

EXHIBIT-A

To Agreement by and between
County Administrative Office – Community Engagement & Strategic Advocacy,
hereinafter referred to as “County”

AND

Community Foundation for Monterey County, hereinafter referred to as
“CONTRACTOR”

Scope of Services / Payment Provisions

A. SCOPE OF SERVICES

A.1 CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

2020 Census project management support with (3-4) consultants focused on:

- a. Action Team Coordination
 - i. Assist with establishing Action Teams focused on outreach and education and implementation of Census Assistance Centers (CAC’s) and Census Kiosks (CK’s) (also referred to as QAKs for Questionnaire Assistance Kiosks) in North and South Monterey County
 - ii. Build upon existing Complete Count Committee partner engagement and participation focused on specific Hard-to-Count (HTC) populations
- b. Education Cohesion K12 and Higher Education:
 - i. Assist with establishing an Action Team focused on the coordination of outreach and education strategies in higher education institutions
 - ii. Assist in bridging collaboration with K12 partners to ensure cohesion in the implementation process between K12 and higher education institutions
 - iii. Guide Action Team to identify opportunities for implementation of Census Assistance Centers and Census Kiosks
- c. Media Campaign:
 - i. Assist with design development, marketing content management and implementation of multiple market media strategies
 - ii. Manage social media sites and County website content
 - iii. Support alignment with Statewide Media, Federal US Census Bureau Media opportunities, and tri-county Monterey, Santa Cruz and San Benito media strategies

A.2 CONTRACTOR shall produce the following deliverables (written reports, installed products, etc.) by the dates indicated below:

Deliverable	Due Date	Estimated Cost
Action Team Coordination <ul style="list-style-type: none"> • Progress report on establishing Action Teams in North and South Monterey County • Developed strategies for outreach, education and implementation of CAC's and CK's • Progress report on alignment of strategies in North and South Monterey County with Countywide Action Team strategies 	January 3, 2020 March 31, 2020 May 1, 2020 July 31, 2020 October 2, 2020 or December 31, 2020 (depending on project completion needs and activities)	\$52,000
Education Cohesion K12 and Higher Education: <ul style="list-style-type: none"> • Progress report on establishing Action Team focused on higher education institutions • Developed strategies for outreach, education and implementation of CAC's and CK's • Progress report on alignment of strategies within higher education institutions with K12 and Countywide Action Team strategies 	January 3, 2020 March 31, 2020 May 1, 2020 July 31, 2020 October 2, 2020 or December 31, 2020 (depending on project completion needs and activities)	\$48,000
Media Campaign: <ul style="list-style-type: none"> • Progress report on social media content for daily posting • Progress report on County website content for weekly posting • Progress report on implemented multiple media market strategies • Progress report on Statewide Media and Tri-county media partnerships 	January 3, 2020 March 31, 2020 May 1, 2020 July 31, 2020 October 2, 2020 or December 31, 2020 (depending on project completion needs and activities)	\$50,000
TOTAL:		\$150,000

All written reports required under this Agreement must be delivered to Rosemary Soto, County's Contract Manager, in accordance with the schedule above.

B. PAYMENT PROVISIONS

B.1 COMPENSATION/ PAYMENT

County shall pay an amount not to exceed \$70,000 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

Upon submission of progress reports, submit invoices for the periods listed below as follows:

December 10, 2019 – December 31, 2019 = \$70,000

January 1, 2020 – March 31, 2019 = \$40,000

April 1, 2020 – June 30, 2020 = \$40, 000

B.2 DETERMINATION OF COMPLIANCE

Upon request by the 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 compensations schedule, reducing future allocations and/or terminating the Agreement.

Modifications to the Scope of Services: The Contract Manger may approve modifications to the specific tasks described above; however, any modifications to compensation must be approved by the Board of Supervisors.

B.3 CONTRACTORS BILLING PROCEDURES

NOTE: Payment may be based upon satisfactory acceptance of each deliverable, payment after completion of each major part of the Agreement, payment at conclusion of the Agreement, etc.

County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.

DISALLOWED COSTS: CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

B.4 INVOICING AND PAYMENTS

1. For services satisfactorily rendered, and upon receipt and approval of 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 Administrative Office
 - Rosemary Soto
 - Management Analyst III
 - 168 West Alisal Street, Third Floor
 - Salinas, CA 93901
 - 831-755-5840
3. Invoices shall:
 - a. 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.
 - b. Bear the Contractor's name as shown on the agreement.
 - c. Identify the billing and/or performance phase and deliverables covered by the invoice.