

**FY 2023/2024  
PROFESSIONAL SERVICES AGREEMENT RENEWAL  
BETWEEN  
COUNTY OF RIVERSIDE  
AND  
PERRIS UNION HIGH SCHOOL DISTRICT  
FOR  
FRIDAY NIGHT LIVE**

That certain Agreement between the County of Riverside (COUNTY) and Perris Union High School District (CONTRACTOR), originally approved by the Purchasing Agent on December 12, 2022, for FY 2022/2023; is hereby renewed for FY 2023/2024, effective July 1, 2023 through June 30, 2024, in consideration for mutual obligations:

- **Section 2. PERIOD OF PERFORMANCE, Subsection 2.1**, of this Agreement shall be amended to read as follows:

2.1 This Agreement shall be effective upon signature of this Agreement by both parties and continues in effect through June 30, 2024, unless terminated earlier. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

- **Section 3. COMPENSATION, Subsection 3.1**, of this Agreement shall be amended to read as follows:

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed \$4,500 annually including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

- Rescind the Exhibit A in its entirety, and replace it with the new attached Exhibit A.
- Rescind the Exhibit B in its entirety, and replace it with the new attached Exhibit B, where the maximum contract amount for FY 2023/2024 is \$4,500.

All other terms and conditions of this Agreement shall remain unchanged and in full force and effect.

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**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

**COUNTY OF RIVERSIDE**  
Riverside University Health System  
Behavioral Health

**PERRIS UNION HIGH  
SCHOOL DISTRICT**

By: \_\_\_\_\_  
Name: Annie Ortega  
Title: Administrative Services Supervisor, Buyer II

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

County Counsel  
*Approved As To Form:*

By:  \_\_\_\_\_  
Deputy County Counsel

**EXHIBIT A  
SCOPE OF SERVICES**

1. CONTRACTOR shall provide one adult advisor, per school site, to oversee the COUNTY approved Friday Night Live (FNL) Prevention Club(s). These clubs include: Friday Night Live (grades 9-12), Club Live (grades 6-8), and Friday Night Live Kids (grades 4-5).
2. CONTRACTOR'S advisors will be responsible to comply with the following requirements and assurances:
  - a. File a completed chapter application and profile each school year with the COUNTY FNL office.
  - b. Complete and submit a monthly activity log, herein attached as Exhibit A-1, to the COUNTY FNL office each month while school is in session.
    - i. COUNTY shall incorporate activity data into electronic data collection system, such as prevention data collection system (ECCO). Information will be compiled into a year-end report of alcohol, tobacco, other drug, and other positive youth development services provided through FNL programs in the school district as well as the previous school year's information.
    - ii. CONTRACTOR shall make other reports available as required by COUNTY Prevention Coordinator, or authorized designee, or by the Department of Health Care Services, concerning CONTRACTOR activities. In no event, however, may COUNTY require such reports unless it has provided CONTRACTOR with prior written notification of at least thirty (30) days.
  - c. Facilitate a minimum of one chapter meeting per month during the school year.
  - d. Facilitate one or more youth – focused leadership training during the school year.
  - e. Organize and participate in one environmental prevention or community enrichment project, and one club-sponsored social event each school year.

- f. CONTRACTOR shall ensure that Club Live and Friday Night Live chapters administer Youth Development (YD) surveys and submit to COUNTY by April 30th of each year. FNL Kids are not required to complete the annual YD surveys.
- g. CONTRACTOR'S clubs shall commit to 50% attendance by active chapters to any organized Advisor Training / Meeting gathering during the contract year. Critical information and data are disseminated at these meetings and will not be provided at any other time.
- h. CONTRACTOR will abide and implement the Friday Night Live Standards of Practice into club monthly meetings and events at all times.
  - i. Standards of Practice include the following:
    - 1. Provide a safe environment
    - 2. Provide opportunities for community engagement
    - 3. Provide opportunities for leadership and advocacy
    - 4. Provide opportunities to build meaningful relationships with peers and adults
    - 5. Provide opportunities to engage in interesting and relevant skill building activities
- i. CONTRACTOR has the ability to provide virtual activities as necessary. CONTRACTOR acknowledges that virtual platforms are not the primary means for service delivery, but may be required depending on FNL program requirements. Virtual platform chapter activities are subject to prior approval by COUNTY.

# Riverside County Friday Night Live Partnership



## Activity Log 2023-2024

School Name: \_\_\_\_\_ Advisor(s) \_\_\_\_\_

Month(s): \_\_\_\_\_

Chapter Type: \_\_\_\_\_  
(FNL, Club Live, FNLKids)

<b>Date:</b> (Event or Activity)		<b>Duration:</b>		<b>Location:</b>	
<b>Activity Description &amp; SOP Implementation:</b>					
<b>Attendance</b>	<b>Male:</b>		<b>Female:</b>		<b>Total:</b> 0

<b>Date:</b> (Event or Activity)		<b>Duration:</b>		<b>Location:</b>	
<b>Activity Description &amp; SOP Implementation:</b>					
<b>Attendance</b>	<b>Male:</b>		<b>Female:</b>		<b>Total:</b> 0

<b>Date:</b> (Event or Activity)		<b>Duration:</b>		<b>Location:</b>	
<b>Activity Description &amp; SOP Implementation:</b>					
<b>Attendance</b>	<b>Male:</b>		<b>Female:</b>		<b>Total:</b> 0

<b>Date:</b> (Event or Activity)		<b>Duration:</b>		<b>Location:</b>	
<b>Activity Description &amp; SOP Implementation:</b>					
<b>Attendance</b>	<b>Male:</b>		<b>Female:</b>		<b>Total:</b> 0

<b>FOR FNL STAFF USE ONLY</b>	
Date Activity Log Received: _____	Date Entered on ECCO: _____
Received by: _____ (Name)	ECCO entered by: _____ (Name)

**ACTIVITY LOG BE RETURNED BY THE 1ST OF EACH MONTH. QUESTIONS? CONTACT YOUR CHAPTER LIASON**  
Updated May 2023

**EXHIBIT B  
PAYMENT PROVISIONS**

COUNTY will reimburse 75% of advisor fees, not to exceed \$750 per club, per school site. CONTRACTOR will pay the remaining 25% of the advisor's cost. Total number of chapters to be included shall be received by CONTRACTOR before January 31, 2024.

CONTRACTOR agrees to invoice the COUNTY Friday Night Live (FNL) program for the total number of advisors who meet deliverable requirements. Invoice must include: advisor name, proof of payment and amount to each advisor, and indicate COUNTY and CONTRACTOR costs separately. Payments will be made only after services are rendered and upon receipt of an invoice. COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of approved invoice. CONTRACTOR shall submit invoice and backup documentation to the COUNTY before June 30, 2024. Contract maximum is not to exceed **\$4,500**.