

**RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION  
CONTRACT FOR PROFESSIONAL SERVICES  
FOURTH AMENDMENT**

**Contractor:** Poder Consulting Group, LLC

**Contract No:** CF25118 A4

**Address:** 5901 Morrill Avenue  
Whittier, CA 90606

WHEREAS, the Riverside County Children and Families Commission ("Commission") has entered into a Contract for Professional Services ("Contract") with Poder Consulting Group, LLC ("Contractor") for the provision of services, and the parties now wish to amend the Contract, to be effective as of **January 21, 2026**.


Now, therefore, the parties agree to amend the Contract as follows:

- A. All references to the Contract term, shall be amended to:  
**February 1, 2025 - June 30, 2026**
- B. The previous version of the Scope of Work has been deleted in its entirety and replaced as outlined in Attachment A-4.
- C. The previous version of the Budget has been deleted in its entirety and replaced as outlined in Attachment C-4. All references to the maximum reimbursable amount shall be amended from **\$50,000.00** to: **\$115,000.00**

All other terms and conditions of the Contract, including prior amendments shall remain in full force and effect.

**Signature Page Follows**

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representative to execute this Fourth Amendment.

Authorized Signature for COMMISSION:	Authorized Signature for CONTRACTOR:
Charna Widby Executive Director	Miguel Perla Founder and Owner and Authorized Signatory
Date Signed:	Date Signed:
585 Technology Court Riverside, CA 92507-2423	5901 Morrill Avenue Whittier, CA 90606
APPROVED AS TO FORM SIGNATURE:	
	
Kristine Bell-Valdez Supervising Deputy County Counsel	
Date Signed: 1/9/26	
ATTEST SIGNATURE:	
Lynn M. Stephens Executive Assistant IV	
Date Signed:	

## ATTACHMENT A-4: SCOPE OF WORK

**Contractor:** Poder Consulting Group, LLC

**Program:** QEL Consulting

**Contract #:** CF25118 A-4

**Term:** February 01, 2025 - June 30, 2026

### Program Overview:

Poder Consulting Group is a Latinx-owned consulting firm that connects people and empowers communities by providing community engagement, research and evaluation, and strategic planning services. Our work is grounded in community organizing strategies, culturally responsive engagement and community-based participatory methods. We excel at bringing diverse stakeholders together, bridging connections, using research and data to drive action, and facilitating inclusive and effective discussions.

First 5 Riverside County (F5RC) is seeking a learning partner to rewrite and finalize a series of technical assistance one-pagers for cities design and launch a provider survey to better understand Quality Start's impact, support strategic planning for Quality Start Early Learning, and develop a plan for a school readiness assessment.

### SOW Details:

The deliverable timeline may be modified upon mutual agreement between Poder Consulting Group, LLC and First 5 Riverside County (F5RC).

Phase 1: Grounding and Planning – February – March 2025	
Activities	Deliverables
<ol style="list-style-type: none"><li>1. Kick-off meeting to discuss goals and outcomes for the projects and finalize the approach and work plans with F5RC.</li><li>2. Review documentation from F5RC that shares any relevant data and documents to support understanding the context of each project.</li><li>3. Refine and finalize the project(s) scope and overall approach as well as the evaluation questions for the Quality Start provider and parent survey.</li></ol>	<ul style="list-style-type: none"><li>• Meeting agenda and notes</li><li>• Review of data and documents relevant to the scope of service.</li><li>• Documentation of the overall approach, and evaluation questions for the Quality Start provider and parent surveys.</li></ul>

<b>Phase 2: Rewrite and Finalize Child Care Land Use Study – August 2025 – January 2026</b>	
<b>Activities</b>	<b>Deliverables</b>
1. Rewrite and finalize the Child Care Land Use Study and provide feedback on the 12 city briefs, ensuring the narrative of the Study is cohesive, concise, and actionable for city officials and stakeholders.	<ul style="list-style-type: none"> <li>• Finalize the Build Up Riverside County Child Care Land Use Study</li> <li>• Documented recommendations for the 12 City Briefs</li> <li>• Meeting agendas and notes and related action items.</li> </ul>

<b>Phase 3: Design and Launch Quality Start Provider Survey and Parent Survey – March – June 2025</b>	
<b>Activities</b>	<b>Deliverables</b>
<ol style="list-style-type: none"> <li>1. Design and launch a Quality Start providers survey to understand current needs, barriers, and successes. (approximately 442 providers). Goal is a 40% response rate.</li> <li>2. Design and launch a parent survey to understand parent perspective, current needs and access to resources.</li> <li>3. Development of outreach materials to engage providers and parents to participate in survey.</li> <li>4. Updates on data collection progress to assess necessary follow-up strategies for participant engagement and submission of surveys.</li> </ol>	<ul style="list-style-type: none"> <li>• Finalize Survey questions to disseminate through SurveyMonkey</li> <li>• Survey outreach materials and messaging for regular follow-up reminders to providers and parents to complete the survey.</li> <li>• Documentation of overall approach of data collection progress</li> <li>• Meeting agendas and notes and related action items.</li> </ul>

