

**AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT
WITH CLUTCH CONSULTING GROUP**

This Amendment No. 2, dated DECEMBER 31, 2024, is made by and between the City of Oklahoma City (“City”) and Clutch Consulting Group (“Clutch”), revising the Professional Services Agreement entered into on October 25, 2022 and amended on January 20, 2024, by and between Clutch Consulting Group and The City of Oklahoma City as follows:

- 1) Section 10(m) is revised to extend the term of the Agreement through December 31, 2026.
- 2) Attachment “A” (“Project Description and Scope of Services”) replaces the existing Attachment A in its entirety. It is revised to extend the Scope of Services through December of 2026, add additional services for Phase IV and Phase V of the project and revise the Cost Summary.
- 3) Attachment “B” (“List of Deliverables”) replaces the existing Attachment B in its entirety. It is revised to extend the List of Deliverables through December of 2026 and add additional services for Phases IV and Phase V of projects.
- 4) Attachment “C” (“Payments and Schedule of Fees”) replaces the existing Attachment C in its entirety. It is revised to increase the budget and extend the Schedule of Fees through December of 2026.
- 5) Attachment “E” (“Insurance”) replaces the existing Attachment E in its entirety. It is revised to add current Certificate of Liability Insurance.
- 6) Attachment “F” (“Service Provider’s Proposal”) is revised to extend the Proposal for Consultation Services through December of 2026 and to add additional activities, objectives and costs.

All other provisions of the initial Agreement remain intact. The amended provisions now read as follows:

Professional Services Agreement

Attachment “A” (“Project Description and Scope of Services”)

PROJECT DESCRIPTION

Phase II of the City of Oklahoma City’s Homeless System Transformation includes facilitating the continued alignment to the newly established system vision among leadership tables, balancing political demands and strategic implementation of collective impact goals, augmenting implementation capacity and rapidly building facilitative leadership skills of the CoC staff to sustain system management at scale and drive ongoing implementation refinement activities. It also includes accelerating additional housing resources to amplify exit pathways and further reduce the point-in-time count in subsequent years.

These goals will be accomplished by focusing homeless activities in 3 areas- 1) Rapid process improvement through targeted focus on rehousing the unsheltered, 2) Amplification of Exit Pathways, and 3) Formalization of a New CoC Governance Structure.

Clutch Consulting Group will provide intensive coaching of lead agency staff in system planning, facilitative leadership, project management, management team dynamics, and communications and alignment across the spheres of influence to support this work.

Phase III of the City of Oklahoma City’s Homeless System Transformation includes intensive leadership support to prepare, launch, and implement the Encampment Rehousing Initiative including the daily leadership support to project manage, lead, and train field staff on implementation throughout the initiative and serve as additional staffing capacity until the encampment lead is hired and fully trained. In addition, the phase extends facilitative leadership coaching through 2024 and initiates training and support for a new annual planning practice for 2024 and 2025.

Phase IV of the City of Oklahoma City’s Homeless System Transformation includes intensive support to prepare the City to fully lead the CoC including hosting and managing the homeless management information system, coordinated entry and inventory management system, and all data reporting and public communications. This includes targeted weekly coaching and SME support for the integration of a rehousing project management team to begin actively managing all rehousing activities across the system, including new programs launching in 2025. In addition, this phase will extend coaching and SME support for the expansion of permanent supportive housing, standardization of communications through 2025, and facilitation of the annual planning exercises for 2026 action plans.

Phase V of the City of Oklahoma City’s Homeless System Transformation includes limited coaching and SME support for the lead agency as it launches the final phase of transformation and assumes full management of the homelessness response system. This includes launching an

improved homeless point-in-time count methodology, inaugural state of homelessness event, annual joint report to council, and annual planning activities including the creation of a 5-year plan.

SCOPE OF SERVICES

The following represents the proposed engagement cadence, intensity and costs including travel expenses. Any deviation from the proposed activities may alter the cost and will be negotiated at the time of modification.

