

## EXHIBIT-A

**To Agreement by and between  
The County of Monterey hereinafter referred to as “County”  
AND  
Erickson Institute 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:

A.1.1 CONTRACTOR shall provide Training Planning, Coordination, and administration for entire engagement.

A.1.2 CONTRACTOR shall provide “See One” English and Spanish Cohort 0, which includes the following:

- Level 1 Fan Training: 2 days of core training for 24-30 practitioners.
- Level II Mentoring: 6 months of monthly phone mentoring (fee per group).
- Integration Day 3: Final day of FAN training for practitioners and supervisors.
- Training Materials: Participant training materials.

A.1.3 CONTRACTOR shall provide TRAIN THE TRAINER Team A - COHORT 1, which includes the following:

- Preparation of Trainer Candidates: Three hours of curriculum review and practice with a Lead Trainer.
- Level 1 Fan Training led by trainer candidates: 2 days of training observation and feedback by Lead Trainer.
- Level II Mentoring: 6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors(cost).
- Integration Day 3 Led by trainer candidates: 1 day of training observation and feedback by Lead Trainer.
- Training Materials: Participant training materials

A.1.4 CONTRACTOR shall provide TRAIN THE TRAINER Team A - COHORT 2, which includes the following:

- Preparation of Trainer Candidates: Two hours of curriculum review and practice with a Lead Trainer.
- Level 1 Fan Training led by trainer candidates: 2 days of training observation and feedback by Lead Trainer.

- Level II Mentoring: 6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors(cost).
- Integration Day 3 led by trainer candidates: 1 day of training observation and feedback by Lead Trainer.
- Training Materials: Participant training materials.

A.1.5 CONTRACTOR shall provide TRAIN THE TRAINER Team B - COHORT 3, which includes the following:

- Preparation of Trainer Candidates: Three hours of curriculum review and practice with a Lead Trainer.
- Level 1 Fan Training led by trainer candidates: 2 days of training observation and feedback by Lead Trainer.
- Level II Mentoring: 6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors(cost).
- Integration Day 3 led by trainer candidates: 1 day of training observation and feedback by Lead Trainer.
- Training Materials: Participant training materials.

A.1.6 CONTRACTOR shall provide TRAIN THE TRAINER Team B - COHORT 4, which includes the following:

- Preparation of Trainer Candidates: Two hours of curriculum review and practice with a Lead Trainer.
- Level 1 Fan Training led by trainer candidates: 2 days of training observation and feedback by Lead Trainer.
- Level II Mentoring: 6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors(cost).
- Integration Day 3 led by trainer candidates: 1 day of training observation and feedback by Lead Trainer.
- Training Materials: Participant training materials.

A.1.7 CONTRACTOR shall provide TRAIN THE TRAINER Team C - COHORT 5, which includes the following:

- Preparation of Trainer Candidates: Three hours of curriculum review and practice with a Lead Trainer.
- Level 1 Fan Training led by trainer candidates: 2 days of training observation and feedback by Lead Trainer.
- Level II Mentoring: 6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors(cost).
- Integration Day 3 led by trainer candidates: 1 day of training observation and feedback by Lead Trainer.
- Training Materials: Participant training materials.

A.1.8 CONTRACTOR shall provide TRAIN THE TRAINER Team C - COHORT 6, which includes the following:

- Preparation of Trainer Candidates: Two hours of curriculum review and practice with a Lead Trainer.
- Level 1 Fan Training led by trainer candidates: 2 days of training observation and feedback by Lead Trainer.
- Level II Mentoring: 6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors(cost).
- Integration Day 3 led by trainer candidates: 1 day of training observation and feedback by Lead Trainer.
- Training Materials: Participant training materials.

A.1.8 CONTRACTOR shall provide Community of Practice, which includes:

- Community of Practice Consultation and Resources: Curriculum resources and guidance for 4 Community of Practice Convenings.

## **B. PAYMENT PROVISIONS**

### **B.1 COMPENSATION/ PAYMENT**

County shall pay an amount not to exceed **\$213,600** 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:

## Train the Trainer

**Structure:** One English and one Spanish Practitioner FAN Training Cohorts facilitated by Endorsed Trainers; Practitioner FAN Train-the-Trainer for three trainer candidate teams. Will result in 6 Trainers (at least two English-speaking and two Spanish-speaking) and up to 240 trained professionals

