

**EXHIBIT A-1**  
**Scope of Services / Payment Provisions**  
**to the Standard Agreement between**  
**The County of Monterey on behalf of its Health Department and**  
**Monterey County Children and Families Commission**  
**dba First 5 Monterey County (F5MC) for the**  
**Bright Beginnings Early Childhood Development Initiative**

**I. BACKGROUND**

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

A summary of activities of the Bright Beginning backbone for fiscal year 2023-2024 are described below:

| Deliverables  | Activities  | Timeline               | Est. Cost |
|---|---|------------------------|-----------|
| <b>General Operations (Common Agenda &amp; Continuous Communications)</b> | <p><b><u>Accountability:</u></b> Maintain feedback loops with Children’s Council, Bright Beginnings co-chairs, F5MC Commission, and Bright Beginnings advisory group on progress and continuous improvement of Bright Beginnings. Produce an annual report to the Board of Supervisors.</p> <p><b><u>Budgeting:</u></b> Develop and monitor projects of Bright Beginnings.</p> <p><b><u>Fund Development:</u></b> Seek, apply and manage diverse revenue streams for operations of the backbone, projects of Bright Beginnings, and general public or private revenue sources to support the wellbeing of young children.</p> <p><b><u>Communications:</u></b> Conduct internal and external continuous communications on the activities and impact of Bright Beginnings through various vehicles, which may include but is not limited to reports, emails, newsletters, social and traditional media.</p> <p><b><u>Capacity Building:</u></b> Provide relevant training, professional development and support to staff and key partners.</p> <p><b><u>Partnership Cultivation:</u></b> Build relationships in the community at all levels, across sectors and disciplines, to support the goals of Bright Beginnings. This may include participation in other related countywide initiatives and collaboratives.</p> | Jul 2023 -<br>Jun 2024 | \$125,000 |

|  |   |                       |                  |
|--|---|-----------------------|------------------|
| <b>Mutually Reinforcing Activities</b>                     | <p><b>Project Support:</b> Design and facilitate strategy-aligned projects, including but not limited to striving for community inclusion; designing, 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><b>Mutual Reinforcement:</b> Foster intersection and exchange of learning across various projects and domains.</p>                           | Jul 2023-<br>Jun 2024 | \$125,000        |
| <b>Shared Measurement System</b>                           | <p><b>Project Evaluation &amp; Monitoring:</b> Development of project-based theories of change and/or logic models to articulate desired outcomes, steps to get there, and alignment with ECD Strategic Framework. Assessments of success as aligned with theories/models.</p> <p><b>Initiative-wide Evaluation &amp; Monitoring:</b> Development, implementation of shared measurement plan and tools, and continuous improvement processes, all aligned with the ECD Strategic Framework and Bright Beginnings' Theory of Action.</p> | Jul 2023-<br>Jun 2024 | \$50,000         |
| <b>Bright Beginnings Initiative Backbone Not to Exceed</b> |   |                       | <b>\$300,000</b> |

**II. DETERMINATION OF COMPLIANCE**

Upon request by County, Contractor will provide 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:** The Director of Health or designee may approve modifications to the specific tasks described above; however, any **modifications to compensation 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, 2023 – December 31, 2023 = \$150,000.00
- January 1, 2024 – June 30, 2024 = \$150,000.00

#### **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](mailto:harrise@co.monterey.ca.us)

and

Monterey County Health Department  
Public Health Bureau – Accounts Payable  
1270 Natividad Road  
Salinas, CA 93906  
Telephone: (831) 796-1250  
[412-phfiscal@co.monterey.ca.us](mailto: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.

#### **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.