

**STATE OF FLORIDA  
DEPARTMENT OF CHILDREN AND FAMILIES**

**AMENDMENT # 001**

**THIS AMENDMENT**, entered into between the State of Florida Department of Children and Families, hereinafter referred to as the "Department," and Pinellas County License Board, hereinafter referred to as the "Provider," amends contract #QC303 to:

- Update the Department's contract manager information.
  - Add a new performance measure.
  - Adjust the frequency of reporting from quarterly to monthly.
  - Modify data elements reported to the Department (Exhibit A).
1. Standard Contract, page 8, paragraph 45.c. delete "Lois Admire" and replace with "William N. Goff", delete "(813) 558-5743" and replace with "(813) 337-5859", and add the contract manager's email address "William\_Goff@dcf.state.fl.us".
  2. Page 10, Attachment I, Section A.1.b.(4), delete "Child Care Local Licensing Quarterly Report" and replace with "Child Care Local Licensing Monthly Report".
  3. Page 15, Attachment I, Section B.4.c., Reports, delete the existing table and replace with the following table:

Report Title	Reporting Frequency	Report Due Date	Number of Copies Due	DCF email address to receive the report
Invoice	Monthly	Within <b>30</b> days following the end of the month for which payment is being requested	One (1) to contract manager	William_Goff@dcf.state.fl.us
Child Care Local Licensing Monthly Report (Exhibit A)		15 <sup>h</sup> of the month following the end of the month	One (1) each to contract manager & licensing specialist	William_Goff@dcf.state.fl.us Mary_Beth_Wehnes@dcf.state.fl.us
Quarterly Expenditure Report (Exhibit B)	Quarterly	Last day of the month following the end of the quarter	One (1) to contract manager	William_Goff@dcf.state.fl.us

4. Page 15, Attachment I, delete section B.5., Performance Specifications, in its entirety and replace with the following:

**a. Performance Measures**

- (1) 100% of licensed child care facilities and homes will be issued a provisional or regular license within statutory time frames, provided that the licensee is in compliance with the

Pinellas County Licensing Office's county and state licensing requirements.

- (2) The provider will complete a minimum of 200 licensing activities per month.

As data is not available on all of the reportable licensing activities listed on Exhibit A, the above number will be used as a baseline during the current fiscal year and may be adjusted in the future to reflect current licensing practices.

**b. Description of Performance Measurement Terms:**

Licensing activities: all actions completed by licensing personnel related to the enforcement of local and state child care requirements, such as licenses issued, inspections completed, re-inspections, licensing violations processed, fines levied, complaints processed, training activities, and technical assistance.

**c. Performance Evaluation Methodology**

- (1) For the standard outlined in paragraph B.5.a.(1), the percentage of compliance will be determined by dividing the number of licenses issued within the statutory time frames, by the total number of licenses issued.
- (2) For the standard outlined in paragraph B.5.a.(2), the percentage of compliance will be determined by dividing the number of licensing activities completed by the number of licensing activities required (200), as documented by the Child Care Local Licensing Monthly Report.

By execution of this contract the Provider hereby acknowledges and agrees that its performance under the contract must meet the standards set forth above and will be bound by the conditions set forth in this contract. If the Provider fails to meet these standards, the Department, at its exclusive option, may allow a reasonable period, not to exceed 6 months, for the Provider to correct performance deficiencies. If performance deficiencies are not resolved to the satisfaction of the Department within the prescribed time, and if no extenuating circumstances can be documented by the Provider to the Department's satisfaction, the Department must terminate the contract. The Department has the sole authority to determine whether there are extenuating or mitigating circumstances.

5. Page 18, Attachment I, Section C.3.a., add "The Child Care Local Licensing Monthly Report must be received prior to authorization of payment."
6. Page 19, Attachment I, Section E.1., change "Child Care Local Licensing Quarterly Report" to "Child Care Local Licensing Monthly Report".

7. Page 20, delete Exhibit A and replace with the new Exhibit A as attached below.

This amendment shall begin on April 1, 2013, or the date on which the amendment has been signed by both parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform with this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment and all its attachments are hereby made a part of the contract.

**IN WITNESS THEREOF**, the parties hereto have caused this 4 page amendment to be executed by their officials thereunto duly authorized.

**PROVIDER:**

Pinellas County License Board

**STATE OF FLORIDA:**

Department of Children and Families

SIGNED BY:

C. Dharamraj

NAME:

Claude M. Dharamraj

TITLE:

M.D., M.P.H., F.A.A.P.,  
Director, Pinellas County  
Health Department

DATE:

4/10/2013

Federal ID Number: F593502842-355

SIGNED BY:

M. Carroll

NAME:

Michael P. Carroll

Regional Managing Director

4/5/13

**Exhibit A**

**Child Care Local Licensing Monthly Report  
Pinellas County License Board Contract QC303  
FISCAL YEAR \_\_\_\_\_**

# Licensing Activities Required \_\_\_\_\_

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year to Date
<b>Provider Data</b>	Total Number of Licensed Child Care Entities (facilities & homes) in the County as of the Last Day of each Month													
	Total licensed capacity of Licensed Child Care Entities (facilities & homes) in the County as of the Last Day of each Month													
	Number of Licensed Child Care Entities with Class 1 Violations													0
	Number of Licenses Issued													0
	Number of Licenses Issued within Statutory Time Frames													0
	Number of Provisional Licenses Issued													0
	Number of Inspections and Re-Inspections Performed													0
	Number of Complaints processed													0
	Number of other licensing activities													0
<b>% Calculations</b>	Percent of Licenses Issued within Statutory Time Frames													
	Total Number of Licensing Activities													
	Percent of Activities Requirement Met													