

EXHIBIT A

**To the Standard Agreement by and between
The County of Monterey, Health Department, hereinafter referred to as “County”
AND
Monterey County Children and Families Commission
dba First 5 Monterey County for the
Scope of Services / Payment Provisions**

I. BACKGROUND

Through the support of the County of Monterey Health Department (County) contract, the Bright Beginnings Early Childhood Development Initiative (fiscally sponsored by First 5 Monterey County) (Contractor) will maintain its general operations, enhance its strategy-aligned projects, and connect projects to indicators of success. Backbone activities are based in the five conditions of the Collective Impact framework, including a common agenda, shared measurement system, mutually reinforcing activities, and continuous communication.

A summary of deliverables and activities of the Initiative’s backbone for fiscal year 2022-2023 are described below:

Deliverables	Activities	Timeline	Est. Cost
General Operations (Common Agenda & Continuous Communication)	<p><u>Accountability:</u> Maintain feedback loops with Children’s Council and Bright Beginnings co-chairs, F5MC Commission, and the Initiative’s advisory group on progress and continuous improvement of the Initiative. Produce an annual report to the community and provide report to the Monterey County Board of Supervisors.</p> <p><u>Budgeting:</u> Develop and monitor Initiative and project budgets.</p> <p><u>Fund Development:</u> Seek, apply and manage diverse revenue streams for operations of the backbone, projects of the Initiative, and general public or private revenue sources to support the wellbeing of young children.</p> <p><u>Communications:</u> Conduct internal and external continuous communications on the activities and impact of the Initiative through various vehicles, including but not limited to reports, emails, newsletters, and social and traditional media.</p> <p><u>Capacity Building:</u> Provide relevant training, and professional development and support to staff and key partners.</p> <p><u>Partnership Cultivation:</u> Build relationships in the community at all levels, across sectors and disciplines, to support the goals of the Initiative. This may include participation in other related countywide initiatives, collaboratives, etc.</p>	Jul 2022 – Jun 2023	\$125,000

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Mutually Reinforcing Activities	<p>Project Support: Design and facilitate strategy-aligned projects, including but not limited to promoting community inclusion, designing and developing meeting agendas and project action plans, monitoring projects, producing reports and case studies, and planning events. Monitor all projects to ensure quality and fidelity to countywide ECD Strategic Framework.</p> <p>Mutual Reinforcement: Foster intersection and exchange of learning across various projects and domains.</p>	Jul 2022-Jun 2023	\$125,000
Shared Measurement System	<p>Project Evaluation & Monitoring: Develop project-based theories of change and/or logic models to articulate desired outcomes, steps to get there, and alignment with ECD Strategic Framework. Assess success as aligned with theories/models.</p> <p>Initiative-wide Evaluation & Monitoring: Develop and implement shared measurement plan and tools, and continuous improvement processes, all aligned with the ECD Strategic Framework and the Initiative's Theory of Action.</p>	Jul 2022-Jun 2023	\$50,00
Bright Beginnings Initiative Backbone TOTAL			\$300,000

II. DETERMINATION OF COMPLIANCE

Upon request by County, Contractor will provide within 30 days of the request periodic progress reports throughout the duration of this Agreement. The determination of whether performance meets standard is at the sole judgment of the County. County will review these periodic progress reports and perform other monitoring tasks at its discretion to make its determination. This may include making site visits and reviewing related records, which Contractor shall make readily available upon request.

In the event County determines Contractor is not meeting its expectations as expressed above, in whole or in part, County reserves the right to determine the appropriate remedies. These remedies may include, but are not limited to, requiring a corrective action plan, disallowing costs, changing the compensation schedule, reducing future allocations and/or terminating the Agreement.

Modifications to the Scope of Services and Contract Amount: The Director of Health or the Assistant Director of Health may sign up to three (3) future amendments to this Agreement where the amendments do not significantly change the scope of work and do not cause an increase of more than ten percent (10%) (\$30,000) of the original contract amount. Any modifications to compensation that causes an increase of more than ten percent of the original agreement amount must be approved by the Board of Supervisors.

III. PAYMENT PROVISIONS

COUNTY shall pay an amount **not to exceed \$300,000** for the performance of all things necessary for or incidental to the performance of work as set forth above in the Scope of Services.

Contractor will submit invoices to COUNTY as follows:

Upon completion of deliverables and submission of semi-annual reports, submit invoices for the periods listed below as follows:

July 1, 2022 – December 31, 2022 = \$150,000.00

January 1, 2023 – June 30, 2023 = \$150,000.00

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IV. INVOICING AND PAYMENTS

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the County agrees to compensate the Contractor in accordance with the above listed terms. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.
2. Invoices shall be submitted to:
Monterey County Health Department
Ella Harris, Director of Public Health Nursing
1270 Natividad Road
Salinas, CA 93906
Telephone: (831) 796-1279
HarrisE@co.monterey.ca.us

and

Monterey County Health Department
Public Health Bureau – Accounts Payable
1270 Natividad Rd
Salinas, CA 93906
Telephone: (831) 796-1250
412-phfiscal@co.monterey.ca.us
3. Invoices shall:
 - i. Be prepared on Contractor letterhead. An authorized official, employee, or agent certifying that the expenditures claimed represent services performed under this contract must sign invoices.
 - ii. Bear the Contractor's name as shown on the agreement.
 - iii. Identify the billing and/or performance phase and deliverables covered by the invoice. Reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable in this agreement and approved by the County of Monterey.
 - iv. Itemize costs for the billing period in the same detail as indicated in the summary of deliverable and activities in the agreement. Reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable in this agreement and approved by the county of Monterey.

V. EXPENSES/FISCAL DOCUMENTATION

1. Invoices, received from Contractor and accepted and/or submitted for payment by the County, shall not be deemed evidence of allowable agreement costs.
2. Contractor shall maintain for review and audit and provide to County upon request, adequate documentation of all expenses claimed pursuant to this agreement to permit a determination of allowable expenses.