Phase II	
July- December 2022	Cost \$150,000
<i>Objectives</i>	<ul style="list-style-type: none"> • Socialization and funding of action plan. • Harness political support. • Alignment of PSH development including long-term service providers. • Encampment decommissioning testing and initiation of process improvements. • Governing board refresh.
<i>Activities</i>	
Leadership Coaching	<ul style="list-style-type: none"> • Weekly scheduled and on-demand coaching of city staff/leadership. • Weekly lead agency coordination meetings to establish team dynamics, roles, and engagement practices. • Monthly funder check ins. • Facilitative leadership training and booster sessions for management staff. • Monthly onsite coordination and training activities to facilitate or provide subject matter expertise in support of achieving the objectives. • Create and facilitate a work group to drive the governance refresh, seating a new governing board by December and launching in January/February.
Encampment Decommissioning Test and Preparation for Expansion	<ul style="list-style-type: none"> • 4 – 6 weeks onsite for Test. • Teach and prepare to standardize process with management and provider staff, including outreach, landlord engagement, and City services. • Host after-action debrief and initiate process improvements to prepare for continued targeted rehousing of the unsheltered population and subsequent decommissionings. • Support City staff in process to identify and onboard a Project Manager. • Facilitate internal planning process at the City to identify encampment decommissioning plan, schedule, and resources.

	<ul style="list-style-type: none"> Onsite support to launch second decommissioning project with remote daily coaching throughout.
January – June 2023	Cost \$100,000
<i>Objectives</i>	<ul style="list-style-type: none"> Launch new collective impact governing board. Expand CES and HMIS improvements to all rehousing activities. Expand Encampment Decommissioning. Continue PSH alignment activities and prepare for PSH expansion.
<i>Activities</i>	
Leadership Coaching & Implementation Support	<ul style="list-style-type: none"> Weekly scheduled and on-demand coaching of City staff/leadership including support for management of new governing board. Weekly lead agency coordination meetings. Monthly funder check ins. Monthly onsite coordination and training activities to facilitate or provide subject matter expertise in support of achieving the objectives. Weekly coaching of CES, HMIS, and encampment project managers to support expansion of system improvements. Train and coach on work group preparation, management, and facilitation to drive implementation and effective socialization and engagement practices across the ecosystem.
July – December 2023	Cost \$75,000
<i>Objectives</i>	<ul style="list-style-type: none"> Continued process improvements where necessary to amplify permanent housing exits and targeting of the unsheltered. Continued support for PSH expansion. Prepare 2024 action plan.
<i>Activities</i>	
Leadership Coaching & Implementation Support	<ul style="list-style-type: none"> Weekly leadership coaching. Monthly and on-demand implementation coaching. Bi-monthly onsite planning, coordination, and implementation support activities including facilitation of community process and preparation of 2024 Action Plan.
Phase II Cost Summary	
July – December 2022	\$ 150,000
January – June 2023	\$ 100,000
July – December 2023	\$ 75,000
Total	\$ 325,000

Phase III	
January – December 2023	Cost \$194,500
<i>Objectives</i>	<ul style="list-style-type: none"> • Preparation of the Encampment Rehousing Initiative Action Plan and Budget. • Socialization and funding of Encampment Rehousing Initiative Action Plan. • Preparation and implementation of a funding administration plan for the Encampment Rehousing Initiative. • Daily leadership and field support to project manager and assist in preparation and launch of initiative, including additional onsite support as needed. • Intensive onsite and remote coaching of new project manager.
<i>Activities</i>	
Encampment Rehousing Initiative	<ul style="list-style-type: none"> • Weekly scheduled and on-demand coaching of City staff/leadership to prepare and execute initiative action plan and funding administration plan. • Weekly lead agency coordination meetings to establish team dynamics, roles, and engagement practices for management of the initiative. • Monthly and on-demand funder check ins to secure resources and align to funding plan. • Onsite multiple days each month to lead decommissioning field work and train new project lead. • Lead daily/weekly leadership briefings.
July – December 2024	Cost \$220,000
<i>Objectives</i>	<ul style="list-style-type: none"> • Equip City staff to support and actively manage governing bodies. • Equip project managers to actively manage. • HMIS, CES, Encampments, and PSH expansion. • Equip and Facilitate 2025 Action Planning including new strategic goals and initiatives.
<i>Activities</i>	
<i>Leadership Coaching & Implementation Support</i>	<ul style="list-style-type: none"> • Weekly and on demand leadership coaching, with more targeted SME based assignments to assist leadership and project leads. • Monthly and on-demand implementation coaching with Clutch acting only as coach and SME and fully equipping project managers to facilitate and effectively drive implementation and performance management over HMIS, CES, and encampments.

