

EXHIBIT A
SCOPE OF SERVICES/PAYMENT PROVISIONS

Scope of Services:

Objective: The Action Council of Monterey County, Inc., (hereinafter “CONTRACTOR”) shall provide community educational management services, which may include subcontracting with professionals to perform specialized services; purchase equipment; obtain venues for trainings/conferences; and provide other services as requested by the Director of Health or designee and/or Health Officer. An example of a specialized service may involve the necessity to enter into emergency subcontracts due to a pandemic outbreak or other health threats to the residents of Monterey County.

Due to the nature of this Agreement, it is not possible to list all services that will be necessary to implement for the Department of Health. As stated above, county emergencies or preparation for such events may warrant the need to enter into Agreements with individuals/businesses that can provide these services when required. Non-emergency services may be warranted as additional state and federal funding becomes available and the Public Health Bureau’s Programs re-work their anticipated scopes of services in order to better serve the community and the county’s professionals through additional conferences/trainings on relevant topics and events.

Responsibilities:

- County will provide CONTRACTOR with a detailed description of services and payment provisions that are required for each subcontract. If travel expenses are included in the subcontract(s), reimbursement will be per the County of Monterey Travel Policy and shall be stated in each agreement.
- CONTRACTOR will provide County with a fully executed Agreement detailing the subcontractor’s scope of services/payment provisions as authorized by the County.

Payment Provisions:

- County does not guarantee that the total amount of \$400,000 for this Agreement will be paid to Contractor.
- The Contractor shall not process payment for a subcontractor’s invoice until the County has approved the invoice.
- All invoices for reimbursement by County to CONTRACTOR shall include a fifteen percent (15%) Administrative Fee calculated on the total amount of each invoice.

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- Invoices submitted by the CONTRACTOR to the County shall be in a form acceptable to County. The Health Department shall certify the invoice(s) and promptly submit the invoice(s) to the County Auditor-Controller. The Auditor-Controller shall process the invoice for payment within 30 days of receiving the invoice from the Health Department. CONTRACTOR shall pay their Subcontractors within 5 days of receipt of payment from County.
- The total amount of this three-year Agreement shall not exceed \$400,000.
- All correspondence with County shall be directed to:

Monterey County Health Department
Public Health Bureau
Patricia McFadden, Management Analyst II
1270 Natividad Road
Salinas, CA 93906
Telephone: 831-755-4726
Email: mcfaddenpd@co.monterey.ca.us

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