

EXHIBIT A
SCOPE OF SERVICES/PAYMENT PROVISIONS
Fiscal Year 2009-10

MONTEREY COUNTY BUSINESS COUNCIL

I. PROJECT SUMMARY

Project Title: Competitive Clusters Project

Purpose: To facilitate and implement all aspects of the Competitive Clusters Project

Organization: Monterey County Business Council (MCBC)

Term: July 1, 2009 – June 30, 2010

Payment Amount: \$108,000 County
 54,000 MCBC Matching Funds
 \$162,000 Total

The MCBC has played an integral role in the success of the Competitive Clusters Project through member participation and funding, as well as implementation of key cluster initiatives nationally and globally. MCBC, a non-profit corporation, founded in 1995 with the following mission statement: "We are an alliance of business executives and professionals providing collaborative leadership to help people from business, government, education and the community work together on countywide issues reflecting our organization's strong commitment to the environment, economic vitality and quality of life".

II. PROJECTS/ACTIVITIES

Task 1: Facilitation of Competitive Clusters / implementation of MCBC Workforce Initiatives – Est. \$132,000

Contractor shall provide administrative support, assist in implementation of the cluster initiatives, convene the Working Group meetings, prepare and mail agendas, prepare distribute meeting notes, provide support to the initiative champions and monitor the progress of the initiatives for the six Clusters; Agriculture, Building / Design, Education / Research, Tourism and Wellness / Lifestyle and Creative/Technology.

Deliverable: 1) Convene and facilitate Cluster Working Group Meetings 2) Leadership Council meetings; 3) Facilitate implementation of the Cluster initiatives.

Task 2: Communicate the results of the C2 Project to the stakeholders and community Est. \$15,000

Deliverable: Prepare an annual C2 report and one economic conference.

Task 3: Hold topical issue forums – Est. \$5,000

Contractor shall identify and hold forums on topical issues affecting businesses in Monterey County. Topical issues will be identified by the Business Council and the Business Advisory Council. MCBC shall prepare and distribute two Economic Reports (Spring & Fall)

Deliverable: A minimum of three topical forums with a report of actions to be taken

Task 4: Maintain the Monterey County Business Portal – Est. \$10,000

In 2005, the Monterey County Business Portal, (Montereycountybusiness.org) was launched.

Deliverable: A continually updated website that provides current data and resources.

***The deliverables are based on a twelve-month contract**

III. PARTNERSHIPS

The above tasks will be implemented in conjunction with the appropriate partners, to include:

- County of Monterey
- Monterey County Office of Education
- Transportation Agency for Monterey County
- Cities
- Monterey County Workforce Investment Board
- Central Coast Builders Exchange
- Monterey County Education, Research & Business Institute
- Monterey County Vintners & Growers Association
- Overall Economic Development Commission
- Cal State Monterey Bay
- California Forward

IV. REPORTING REQUIREMENTS

Contractor shall submit quarterly reports on deliverables to the County Administrative Office as follows:

<u>DUE DATE</u>	<u>REPORT PERIOD</u>
October 31, 2009	July 1, 2009 – September 30, 2009
January 31, 2010	October 1, 2009 – December 30, 2009
April 30, 2010	January 1, 2010 – March 31, 2010
July 30, 2010	April 1, 2010 – June 30, 2010

In addition, MCBC shall make semi-annual presentations to the Board of Supervisors.

V. PAYMENT PROVISIONS

- A. Contractor shall submit quarterly invoices. Quarterly payments of \$27,000 will be paid to the Contractor, upon receipt of invoices.

- B. Contractor payments in advance are required because the Contractor's financial structure requires cash flow to finance the up front costs to facilitate and implement all aspects of the Competitive Clusters Project, with an accounting detail of expenditures.
- C. Contractor should mail quarterly invoice to:

Ms. Debby L. Bradshaw, Management Analyst
County of Monterey Administrative Office – Intergovernmental Affairs
168 W. Alisal Street – 3rd Floor
Salinas CA 93901

VI. PERFORMANCE MEASUREMENTS

The following performance measurements will be identified in the contractor's quarterly reports:

- A. Outcome of completed cluster Action Initiatives.
- B. Amount of private-sector and public-sector dollars generated.
- C. Number of partnerships / collaborations developed and the economic outcome.
- D. Economic benefits to include number of jobs retained / created due directly or indirectly to cluster initiatives.