	<ul style="list-style-type: none"> • Targeted facilitative leadership and coaching for planning and execution of PSH expansion activities. • Monthly or bi-monthly onsite planning, coordination, and implementation support activities including facilitation of community process and preparation of 2025 Action Plan.
Phase IV	
January – December 2024	Cost \$30,000
<i>Objectives</i>	<ul style="list-style-type: none"> • Prepare to launch new nonprofit agency to work in partnership with City on lead agency duties including hosting HMIS, CES, fundraising, communications, and project management and coordination.
<i>Activities</i>	
Lead Agency Structure and Services Delivery	<ul style="list-style-type: none"> • Lead exploration phase, including feasibility analysis, stakeholder engagement, work group facilitation, recommendations, and work planning to identify the best nonprofit structure to aid the City in serving as the CoC lead agency. • Project manage launch preparation activities under new nonprofit board, including hiring of executive leader, initial operating budget, and staffing plan.
January – December 2025	Cost \$250,500
<i>Objectives</i>	<ul style="list-style-type: none"> • Support launch of new lead agency functions and new leadership dynamics between City and service providers. • Support integration of the rehousing project management team and launch of new programs. • Continued coaching and SME support for PSH expansion and communications. • Co-facilitate 2026 Annual Planning process and development of action plan.
<i>Activities</i>	
<i>Leadership Coaching & Implementation Support</i>	<ul style="list-style-type: none"> • Weekly coaching of leadership team and project managers to launch new strategic initiatives. • Weekly coaching of housing project managers to actively manage all rehousing activities and launch new diversion, rapid rehousing, and PSH programs. • Targeted project management coaching for PSH expansion and communications activities. • Bi-monthly onsite planning and training including co-facilitation of 2026 annual planning process. • Assist staff in preparation of annual action plans.

Phase V	
January – December 2026	Cost \$174,600
<i>Objectives</i>	<ul style="list-style-type: none"> • Targeted support of leadership team including monthly strategic operations meetings and strategic communications. • Targeted support of emerging implementation activities • Co-facilitation of 2027 Annual Planning process and development of action plans.
<i>Activities</i>	
<i>Leadership Coaching & Implementation Support</i>	<ul style="list-style-type: none"> • Regular coaching of leadership team and project managers to launch new strategic initiatives. • Targeted coaching and training of housing project managers to actively manage all rehousing activities. • Bi-monthly onsite planning and training activities including co-facilitation of 2027 annual planning process and preparation of 5-year plan. • Assist staff in preparation of 2027 annual action plans.
Phase III, IV, & V Cost Summary	
January – December 2023	\$ 194,500
January – December 2024	\$ 250,000
January – December 2025	\$ 250,500
January – December 2026	\$ 174,600
Total	\$ 869,600

Professional Services Agreement

Attachment “B” (“List of Deliverables”)

The following is the List of Deliverables to be provided by CLUTCH CONSULTING and the timeframe upon which same must be completed. The Deliverables require supporting documentation by CLUTCH CONSULTING, in accordance with the requirements of this Agreement. The milestone payments and schedule of fees to provide these products, solutions and deliverables are listed in Attachment C.

Deliverables	Date delivered by
Test encampment decommissioning and establish a plan to expand encampment response	12/31/2022
Establish implementation work groups and facilitate the planning, testing, and performance improvement baselining and goal setting related to: <ul style="list-style-type: none"> i. improving utilization of existing housing subsidies, ii. reducing the time from referral to move-in, and iii. expanding the number of landlords accepting homeless system subsidies. 	12/31/2022
Establish a new CoC Board and begin operating the new board	3/30/2023
Secure at least \$3.5M in new federal resources	6/30/2023
Facilitate an annual CoC planning process to set collective impact goals, establish new system performance targets and prioritize strategies for 2024	12/31/2023