<b>Phase 4: Quality Start Survey Analysis and Reporting – July – September 2025</b>	
<b>Activities</b>	<b>Deliverables</b>
<ol style="list-style-type: none"> <li>1. Analyze survey data to understand themes of responses.</li> <li>2. Prepare 2 slide deck data books to summarize and share the survey results including a chart for each survey question.</li> <li>3. Survey brief that summarizes key findings from the survey in clear, visual, and concise manner that can be easily shared with partners and the broader community.</li> <li>4. Survey brief translation (English and Spanish)</li> </ol>	<ul style="list-style-type: none"> <li>• Documentation of overall approach and analysis of surveys</li> <li>• Data book (slide deck) for each survey (2)</li> <li>• Survey findings brief (English and Spanish)</li> </ul>

Phase 5: Gather Community Input – January – April 2026	
Activities	Deliverables
<ol style="list-style-type: none"> <li>1. Review existing input and refine learning priorities. Review listening session feedback collected to date and identify priority questions and any additional perspectives needed to inform internal strategic planning.</li> <li>2. Design and facilitate up to three bilingual listening sessions. Plan and facilitate up to three listening sessions in English and/or Spanish with parents and community members to learn early childcare needs and gather feedback on Quality Start. This includes developing a listening session agenda and discussion guide, creating outreach materials (English/Spanish), and facilitating the listening sessions. First 5 will lead outreach to partners/contacts and manage venue logistics; consultant will provide outreach materials and recommended recruitment messaging. Listening sessions will be recorded with participant consent. <i>Participation approach:</i> Sessions are designed for meaningful participation and are expected to include approximately 10-15 participants per session. If the project seeks to engage a larger number of participants (e.g., a target of ~50), the parties will determine the most feasible approach (e.g., additional sessions, a brief supplemental input method, or adjustment to session format) through reallocation of hours and/or a scope amendment as needed.</li> <li>3. Synthesize findings and share key takeaways. Analyze and synthesize input gathered from listening sessions and present key findings to inform internal strategic planning (e.g., themes, illustrative quotes, and actionable considerations).</li> </ol>	<ul style="list-style-type: none"> <li>• Data collection plan and approach for listening sessions</li> <li>• Slide deck synthesizing key findings from listening sessions</li> <li>• Raw transcription from recorded listening sessions (reimbursable operational expense per Attachment C-4).</li> </ul>

Phase 6: Support QEL Strategic Planning – January – June 2026	
Activities	Deliverables
<ol style="list-style-type: none"> <li>1. Review all necessary context, feedback, and planning documents to prepare for brainstorming and planning.</li> <li>2. Develop and deliver two presentations (Advisory Board March 11 and Commission May 13) summarizing QEL parent/provider survey results and integrating key learnings from listening sessions.</li> <li>3. Facilitate and support up to five strategic planning workshop meetings with staff. This includes drafting agendas and activities, documenting and synthesizing key learnings and decisions, and supporting with guiding the group along in a process to complete the draft strategic plan for QEL.</li> <li>4. Draft the QEL Strategic Plan framework (goals, objectives, strategies, key activities, outcomes, and metrics) in collaboration with First 5.</li> </ol>	<ul style="list-style-type: none"> <li>• Presentation to F5RC Commission and Advisory Committee</li> <li>• Draft QEL Strategic Plan including a planning framework and a concise narrative summary (including up to two revision rounds based on consolidated feedback)</li> </ul>

Phase 7: Develop an Approach and Plan for a School Readiness Assessment – March – June 2026	
Activities	Deliverables
<ol style="list-style-type: none"> <li>1. Prepare a targeted scan of models/approaches to school readiness assessments used by other entities. Review the Early Development Instrument (EDI) and 2 other feasible options to identify strengths/limitations, equity considerations, and implementation requirements.</li> <li>2. Present options and facilitate a conversation with First 5 Riverside and RCOE staff to discuss tool/approach tradeoffs and select a recommended direction.</li> <li>3. Draft a brief and slide deck outlining a recommended approach, plan, and recommendations for conducting a school readiness assessment in Riverside County. Share this draft final brief with First 5 Riverside and RCOE staff for one round of feedback.</li> </ol>	<ul style="list-style-type: none"> <li>• Final brief outlining a recommended approach and plan for conducting a school readiness assessment in Riverside County, including: <ul style="list-style-type: none"> <li>◦ Feasibility assessment findings (data, governance, operational readiness)</li> <li>◦ Tool/approach tradeoff summary</li> <li>◦ Detailed recommended approach and considerations</li> </ul>                     [This includes one round of feedback incorporated into the final brief.]                 </li> <li>• Slide deck to present recommendations to the Board/Commission</li> </ul>

## ATTACHMENT C-4: BUDGET

**Budget Start Date:** 02/01/2025

**Budget End Date:** 06/30/2026

**Maximum Reimbursable Amount:** \$115,000.00

Description	Hourly Rate	Amount
Operational Expenses	N/A	\$4,046.00
Phase 1: Grounding and Planning	\$170	\$3,400.00
Phase 2: Rewrite and Finalize CC Land Use Study	\$170	\$22,360.00
Phase 3: Design & Launch Surveys	\$170	\$8,160.00
Phase 4: QS Survey and Analysis & Reporting	\$170	\$5,760.00
Phase 4: QS Survey and Analysis & Reporting (Analyst)	\$120	\$9,010.00
Phase 5: Community Input	\$170	\$13,090.00
Phase 5: Community Input Supports & Stipends	N/A	\$3,000.00
Phase 6: Support QEL Strategic Planning	\$170	\$24,260.00
Phase 7: School Readiness Plan	\$170	\$21,914.00

Total Amount: \$115,000.00