



Contract Number

24-684 A-1

SAP Number

4400025739

Preschool Services Department

Department Contract Representative	<u>Chris Zamets, Contracts Analyst</u>
Telephone Number	<u>909-386-8302</u>
Contractor	<u>Mendes Training and Consulting, Inc.</u>
Contractor Representative	<u>Dr. Ernie Mendes, Ph.D.</u>
Telephone Number	<u>(760) 994-8880</u>
Contract Term	<u>August 1, 2024, through July 31, 2027</u>
Original Contract Amount	<u>\$420,000</u>
Amendment Amount	<u>\$270,000</u>
Total Contract Amount	<u>\$690,000</u>
Cost Center	<u>5911012220</u>
Grant Number (if applicable)	<u>N/A</u>

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

It is hereby agreed to amend Contract No. 24-684, as follows:

1. SECTION H. RIGHT TO MONITOR AND AUDIT

Section H. RIGHT TO MONITOR AND AUDIT, Paragraph 7, is amended to read as follows:

- 7. The following closely related programs identified by the System Award Management Assistance Listing number are to be considered as an "Other cluster" for purposes of determining major programs or whether a program specific audit may be elected. The Contractor shall communicate this information to the independent auditor conducting the organization's single audit.

US Department of Health and Human Services:
 Number: 93.600 Title: Head Start

2. SECTION C. GENERAL CONTRACT REQUIREMENTS

Section C. GENERAL CONTRACT REQUIREMENTS, add Paragraph 62 to read as follows:

- 62. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352 (as amended)) - Contractor certifies on Attachment E that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Contractor shall also disclose to the County any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

3. SECTION D. TERM

Section D. TERM, Paragraph 1, is amended to read as follows:

1. This Contract is effective as of August 1, 2024, and is extended from its original expiration date of July 31, 2026, to expire on July 31, 2027, but may be terminated earlier in accordance with provisions of this Contract. The Contract term may be extended for two (2) additional one (1) year periods by mutual agreement of the parties.

4. SECTION F. FISCAL PROVISIONS

Section F. FISCAL PROVISIONS, Paragraph 1, is amended to read as follows:

1. The maximum amount of cost reimbursement under this Contract shall not exceed \$690,000, of which 86% (\$593,400) may be federally funded and shall be subject to availability of other funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

5. ATTACHMENTS

Remove and replace Attachment B. ASSURANCE OF COMPLIANCE (Revised April 2026)

Add Attachment D.1 – Schedule and Rate Sheet - 2026-2027 Proposal

Add Attachment E. ANTI-LOBBYING CERTIFICATION

All other terms and conditions of Contract No. 24-684 remain in full force and effect.

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Amendment. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF, or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

IN WITNESS WHEREOF, San Bernardino County and the Contractor have each caused this Amendment to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

Mendes Training and Consulting, Inc.

(Print or type name of corporation, company, contractor, etc.)

By ► _____
(Authorized signature - sign in blue ink)

Name Ernie Mendes
(Print or type name of person signing contract)

Title President
(Print or Type)

Dated: _____

Address 8024 Paseo Avellan
Carlsbad, CA. 92009

FOR COUNTY USE ONLY

Approved as to Legal Form
►
Adam Ebright, Deputy County Counsel
Date _____

Reviewed for Contract Compliance
►
Lisa Rivas-Ordaz, Contracts Manager
Date _____

Reviewed/Approved by Department
►
Arlene Molina, Director
Preschool Services Department
Date _____

ASSURANCE OF COMPLIANCE STATEMENT

**ASSURANCE OF COMPLIANCE WITH THE
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

Mendes Training & Consulting, Inc.
NAME OF THE CONTRACTING AGENCY

(Hereinafter called the "Agency")

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.8, as amended; California Government Code section 12940; California Government Code section 4450; Title 2, California Code of Regulations sections 11140-11200; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, sexual orientation, gender identity, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed, political belief, or other applicable protected basis be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVES ASSURANCE THAT, it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE AGENCY HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Division 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the Agency agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.8, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the Agency directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted annually with the required Civil Rights Plan Update.

DATE

SIGNATURE

Mendes Training & Consultant, Inc.
ORGANIZATION



Facilitating Personal & Interpersonal Excellence since 1993

2026-2027 Proposal for One year Contract Extension for Contract #24-684 with Preschool Services Department

Building Stronger Leaders, Healthier Teams, and More Effective Organizations

Part One: Continued Virtual Executive Coaching with Managers, Deputy Directors, Executive Director

Executive and leadership coaching is a professional development process designed to help individuals strengthen their leadership effectiveness, communication skills, emotional intelligence, decision-making, and overall professional impact.

Coaching provides a confidential, supportive, and goal-focused environment where leaders can reflect, grow, and apply practical strategies to real-world workplace challenges.

Through individualized coaching conversations, managers and directors will continue to increase their self-awareness regarding their leadership style, communication patterns, strengths, and areas for growth. Coaching will help participants move beyond reactive habits and develop intentional leadership behaviors that improve relationships, team functioning, and organizational outcomes.