Phase III Deliverables	Date delivered by
Expand testing of encampment decommissioning based on resource availability	6/30/2023
Prepare an Encampment Rehousing Initiative Plan and Budget	2/28/2023
Present to Plan to City Council	4/30/2023
Secure resources and launch Encampment Rehousing Initiative	8/31/2023
Encampment Initiative project lead trained and leading with supports	3/31/2024

Rehouse 350 individuals by end of 2024	12/31/2024
Project managers/leads in HMIS, CES, and Encampments leading with supports	12/31/2024
Facilitate an annual CoC planning process to set collective impact goals, establish new system performance targets and prioritize strategies for 2025	12/31/2024

Phase IV Deliverables	Date delivered by
Proposed structure for lead agency	6/30/2024
Monthly leadership huddle established to support lead agency	9/30/2024
New structure finalized and established	12/31/2024
New structure fully operational	09/30/2025
PSH expansion tracking and management practices fully adopted	8/31/2024
Project managers/leads in HMIS, CES, and Encampments leading with minimal supports	12/31/2025
Communications plan created and adopted.	12/31/2025
Co-facilitate an annual CoC planning process to set collective impact goals, establish new system performance targets and prioritize strategies for 2026	12/31/2025

Phase V Deliverables	Date delivered by
Improved Point-In-Time Count Methodology Implemented	1/31/2026
Inaugural State of Homelessness Event	4/30/2026
Annual Joint Report to Council	09/30/2026
Co-facilitate an annual CoC planning process to set collective impact goals, establish new system performance targets and prioritize strategies for 2027	12/31/2026
Prepare a 5-year plan (2027-2031) including investment scenarios to reach system equilibrium	12/31/2026

Professional Services Agreement

Attachment “C” (“Payments and Schedule of Fees”)

Payments and Schedule of Fees are as follows:

Phase II Payments and Schedule of Fees		
Description		
Monthly flat rate that includes all hours and travel costs. Monthly reports will be submitted that detail the time and activities for the month along with an invoice.		
Payment schedule based on the scope of services		
Months	Amount per month	Total
July-December 2022	\$25,000.00	\$150,000.00
January- April 2023	\$ 16,666.67	\$66,666.68
May-June 2023	\$16,666.66	\$33,333.32
July-December 2023	\$12,500.00	\$75,000.00
	Total	\$325,000

Phase III, IV & V Payments and Schedule of Fees		
Description		
Monthly flat rate that includes all hours and travel costs. Monthly reports will be submitted that detail the time and activities for the month along with an invoice.		
Payment schedule based on the scope of services		
Months	Amount per month	Total
January – August 2023	\$16,208.33	\$129,666.64
September - December 2023	\$ 16,208.34	\$64,833.36
January - August 2024	\$20,833.33	\$166,666.64
September – December 2024	\$20,833.34	\$83,333.36
January – December 2025	\$20,875	\$250,500
January – December 2026	\$14,550	\$174,600
	Total	\$869,600

Professional Services Agreement

Attachment “E” (“Insurance”)

Insurance Certificates

Attached behind this page is a Certificate of Insurance provided by CLUTCH CONSULTING to meet the requirements listed below. CLUTCH CONSULTING shall maintain the required insurance throughout the entire contract.

Prior to approval of this contract, the CLUTCH CONSULTING (CONSULTANT/SERVICE PROVIDER) shall obtain insurance coverage as provided below. The CONSULTANT/SERVICE PROVIDER must provide, pay for, and maintain the types of insurance policies provided herein, in amounts of coverage and term duration not less than those set forth below. Certified, true and exact copies of all insurance required policies and endorsement pages shall be provided to the City and its participating trusts on a timely basis if requested by City staff.

All insurance must be from responsible insurance companies, which are authorized to do business in the state of Oklahoma and are acceptable to the City and its participating trusts. The required insurance coverage and policies shall be performable in Oklahoma City, Oklahoma, and shall be construed in accordance with the laws of the State of Oklahoma.

Nothing in this Section shall define or limit the rights of any party to this contract under any other provision of this contract, including but not limited to any indemnification provision.

