



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/16/2015

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Shelli Brobst for HOWARD HIMES - Director
Health & Human Services

REPORT BY: Shelli Brobst, Contracts Manager - 253-4720

SUBJECT: Amendment No. 4 to Agreement No 4648 with Beverage Consulting Network, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 4648 with Beverage Consulting Network, Inc., increasing the annual maximum by \$5,000 for a new maximum of \$20,000, incorporating Section 1.8- Contract Administration and Specific Terms and Conditions 3.1 (j) - Compliance With County's Obligations Under Contracts With Other Entities, and incorporating Addenda to the Scope of Work and Compensation sections to include the revised operating budget for the provision of Responsible Beverage Service training.

EXECUTIVE SUMMARY

Under the existing agreement, Beverage Consulting Network, Inc. provides training for the Responsible Beverage Service Program, a community prevention program designed to reduce public health risks that may arise from the sale and consumption of alcoholic beverages at retail stores, wineries, events and restaurants. Approval of this amendment will:

- | incorporate Specific Terms and Conditions 1.8-Contract Administration and Specific Terms and Conditions 3.1 (j) -Compliance with County's Obligations Under Contracts with Other Entities;
- | incorporate Addenda to the Scope of Work and Compensation sections to include the revised operating budget; and
- | increase the annual maximum amount to \$20,000.

Beverage Consulting Network, Inc. is a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Alcohol & Drug Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	While approval of this amendment is not mandatory it will allow update the activities of the contract and increase the maximum compensation.
Is the general fund affected?	No
Future fiscal impact:	This agreement is included in the budget for Fiscal Year 2015-2016 and will be included in future budget appropriations.
Consequences if not approved:	If this amendment is not approved then the agreement will not include the increase to the contract maximum and the activities will not be in line with the goals of the Division.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Responsible Beverage Service Program provides technical assistance, server training and services to members of the alcohol beverage sales and service industry. Training services cover Alcohol Beverage Control Laws, customer service techniques, liabilities and house policy development. The intent of the program is to increase alcohol industry knowledge and skills in order to minimize problems related to alcohol service such as service to minors and intoxicated persons, drinking and driving, and alcohol related crime. Additionally to align with strategic initiatives outlined in the County's Prevention Strategic Plan specifically related to Adult DUI prevention and Capacity building.

Approval of this amendment will:

- | incorporate Specific Terms and Conditions 1.8-Contract Administration and Specific Terms and Conditions 3.1 (j) -Compliance with County's Obligations Under Contracts with Other Entities;
- | incorporate Addenda to the Scope of Work that updates how many trainings shall be performed per fiscal year and includes outreach activities to help further the program goals, and the Compensation sections to include the revised operating budget; and
- | increase the annual maximum amount to \$20,000.

Beverage Consulting Network, Inc. is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leanne Link