

EXHIBIT A
SCOPE OF SERVICES/PAYMENT PROVISIONS

I. Service Delivery Site

Monterey County Government Center
Board of Supervisor's Chambers
168 W. Alisal Street, Floor 1
Salinas, Ca.

or

Monterey County Information Technology
1590 Moffett Street
Salinas, Ca. 93905

II. Scope of Services

1. CONTRACTOR shall be responsible for the broadcast services for Monterey County Government Channel specifically for the Monterey County Government Channel of the Comcast Cable Television System also transmitted to the AT&T U-Verse Cable.
2. CONTRACTOR shall operate the Government Channel and programming in a manner that is consistent with the principles set forth in The Cable System Regulatory Code (Monterey County Codified Ordinances Chapter 7.12) with the primary purpose being to assist the County in providing broadcast services.
3. All scheduling of programs and uploads of programs will be conducted by the CONTRACTOR with review/approval by the County Communications Coordinator and/or Information Technology.
4. Contractor responsibility under the proposed Agreement includes:
 - a. Contacting Monterey County Information Technology should there be any issues with the live stream to the government channel and/or the recording for technical support.
 - b. Broadcast programming provided by the County as requested.
 - c. Ensure live content is broadcast by accessing the Leightronix application either remotely or on site and notify County designated contact should there be any issues with the live feed.
 - d. Maintain the program scheduling of the County Government Channel 24 hours a day 7 days a week. The scheduling shall be in collaboration with the County Communications Coordinator.
 - e. Schedule the programs and control output to the Government Channel which will be approximately 14,000 events per year.

- f. Work in conjunction with the programming operator in the audio visual room in the Board Chambers to archive the programming and upload to the County server with the archive duration to be determined by the County.
 - g. Monitoring the government channel by performing periodic checks of broadcast delivery 7 days per week to ensure the Government Channel is functioning properly. CONTRACTOR shall notify County anytime the Government Channel is not working as intended even if the issue was resolved before reporting to the County.
 - h. Catalogue each program provided and label in master library in the audio visual room and back up each digital video for archival to DVD to protect against loss of data.
 - i. Upload the County broadcast content on websites determined by the County and County Communications Coordinator.
 - j. Other services that are required include: encoding, dubbing, and preparation and submission of advance schedule to TVguide.com, newspaper publications, Comcast and other relevant organizations for further listings and outreach to the community of the Government Channel listings.
 - k. CONTRACTOR will be responsible for modifying the County message board on the Government Channel by updating the content. CONTRACTOR will be responsible for converting all programs into the format required by the Leightronix video server and uploading the content as a program through the County computer in the AV room in the board chambers or at Information Technology. CONTRACTOR will be responsible for all software necessary to convert the programming into the format needed to be uploaded into the video server.
 - l. All meetings recorded in the board chambers both schedule and non-scheduled along with programs recorded out in the field will be broadcast as specified by the County. The programs will be provided by the County Communications Coordinator who will be responsible for receiving all programs created by a Third Party vendor.
 - m. CONTRACTOR will upload recordings of recurring meetings to a Third Party vendor archival storage as determined by the County.
 - n. Provision of an instruction binder detailing the steps for:
 - Updating the County message board.
 - Uploading programs onto the Leightronix video server.
 - Updating the schedule for the programming in Leightronix.
 - Program schedule updates for broadcast in Comcast, TVguide, and publications as specified in Section 4.j.
5. The scope of work includes all broadcasting needs for the term of the Agreement. The number of programs, schedule changes, and message board changes to be broadcast may fluctuate throughout the course of the services provided during the and will be determined by the County Communications Coordinator and the Information Technology Department.

III. Term of the Agreement

The term of this Agreement shall be from **July 1, 2014 through June 30, 2017** unless sooner terminated pursuant to the terms of this Agreement.

IV. Payment Provisions

1. For the services described in this Agreement, the maximum obligation of the County will be **\$72,000**. The payment conditions as specified in Section 6 of the body of this Agreement shall apply.
2. Maximum Annual Liability:

FISCAL YEAR LIABILITY	AMOUNT
July 1, 2014 to June 30, 2015	\$ 24,000
July 1, 2015 to June 30, 2016	\$ 24,000
July 1, 2016 to June 30, 2017	\$ 24,000
TOTAL AGREEMENT MAXIMUM LIABILITY	\$ 72,000

3. Invoices shall be mailed to:

Monterey County Information Technology
1590 Moffett Street
Salinas, Ca. 93905
Attn: Accounts Payable

If for any reason this Agreement is cancelled, County's maximum liability shall be the total utilization to the date of cancellation not to exceed the maximum amount listed above.