- A. Additional Insureds: All liability policies (except professional liability and workers’ compensation and employer’s liability policies) shall provide that the City and its participating trusts are named additional insureds, without reservation or restriction. The City and any of its participating trusts shall be named as loss payees on the CONSULTANT/SERVICE PROVIDER’s valuable papers insurance policy for this Project.

All insurance coverage of the CONSULTANT/SERVICE PROVIDER shall be primary and non-contributory to any insurance or self-insurance program carried by the City and its participating trusts.

All insurance policies shall include a severability of interest provision wherein claims involving the interests of any insured hereunder, except with respect to limits of insurance, shall be deemed separate from any and all other interest herein, and coverage shall apply as though each such interest was separately insured.

- B. Deductibles: All policies must be fully insured, with any single policy deductible not exceeding \$25,000. All deductibles must be declared on the certificate of insurance. If no deductible is declared, the CONSULTANT/SERVICE PROVIDER is stating a deductible does not exist, and thus a deductible is not approved or accepted. If the CONSULTANT/SERVICE PROVIDER’s deductible is different than declared, then the

City and its participating trusts will hold an equal amount from pay claims until the insurance deductible amount is corrected.

Self-insured retentions will not be accepted unless accompanied by a bond (financial guarantee bond) or irrevocable letter of credit guaranteeing payment of the losses, related investigations, claim administration and defense expenses not otherwise covered by the CONSULTANT/SERVICE PROVIDER's self-insured retention.

- C. Policy Limits: The insurance coverage and limits required of the CONSULTANT/SERVICE PROVIDER under this contract are designed to meet the minimum requirements of the City and its participating trusts. Such coverage and limits are not designed as a recommended insurance program for the CONSULTANT/SERVICE PROVIDER. The CONSULTANT/SERVICE PROVIDER alone shall be responsible for the sufficiency of its own insurance program. Should the CONSULTANT/SERVICE PROVIDER have any question concerning its exposures to loss under this contract or the possible insurance coverage needed therefore, the CONSULTANT/SERVICE PROVIDER should seek professional assistance.

All policies shall be in the form of "occurrence" insurance coverage or policy. If any insurance is written in a "claims-made" form, the CONSULTANT/SERVICE PROVIDER shall also provide tail coverage that extends a minimum of two (2) years from the expiration of this contract.

The minimum aggregate limits of such insurance policies and continuing coverage shall be:

- (1) Workers' Compensation and Employer's Liability Insurance. The CONSULTANT/SERVICE PROVIDER shall provide and maintain, during the term of the contract, worker's compensation insurance as prescribed by the laws of the state of Oklahoma and employer's liability Insurance in an amount not less than One Hundred Thousand Dollars (\$100,000.00) each for all its employees employed at the site of the Project, and in case any work is subcontracted, the CONSULTANT/SERVICE PROVIDER shall require the subcontractor similarly to provide worker's compensation and employer's liability insurance for all the subcontractor's employees, unless such employees are covered by the protection afforded by the CONSULTANT/SERVICE PROVIDER. In the event any class of employees engaged in work performed under the contract or at the site of the Project is not protected under such insurance heretofore mentioned, the CONSULTANT/SERVICE PROVIDER shall provide, and shall cause each subcontractor to provide, adequate insurance for the protection of the employees not otherwise protected. If the CONSULTANT/SERVICE PROVIDER is exempt under the laws of the state of Oklahoma from the requirement to obtain and maintain worker's compensation insurance, then the CONSULTANT/SERVICE PROVIDER shall provide CITY and its participating trusts a copy of its Affidavit of Exempt Status, available from the Oklahoma Insurance Department.

- (2) Commercial General Liability Insurance. The CONSULTANT/SERVICE PROVIDER shall provide and maintain commercial general liability insurance coverage sufficient to meet the maximum cumulative liability of all parties to this contract, including CITY and any public trust participating in the Project, under the Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*, (GTCA) and any amendment or addition thereto, as provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.

All other liability in an amount not less than One Hundred Seventy Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.

Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

- (3) Automobile Liability Insurance. The CONSULTANT/SERVICE PROVIDER shall provide and maintain comprehensive automobile liability insurance coverage as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles sufficient to meet the maximum cumulative liability of all parties to this contract, including CITY and any public trust participating in the Project, under the Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*, (GTCA) and any amendment or addition thereto, unless otherwise specifically and expressly provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.

