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:

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Reporting Frequency</th>
<th>Report Due Date</th>
<th>Number of Copies Due</th>
<th>DCF email address to receive the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Monthly</td>
<td>Within 30 days following the end of the month for which payment is being requested</td>
<td>One (1) to contract manager</td>
<td><a href="mailto:William_Goff@dcf.state.fl.us">William_Goff@dcf.state.fl.us</a></td>
</tr>
<tr>
<td>Child Care Local Licensing Monthly Report (Exhibit A)</td>
<td>Monthly</td>
<td>15th of the month following the end of the month</td>
<td>One (1) each to contract manager &amp; licensing specialist</td>
<td><a href="mailto:William_Goff@dcf.state.fl.us">William_Goff@dcf.state.fl.us</a>, <a href="mailto:Mary_Beth_Wehnes@dcf.state.fl.us">Mary_Beth_Wehnes@dcf.state.fl.us</a></td>
</tr>
<tr>
<td>Quarterly Expenditure Report (Exhibit B)</td>
<td>Quarterly</td>
<td>Last day of the month following the end of the quarter</td>
<td>One (1) to contract manager</td>
<td><a href="mailto:William_Goff@dcf.state.fl.us">William_Goff@dcf.state.fl.us</a></td>
</tr>
</tbody>
</table>

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 QC303
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”.

2 QC303
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

SIGNED BY:  
NAME: Claude M. Dharamraj  
TITLE: M.D., M.P.H., F.A.A.P., Director, Pinellas County Health Department  
DATE: 4/1/2013  
Federal ID Number: F593502842-355

STATE OF FLORIDA:  
Department of Children and Families

SIGNED BY:  
NAME: Michael P. Carroll  
TITLE: Regional Managing Director  
DATE: 4/5/13
## Exhibit A

### Child Care Local Licensing Monthly Report

Pinellas County License Board Contract QC303

FISCAL YEAR ________

<table>
<thead>
<tr>
<th>Provider Data</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Year to Date</th>
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</thead>
<tbody>
<tr>
<td>Total Number of Licensed Child Care Entities</td>
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<td>(facilities &amp; homes) in the County as of the Last Day of each Month</td>
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<td>Total licensed capacity of Licensed Child Care Entities (facilities &amp; homes) in the County as of the Last Day of each Month</td>
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<td>Number of Licensed Child Care Entities with Class 1 Violations</td>
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<td>Number of Licenses Issued</td>
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<td>Number of Licenses Issued within Statutory Time Frames</td>
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<td>Number of Inspections and Re-Inspections Performed</td>
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<td>Number of Complaints processed</td>
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<td>Number of other licensing activities</td>
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### Solution

<table>
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<tr>
<th>Action</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Year to Date</th>
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<tbody>
<tr>
<td># Licensing Activities Required</td>
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QC303

QC302 Exhibit A Monthly Report

Date: 2/14/2013