**Trainers:** 2-4 Endorsed Trainers, 1-2 Lead Trainers, 6 Trainer Candidates

**Cohorts:** 8

Item	Description	Quantity	Fee/Unit	Total Fee
<b>PLANNING</b>				
Training Planning, Coordination, and Administration	Training planning, coordination, and administration for entire engagement			\$41,000
<b>"See One" English Cohort 0</b>				
Level I FAN Training	2 Days of core training for 24-30 practitioners			\$16,000
Level II Mentoring	6 months of monthly phone mentoring (fee per group)	1	\$1,500	\$1,500
Integration Day 3	Final day of FAN training for practitioners and supervisors			\$8,000
Training Materials	Participant training materials	24	\$50	\$1,200
<b>Total Fee</b>				<b>\$26,700</b>
<b>"See One" Spanish Cohort 0</b>				
Level I FAN Training	2 Days of core training for 24-30 practitioners			\$16,000
Level II Mentoring	6 months of monthly phone mentoring (fee per group)	1	\$1,500	\$1,500
Integration Day 3	Final day of FAN training for practitioners and supervisors			\$8,000
Training Materials	Participant training materials	24	\$50	\$1,200
<b>Total Fee</b>				<b>\$26,700</b>
<b>TRAIN THE TRAINER Team A - COHORT 1</b>				
Preparation of Trainer Candidates	Three hours of curriculum review and practice with a Lead Trainer	3	\$2,000	\$6,000
Level I FAN Training: <i>Led by trainer candidates</i>	2 days of training observation and feedback by Lead Trainer			\$8,000
Level II Mentoring	6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors (cost			\$1,500
Integration Day 3: <i>Led by trainer candidates</i>	1 day of training observation and feedback by Lead Trainer			\$4,000
Training Materials	Participant training materials	24	\$50	\$1,200
<b>Total Fee</b>				<b>\$20,700</b>
<b>TRAIN THE TRAINER Team A - COHORT 2</b>				
Preparation of Trainer Candidates	Two hours of curriculum review and practice with a Lead Trainer	2	\$2,000	\$4,000
Level I FAN Training: <i>Led by trainer candidates</i>	2 days of training observation and feedback by Lead Trainer			\$8,000
Level II Mentoring	6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors (cost			\$1,500
Integration Day 3: <i>Led by trainer candidates</i>	1 day of training observation and feedback by Lead Trainer			\$4,000

Training Materials	Participant training materials	24	\$50	\$1,200
<b>\$18,700</b>				
<b>TRAIN THE TRAINER Team B - COHORT 3</b>				
Preparation of Trainer Candidates	Three hours of curriculum review and practice with a Lead Trainer	3	\$2,000	\$6,000
Level I FAN Training: <i>Led by trainer candidates</i>	2 days of training observation and feedback by Lead Trainer			\$8,000
Level II Mentoring	6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors (cost			\$1,500
Integration Day 3: <i>Led by trainer candidates</i>	1 day of training observation and feedback by Lead Trainer			\$4,000
Training Materials	Participant training materials	24	\$50	\$1,200
<b>\$20,700</b>				
<b>TRAIN THE TRAINER Team B - COHORT 4</b>				
Preparation of Trainer Candidates	Two hours of curriculum review and practice with a Lead Trainer	2	\$2,000	\$4,000
Level I FAN Training: <i>Led by trainer candidates</i>	2 days of training observation and feedback by Lead Trainer			\$8,000
Level II Mentoring	6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors (cost			\$1,500
Integration Day 3: <i>Led by trainer candidates</i>	1 day of training observation and feedback by Lead Trainer			\$4,000
Training Materials	Participant training materials	24	\$50	\$1,200
<b>\$18,700</b>				
<b>TRAIN THE TRAINER Team C - COHORT 5</b>				
Preparation of Trainer Candidates	Three hours of curriculum review and practice with a Lead Trainer	3	\$2,000	\$6,000
Level I FAN Training: <i>Led by trainer candidates</i>	2 days of training observation and feedback by Lead Trainer			\$8,000
Level II Mentoring	6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors (cost			\$1,500
Integration Day 3: <i>Led by trainer candidates</i>	1 day of training observation and feedback by Lead Trainer			\$4,000
Training Materials	Participant training materials	24	\$50	\$1,200
<b>\$20,700</b>				
<b>TRAIN THE TRAINER Team C - COHORT 6</b>				
Preparation of Trainer Candidates	Two hours of curriculum review and practice with a Lead Trainer	2	\$2,000	\$4,000
Level I FAN Training: <i>Led by trainer candidates</i>	2 days of training observation and feedback by Lead Trainer			\$8,000
Level II Mentoring	6 months of monthly phone mentoring provided by Lead Trainer for Trainer Candidates, as they support supervisors (cost			\$1,500
Integration Day 3: <i>Led by trainer candidates</i>	1 day of training observation and feedback by Lead Trainer			\$4,000
Training Materials	Participant training materials	24	\$50	\$1,200
<b>\$18,700</b>				
<b>Community of Practice</b>				
Community of Practice Consultation and Resources	Curriculum resources and guidance for 4 Community of Practice Convenings	4	250	\$1,000
<b>\$213,600</b>				

Upon completion of deliverables, submit invoices.

CBN / Erikson Institute  
Term: upon execution to 8/31/28  
NTE: \$213,600

There shall be no travel reimbursement allowed during this Agreement.

## **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:

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

**and** Monterey Public Health Department  
Public Health Bureau – Ella Harris  
1270 Natividad Road  
Salinas, CA 93906  
(831) 796-1279  
[harrise@countyofmonterey.gov](mailto:harrise@countyofmonterey.gov)

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.