All other liability in an amount not less than One Hundred Seventy Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.

Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

- D. Certificates: The insurance coverage and limits required must be evidenced by properly executed certificates of insurance on forms approved by the Oklahoma Insurance Commissioner. Copies of these certificates have been provided to the Purchasing Agent or her/his designee prior to execution of this contract and are attached hereto. The certificate(s) must be signed by the authorized representative of the insurance company(s) shown in the certificate(s). The CONSULTANT/SERVICE PROVIDER must attach a copy of the power of attorney evidencing the authority of the authorized representative to execute the certificate of insurance. The certificate must include the Project or Contract number and Project or Contract description or name.
- E. Cancellation. There may be no termination, non-renewal, reduction in coverage, or modification of such insurance coverage.

The CONSULTANT/SERVICE PROVIDER authorizes the City and its participating trusts to confirm all information so furnished as to the CONSULTANT/SERVICE PROVIDER's compliance with its bonds and insurance requirements with the CONSULTANT/SERVICE PROVIDER's insurance agents, brokers, surety and insurance carriers. The lapse of any insurance policy or coverage required by this contract is a breach of this contract for which the CONSULTANT/SERVICE PROVIDER shall repay and reimburse all payment made under the contract and such other damages, losses, and costs incurred by the City and its participating trusts. The City and its participating trusts may at their option suspend this contract until there is full compliance with this paragraph, and/or may suspend payment under this contract, and/or may cancel or terminate this contract and seek damages for the breach of this contract. The remedies in this paragraph shall not be deemed to waive or release any remedy available to The City and its participating trusts. The City and its participating trusts expressly reserve the right to pursue and enforce any other cause or remedy in equity or at law.

In the event of a reduction in any aggregate limit, the CONSULTANT/SERVICE PROVIDER shall immediately notify the City and its participating trusts and shall make reasonable efforts to have the full amount of the limits appearing on the certificate reinstated. If at any time the City and its participating trusts request a written statement from the insurance company(s) as to any impairments to or reduction of the aggregate limit, the CONSULTANT/SERVICE PROVIDER hereby agrees to promptly authorize and have delivered to the City and its participating trusts such statement.

- F. Duration of Coverage. All insurance coverage required under this contract shall be maintained in full force and effect until completion and formal acceptance of the Project by the City and its participating trusts. For CONSULTANT/SERVICE PROVIDERS providing claims-made insurance coverage, such coverage must be maintained in full force and effect for a period of two (2) years after the final, formal acceptance of this Project by the City and its participating trusts.

The requirements of the insurance provisions listed above shall survive the completion, expiration, cancellation or termination of this contract.

Professional Services Agreement

Attachment “F” (“Service Provider’s Proposal”)

The following represents the proposed engagement cadence, intensity and costs including travel expenses. Any deviation from the proposed activities may alter the cost and will be negotiated at the time of modification.

Clutch Consulting – Proposed Phase 3 & Phase 4 Engagement (2023 – 2025)

2024	2025
PROPOSED PHASE 3	PROPOSED PHASE 4
<p>Objectives:</p> <ul style="list-style-type: none"> • Equip City staff to support and actively manage governing bodies • Equip project managers to actively manage HMIS, CES, Encampments, and PSH expansion • Equip and Facilitate 2025 Action Planning including new strategic goals and initiatives <p>Leadership Coaching & Implementation Support</p> <ul style="list-style-type: none"> • Weekly and on demand leadership coaching, with more targeted SME based assignments to assist leadership and project leads • Monthly and on-demand implementation coaching with Clutch acting only as coach and SME and fully equipping project managers to facilitate and effectively drive implementation and performance management over HMIS, CES, and encampments. • Targeted facilitative leadership and coaching for planning and execution of PSH expansion activities. • Monthly or bi-monthly onsite planning, coordination, and implementation support activities including facilitation of community process and preparation of 2025 Action Plan 	<p>Objectives:</p> <ul style="list-style-type: none"> • Prepare to launch new nonprofit agency to work in partnership with City on lead agency duties including hosting HMIS, CES, fundraising, communications, and project management <p>Leadership Coaching & Implementation Support</p> <ul style="list-style-type: none"> • Lead exploration phase, including feasibility analysis, stakeholder engagement, work group facilitation, recommendations, and work planning. • Project manage launch preparation activities under new nonprofit board, including hiring of executive leader, initial operating budget, and staffing plan
\$220,000	\$30,000