VII. OTHER PROVISIONS

- A. The County Administrative Officer or his designee must approve any modifications or amendments to the above scope of work, budget, or funded activities.
- B. Contractor shall acknowledge the Monterey County Board of Supervisors for their funding contribution on appropriate material/publications.
- C. The Contractor shall provide the County Administrative Officer or his designee with a copy of any written or visual publications funded under the terms of this agreement.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

06/25/2009

PRODUCER Aon Risk Insurance Services West, Inc. Fresno CA Office 5260 North Palm Avenue Suite 400 Fresno CA 93704 USA		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
PHONE: (559) 449-7200		FAX: (559) 439-0863	
INSURED Monterey County Business Council, Inc. P.O. Box 2746 Monterey CA 93942-2746 USA		INSURERS AFFORDING COVERAGE	
		NAIC #	
		INSURER A Hartford Casualty Insurance Co 29424	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

LIMITS SHOWN ARE AS REQUESTED

INSR ADD'L LTR	INSUR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PFR <input type="checkbox"/> POLICY <input type="checkbox"/> PRD-JCT <input type="checkbox"/> LOC	51SBAT99765 Businessowners	07/19/2009	07/19/2010	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
						MED EXP (Any one person)	\$10,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/UT AGG	\$2,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON OWNED AUTOS	51SBAT99765 Businessowners	07/19/2009	07/19/2010	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
						BODILY INJURY (Per person)	
						BODILY INJURY (Per accident)	
						PROPERTY DAMAGE (Per accident)	
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	
						OTHER THAN AUTO ONLY EA ACC AGG	
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	
						AGGREGATE	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	
						E.L. DISEASE-EA EMPLOYEE	
						E.L. DISEASE-POLICY LIMIT	
		OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Certificate Holder is named as Additional Insured per form attached.

CERTIFICATE HOLDER

CANCELLATION

Monterey County Economic Development 168 W. Alisal Street Salinas CA 93901 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER ITS AGENTS OR REPRESENTATIVES
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2009/01)

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Holder Identifies: 570035124382 Certificate No.

COMMERCIAL COVERAGE

POLICY AMENDMENT

**THIS ENDORSEMENT CHANGES THE
POLICY. PLEASE READ IT
CAREFULLY.**

COMMERCIAL GENERAL LIABILITY

**ADDITIONAL INSURED - OWNERS,
LESSEES OR CONTRACTORS
(FORM B)**

CG 20 10 10 93

SCHEDULE

NAME OF PERSON OR ORGANIZATION:

The County of Monterey, its officers, agents & employees

RE:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured,

Primary Insurance

It is understood and agreed that this insurance is primary and any other insurance maintained by the additional insured shall be excess only and not contributing with this insurance.

POLICY NUMBER	INSURED	EFFECTIVE
51SBATS9765	Monterey County Business Council	07/16/09
INSURANCE COMPANY	PRODUCER	
The Hartford	AON RISK SERVICES, INC. OF CENTRAL CALIFORNIA	
	COUNTERSIGNATURE OF AUTHORIZED AGENT	

**STATE
COMPENSATION
INSURANCE
FUND**

HOME OFFICE

SAN FRANCISCO

ANNUAL RATING ENDORSEMENT

IT IS AGREED THAT THE CLASSIFICATIONS AND RATES PER \$100 OF REMUNERATION APPEARING
IN THE CONTINUOUS POLICY ISSUED TO THIS EMPLOYER ARE AMENDED AS SHOWN BELOW.

HERE ARE YOUR NEW RATES FOR THE PERIOD INDICATED. IF YOUR NAME OR ADDRESS SHOULD
BE CORRECTED OR IF INSURANCE IS NOT NEEDED FOR NEXT YEAR, PLEASE TELL US.

