification): Represents anticipated staff training for various ongoing training programs and/or required certifications. Expenses cannot be attributed to a specific amount per month. Based on history. Contingent upon staff needs.	
LINE ITEM: Tax/Licenses/Fees (e.g., Professional Licenses, Memberships)	Total Amount \$ 1,000
(Provide a Brief Description & Justification): Represents anticipated Municipality licenses (fire inspections, permits, etc), property and other taxes. Based on history. Contingent on facility needs.	
LINE ITEM: Other Business Services (e.g., printing, background check for employees/volunteers, recruitment, advertising, professional subscriptions, FedEx, UPS, US Postal Service, etc.) ***No business meals, food, beverages or food supplies***	Total Amount \$ 100
(Provide a Brief Description & Justification): Expenses that the program may incur such as background and fingerprinting for employees, etc.	
LINE ITEM: Interpreter Services	Total Amount \$ 80
(Provide a Brief Description & Justification): Any interpretation services for clients with language/communication barriers.	
LINE ITEM: Food	Total Amount \$ 89
(Provide a Brief Description & Justification): Based on history. Food provided for clients.	