2025	2026
PROPOSED PHASE 4	PROPOSED PHASE 5
<p>Objectives:</p> <ul style="list-style-type: none"> • Support launch of new lead agency functions and new leadership dynamics between City and service providers • Support integration of the rehousing project management team and launch of new programs • Continued coaching and SME support for PSH expansion and communications • Co-facilitate 2026 Annual Planning process and development of action plan <p>Leadership Coaching & Implementation Support</p> <ul style="list-style-type: none"> • Weekly coaching of leadership team and project managers to launch new strategic initiatives • Weekly coaching of housing project managers to actively manage all rehousing activities and launch new diversion, rapid rehousing, and PSH programs • Targeted project management coaching for PSH expansion and communications activities • Bi-monthly onsite planning and training including co-facilitation of 2026 annual planning process • Assist staff in preparation of annual action plans 	<p>Objectives:</p> <ul style="list-style-type: none"> • Targeted support of leadership team including monthly strategic operations meetings and strategic communications • Targeted support of emerging implementation activities • Co-facilitation of 2027 Annual Planning process and development of action plans <p>Leadership Coaching & Implementation Support</p> <ul style="list-style-type: none"> • Regular coaching of leadership team and project managers to launch new strategic initiatives • Targeted coaching and training of housing project managers to actively manage all rehousing activities • Bi-monthly onsite planning and training activities including co-facilitation of 2027 annual planning process and preparation of 5-year plan. • Assist staff in preparation of 2027 annual action plans.
\$250,000	\$174,600

IN WITNESS WHEREOF, this Amended Agreement was approved and executed by
The City of Oklahoma City this 31ST day of DECEMBER, 2024.

ATTEST:

(Seal)

Amy K. Simpson
City Clerk



THE CITY OF OKLAHOMA CITY

David Holt
Mayor

CLUTCH CONSULTING GROUP INC.

[Signature]
Managing Partner

REVIEWED as to form and legality.

[Signature]
Assistant Municipal Counselor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER COR Plus Commercial Insurance Services, LLC 2121 Lohmans Crossing Suite #504-874 Austin, TX 78734		CONTACT NAME: Lucynda Gullia PHONE (A/C No. Ext): 844.567.1818 E-MAIL ADDRESS: info@corplusinsurance.com FAX (A/C, No): 737.301.1994															
INSURED Clutch Consulting Group LLC 31403 Imperial Bluff Court Spring TX 77386		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Hiscox Insurance Company</td> <td>10200</td> </tr> <tr> <td>INSURER B : Hiscox Insurance Company</td> <td>10200</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hiscox Insurance Company	10200	INSURER B : Hiscox Insurance Company	10200	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :																	
INSURER E :																	
INSURER F :																	

COVERAGES

CERTIFICATE NUMBER: 1001497536

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			P101.735.550.2	04/11/2024	04/11/2025	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Elec Data Liability \$ 25,000
A	AUTOMOBILE LIABILITY	<input checked="" type="checkbox"/>		P101.735.550.2	04/11/2024	04/11/2025	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	<input type="checkbox"/>				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
B	Professional Liability Insurance	<input checked="" type="checkbox"/>		P101.735.551.2	04/11/2024	04/11/2025	E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							Aggregate Limits \$ 1,000,000 Occurrence \$ 1,000,000 Deductible \$ 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CITY OF SACRAMENTO, its officials, employees, and volunteers are listed as an additional insured on the above named policies. Any insurance or self-insurance maintained by the CITY, its officials, employees, or volunteers shall be in excess of the above insurance and shall not contribute with it.

A 30 day notice will be provided inf any of the above described polices be cancelled before the provided expiration date there of.

CERTIFICATE HOLDER**CANCELLATION**

City of Oklahoma City (or Trust) City or Clerk Office 200 N Walker Suite 200 Oklahoma City, OK 73102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2010/05)

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