IMPORTANT

THIS IS NOT A BILL

SEND NO MONEY UNLESS STATEMENT IS ENCLOSED

THE RATING PERIOD BEGINS AND ENDS AT 12:01AM
PACIFIC STANDARD TIME

CONTINUOUS POLICY 1798704-08

RATING PERIOD 10-01-08 TO 10-01-09

MONTEREY COUNTY BUSINESS COUNCIL
PO BOX 2746
MONTEREY, CALIF 93942

DEPOSIT PREMIUM	\$620.00
MINIMUM PREMIUM	\$200.00
PREMIUM ADJUSTMENT PERIOD	ANNUALLY
	R NG

NAME OF EMPLOYER- MONTEREY COUNTY BUSINESS COUNCIL, INC.
(A NON-PROFIT CORP.)

CODE NO. PRINCIPAL WORK AND RATES EFFECTIVE FROM 10-01-08 TO 10-01-09

		PREMIUM BASIS	BASE RATE	INTERIM BILLING RATE*
8810-1	CLERICAL OFFICE EMPLOYEES--N.O.C.	35100	1.01	1.01

*****BUREAU NOTE INFORMATION*****

FEIN 770417425

TOTAL ESTIMATED ANNUAL PREMIUM

\$355

STATE COMPENSATION INSURANCE FUND	HOME OFFICE	SAN FRANCISCO	ANNUAL RATING ENDORSEMENT
	IT IS AGREED THAT THE CLASSIFICATIONS AND RATES PER \$100 OF REMUNERATION APPEARING IN THE CONTINUOUS POLICY ISSUED TO THIS EMPLOYER ARE AMENDED AS SHOWN BELOW.		

HERE ARE YOUR NEW RATES FOR THE PERIOD INDICATED. IF YOUR NAME OR ADDRESS SHOULD BE CORRECTED OR IF INSURANCE IS NOT NEEDED FOR NEXT YEAR, PLEASE TELL US.

IMPORTANT THIS IS NOT A BILL
SEND NO MONEY UNLESS STATEMENT IS ENCLOSED
THE RATING PERIOD BEGINS AND ENDS AT 12:01AM
PACIFIC STANDARD TIME

CONTINUOUS POLICY 1798704-08

RATING PERIOD 10-01-08 TO 10-01-09

* INTERIM BILLING RATES WILL BE USED ON PAYROLL REPORTS. THEY TAKE INTO ACCOUNT RATING PLAN CREDITS (OR DEBITS) WHICH WILL APPLY AT FINAL BILLING AND AN ESTIMATE OF YOUR PREMIUM DISCOUNT AS DETAILED BELOW.

RATING PLAN CREDITS (DEBITS) EFFECTIVE FROM 10-01-08 TO 10-01-09

RATING PLAN MODIFIER	1.00000
ESTIMATED PREMIUM DISCOUNT MODIFIER	<u>1.00000</u>
COMPOSITE FACTOR APPLIED TO BASE RATES TO DERIVE INTERIM BILLING RATES	1.00000

YOUR BROKER RECEIVES A 10.0% COMMISSION ON THIS POLICY. THE COMMISSION LEVEL ASSIGNED DOES NOT AFFECT THE PRICE OF THIS POLICY. YOUR BROKER ALSO MAY BE ELIGIBLE TO RECEIVE A SAFETY INCENTIVE COMMISSION BASED UPON THE AGGREGATE SAFETY RECORD OF ACCOUNTS YOUR BROKER PLACES WITH STATE FUND.

*
* PREMIUM DISCOUNT SCHEDULE EFFECTIVE FROM 10-01-08 TO 10-01-09 *
* ESTIMATED MODIFIED PREMIUM IS DISCOUNTED ACCORDING TO THE FOLLOWING SCHEDULE: *
* FIRST ABOVE *
* \$5,000 \$5,000 *
* 0.0% 12.6% *
* *

THE ESTIMATED PREMIUM DISCOUNT IS BASED ON AN ESTIMATE OF YOUR PAYROLL. ACTUAL PREMIUM DISCOUNT APPLIED AT FINAL BILLING WILL BE BASED ON THE ACTUAL PAYROLL REPORTED ON YOUR POLICY AND SUBJECT TO AUDIT.