

EXHIBIT-A

**To Agreement by and between
County of Monterey hereinafter referred to as “County”
AND
Sun Street Centers hereinafter referred to as “CONTRACTOR”**

Scope of Services / Payment Provisions

Background & Purpose:

The goal of the Monterey County Health Department Cannabis Education Program (Cannabis Program) is to provide community education on the adverse effects of cannabis use by youth, and pregnant and lactating women. The Cannabis Program will provide funding for Sun Street Centers to educate Monterey County high school youth on the dangers of driving under the influence of cannabis (drugged driving), provide elementary school youth education on cannabis vaping awareness, and conduct six (6) focus groups. Additionally, Sun Street Centers will provide three (3) parent presentations in English and Spanish utilizing the updated [Cannabis] Decoded curriculum.

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:
 - A.1.1 CONTRACTOR shall schedule and provide classroom presentations for the following engagement modules: Six (6) high school drugged driving and Three (3) elementary school cannabis vaping. Presentations to be provided within 30-days of the effective date of the Agreement.
 - A.1.2 CONTRACTOR shall all print and prepare all materials necessary for classroom presentations and provide copies of the materials to the County of Monterey 10 days before each scheduled presentation.
 - A.1.3 CONTRACTOR shall schedule and provide presentations, including pre and post testing, related to cannabis underage use to high school student focus groups as follows: Three (3) presentations to high schools and Three (3) presentations to continuation schools.
 - A.1.4 CONTRACTOR shall provide to the County of Monterey, no later than 30 days after the last high school focus group presentation, an end of the year report detailing the pre and post test data for each of the high school focus groups.
 - A.1.5 Contractor shall schedule and provide presentations related to [Cannabis] Decoded to parents of students and youth.

B. PAYMENT PROVISIONS

COUNTY shall pay an amount not to exceed **\$ 80,000** for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Services.

| Preparations | Timeline | Costs |
|--|---------------------------------|-----------------|
| Schedule classroom presentations and print and prepare six (6) high school drugged driving classroom presentations. | upon execution to Jun. 30, 2023 | \$500 |
| Schedule classroom presentations and print/prepare three (3) elementary school cannabis vaping to 6 th grade classroom presentations. | upon execution to Jun. 30, 2023 | \$125 |
| Schedule and print/prepare cannabis underage use focus groups to six (3) high schools and (3) continuation schools. | upon execution to Jun. 30, 2023 | \$125 |
| Schedule presentation and print/prepare three (3) parent [Cannabis] Decoded presentations. | upon execution to Jun. 30, 2023 | \$250 |
| Sub-total | | \$1,000 |
| Presentations | Timeline | Costs |
| Conduct one-hour classroom presentations in six (6) Monterey County high schools (provide sign-in sheets and post-test surveys). Presentations will be provided to approximately 500 youth. | upon execution to Jun. 30, 2023 | \$45,000 |
| Conduct six (6) focus groups to teens from (3) Monterey County traditional high schools and three (3) continuation schools, utilizing Cannabis Program created questions. Focus groups will be provided to approximately 30 youth. | upon execution to Jun. 30, 2023 | \$9,000 |
| Conduct one-hour cannabis/vaping classroom presentations in three (3) Monterey County elementary schools to 6 th grade students (provide sign-in sheets and post-test surveys). Presentations will be provided to approximately 135 students. | upon execution to Jun. 30, 2023 | \$12,000 |
| Conduct one-hour parent presentations to three (3) parent groups utilizing updated [Cannabis] Decoded materials. Parent presentation will be in Spanish and English (provide sign-in sheets and posttest surveys). Presentations will be provided to approximately 30 parents. | upon execution to Jun. 30, 2023 | \$9,000 |
| Sub-total | | \$75,000 |
| Administering Pre/Post Evaluation | Timeline | Costs |
| Administer pre/posttests tests, conduct focus groups, and analyze focus group data. All data will be combined and provided in an end-of-year report for the Cannabis Program. | upon execution to Jun. 30, 2023 | \$4,000 |
| Sub-total | | \$4,000 |
| Not to Exceed | | \$80,000 |

There shall be no travel reimbursement allowed during this Agreement.

CONTRACTOR warrants that the cost charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.

B.2 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.

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.

Invoices shall be submitted in duplicate to the following:

Monterey County Health Department
Public Health Bureau - Accounts Payable
1270 Natividad Road
Salinas, CA 93906
(831) 755-4500
412-PHFISCAL@co.monterey.ca.us

and

Monterey County Health Department
Michelle House, Health Program Coordinator
1441 Schilling Place – South 1st Floor,
Salinas, CA 93901
Telephone: (831) 755-4607
housem@co.monterey.ca.us

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) Be submitted monthly.
- d) Identify the billing and/or performance period covered by the invoice.
- e) Itemize costs for the billing period in the same detail as indicated in the scope of services 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.