Based on conversations with Managers and conversation with Executive Director the following services are proposed:

Format for Executive/Leadership Coaching Group A - Managers -Two days per month

9:00am-10:00am Manager One
10:30am-11:30am Manager Two
1:00pm-2:00pm Manager Three
2:30pm-3:30pm Manager Four

*\$4,200 per day (same rate as last two contract years) 20 total days for the year
Total \$84,000*

**ATTACHMENT D.1
Schedule and Rate Sheet**

Group B – Managers - Two days per month

9:00am-10:00am Manager Five
10:30am-11:30am Manager Six
1:00pm-2:00pm Manager Seven
2:30pm-3:30pm Manager Eight

*\$4,200 per day (same rate as last two contract years) 20 total days for the year
Total \$84,000*

Group C - Deputy Directors/Executive Director - One day per month

9:00am-10:00am Deputy Director Team
10:30am-11:30am Deputy Director One
12:30pm-1:30pm Deputy Director Two
2:00pm-3:00pm Deputy Director Three
3:30pm-4:30pm Executive Director

*\$4,200 per day (same rate as last two contract years) 10 days for the year
Total \$42,000.*

Part Two: Reflective Coaching Training for Teacher 3s

Reflective coaching is a collaborative professional growth process designed to support mentor teachers in developing the skills, confidence, and capacity to effectively coach and support classroom teachers within early education settings.

Rooted in reflection, relationship-building, and continuous improvement, reflective coaching helps teachers strengthen instructional practices while fostering trust, resilience, and professional growth.

This coaching approach recognizes that meaningful growth occurs through thoughtful dialogue, self-reflection, observation, and supportive feedback. Mentor teachers learn how to guide reflective conversations that help teachers examine their practices, identify strengths, explore challenges, and develop practical strategies that support positive outcomes for children and families.

Dynamic Coaching is an approach created by Dr. Ernie Mendes that combines the best practices of reflective conversations and active coaching to develop improved thinking, problem solving, and behavior change in teachers. It's foundation rests on developing the coach's Emotional Intelligence and Rapport building skills. The collaborative process then ensues with the coach using inquiry, observation, and active engagement to help a classroom teacher best engage children in learning and social emotional development. *Dynamic Coaching* compliments all early education coaching models and is appropriate for new and veteran coaches.

The Outcomes of the program are: Learn the key strategies to implement reflective conversations with active coaching in a variety of contexts; and be able to use them consistently, in real time, and under challenging situations. To this effect, ongoing practice and feedback will be used for the integration of these skills. This will be in the format of whole group training, small group coaching. All of the skills below will contribute to mastering the reflective conversation approach and to integrating directive approaches of coaching in order to support children's development.

Some of the coaching skills addressed

- Context setting; Rapport and Trust building
- Navigating between Reflection and Direction
- Three types of Paraphrases
- Verbal and non-verbal Mirroring Techniques
- Crafting open-ended questions
- Crafting probing, focus questions
- Giving efficacious feedback
- Using modeling and rehearsal
- The coaching cycle
- Maximizing the pre-conference to improve learning outcomes
- Best practices of observational note taking
- Leveraging the post-conference for insight and behavior change
- Efficiently using videotape to accelerate progress
- Navigating Challenging Conversations
- Self-Awareness and Self-Regulation Strategies
- The Science of Motivation, Influence, and Buy-in
- How to Manage Resistance in Coaching/Supervisory Conversations
- Determining a Will vs. Skill issue
- Using Outcome Questions in a Reflective Mode
- Leveraging Emotional Intelligence (EQ) in Coaching Conversations
- The role of Mindfulness in Coaching Conversations
- How to Integrate Data through Reflective Conversations
- Problem-Solving techniques
- Differentiating approaches with various personalities, languages, & cultures
- Real time problem-solving
- Giving and receiving critical feedback Training sessions may include:
 - Reflective dialogue and guided discussion
 - Role-play and coaching practice activities
 - Observation and feedback exercises
 - Case study analysis
 - Self-assessment and reflection tools
 - Scenario-based learning
 - Action planning and goal setting

Format for Teacher 3 *Dynamic Coaching Training*

***6 days on-site of in-person whole group training** which includes theory, modeling, practice, and feedback. Timeframes TBD.

(\$6,800 per day - all inclusive, travel, etc.) 6 days total \$40,800

***4 days virtual small group coaching** which includes real time coaching for applying the training skills in specific environments. Participants bring in real time issues and are guided on how to resolve them through practice and feedback. Designed to hone skills and manage problems of practice.

9:00am-10:00am Group One approximate size 4-8 Teacher 3s
10:30am-11:30am Group Two approximate size 4-8 Teacher 3s
1:00pm-2:00pm Group Three approximate size 4-8 Teacher 3s
2:30pm-3:30pm Group Four approximate size 4-8 Teacher 3s

*\$4,800 per day
4 days total \$19,200*

Investment Summary

Part One: Executive Coaching

50 days @ \$4,200 per day = **\$210,000** (Same amount as last two years)

Part Two: *Dynamic Coaching Training* for Teacher 3s 6 days onsite training @ \$6,800 per day = **\$40,800**

4 days Virtual training @ \$4,800 pre day= **\$19,200**

Total Contract extension for 2026-2027 = \$270,000

ANTI- LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
5. The Contractor, Mendes Training & Consulting, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Ernie Mendes, President
Name and Title of Contractor's Authorized Official

Date