

EXHIBIT A

PROFESSIONAL SERVICE AGREEMENT

**COUNTY OF MONTEREY
COUNTY ADMINISTRATIVE OFFICE (CAO)
INTERGOVERNMENTAL & LEGISLATIVE AFFAIRS (IGLA) DIVISION
AND
NOSSAMAN LLP**

SCOPE OF SERVICES / PAYMENT PROVISIONS

A. SCOPE OF SERVICES:

- **State Legislative Advocacy Services.**

The CONTRACTOR shall provide on a timely basis service and staff, and otherwise do all things necessary for or incidental to the performance of work as set forth below, and to other activities to which the parties in the future may agree:

- A.1 Proactive Intelligence Gathering & Reporting:** Exercise initiative to gather intelligence on emerging issues based on knowledge of the County's interests. Provide timely reports and advance notification to the Legislative Committee and County Administrative Office – Intergovernmental and Legislative Affairs (IGLA) staff.
- A.2 Identification & Review:** Proactively identify legislative, budget, and/or regulatory issues which may impact the County's current or future business interests. Provide information on identified issues to IGLA staff and department experts for review.
- A.3 Position, Strategy & Action Recommendations:** Make recommendations on legislative, budget, and regulatory issues of interest to the County related to County positions, political/technical strategies, and proactive actions.
- A.4 Take Action & Advocate on Behalf of the County of Monterey:** Execute position, strategy and action recommendations, and advocate County positions to the Administration, state legislators, legislative committees, or state agencies or others as directed by the Board of Supervisors and the Legislative Committee.
- A.5 Legislative Committee Meetings – Participation, Reports, Follow-up Actions:**
- i. **Weekly Conference Calls:** Participate in weekly conference calls with IGLA staff and assist in the development of Legislative Committee meeting agendas.
 - ii. **Legislative Committee Meetings:** Participate in all Legislative Committee meetings, in their entirety, remotely or in person unless otherwise approved by the Committee Chair and IGLA staff.
 - iii. **Legislative Committee Reports:** Provide a written memo for inclusion in the Legislative Committee agenda packet, and verbally report to the Committee on agenda items and advocacy efforts undertaken on behalf of the County.
 - iv. **Follow-Up Actions:** Follow-up as appropriate on all research and action items requested by the Legislative Committee and IGLA staff.

- A.6 Bill/Issues Track:** Monitor State legislative, budget, regulatory, and other issues of interest to the County. Regularly provide bill/issues track of activities to the Legislative Committee and IGLA staff, which includes:
- i. bill/issue summary;
 - ii. bill/issue status;
 - iii. County position; and
 - iv. status/actions to date.
- A.7 Research, Analysis & Reports:** Conduct research and analysis in coordination with County departments, and provide verbal and/or written reports on matters identified within the Legislative Program, or as requested by the Legislative Committee or IGLA staff on:
- i. Legislative proposals;
 - ii. Executive, budget, regulatory, and rulemaking proposals/programs with potential fiscal or policy impacts to the County;
 - iii. Emerging state issues;
 - iv. Qualified ballot initiatives scheduled to come before the California electorate.
- A.8 Dedicated Staff:** Provide professional, experienced, senior level staff dedicated to the County whose primary responsibility is to respond to requests for:
- i. Legislative reports, analyses, and research.
 - ii. Intelligence gathering, strategic advisement.
 - iii. Draft letters or other briefing materials articulating County positions.
 - iv. Other items as requested.
- CONTRACTOR has designated Ashley Walker and Kasha Hunt as the primary staff assigned to services described herein. CONTRACTOR will provide such other additional staff of similar qualifications, as deemed necessary to carry out its obligations pursuant to this Agreement.
- A.9 Outreach – Expanding Monterey County’s Presence:** Elevate the County’s presence in Sacramento, CA.
- A.10 Meeting Attendance in Monterey County/California:** Attend meetings in Monterey County/California as requested. The County will not provide reimbursement for travel related or other expenses.
- A.11 Meeting & Scheduling Assistance:** Assist the County in scheduling meetings with elected officials, administrative, legislative, state agency staff, or others as requested. Provide support to County Supervisors and staff participating in these meetings.
- A.12 Development of Legislative Program and Legislative Workshop:** Assist the County in the annual development and implementation of the Legislative Program and Legislative Workshop.
- A.13 Annual Report:** Prepare an annual report of activities undertaken on behalf of the County for submission and presentation to the Board of Supervisors.
- A.14 Coalition Building:** When so directed, work with interest groups, associations, agencies, and others to develop a coalition of interest in support of County objectives.

- A.15 Intelligence Gathering – Political Climate:** Assist the County in gathering intelligence and analyzing the political climate to develop and implement an effective legislative program in the furtherance of County interests.
- A.16 Participate in Association & Industry Activities:** Participate in association and industry activities/meetings on behalf of the County, including but not limited to: the California State Association of Counties (CSAC) and Rural County Representatives of California (RCRC).
- A.17 Prepare & File Reports:** Prepare and file quarterly Fair Political Practices Commission (FPPC) reports in compliance with State law.
- A.18 Deliverables, Reports & Deadlines:** Submission deadlines for all reports referenced in this scope of work will be jointly developed by IGLA staff and CONTRACTOR.

B. COMPENSATION / PAYMENT

The COUNTY shall pay an amount not to exceed \$165,600 for this twelve (12) month contract 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:

- \$13,800 billed monthly for state legislative advocacy services.

If authorized by approval of the County of Monterey Board of Supervisors, this Agreement may be renewed under the same terms and conditions, including compensation, for up to three (3) additional one (1) year periods, subject to budget approval.

The COUNTY may, in its sole discretion, terminate the contract or withhold payments claimed by the CONTRACTOR for services rendered if the 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 the COUNTY.

The 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: The CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.