

Exhibit A
Scope of Work

1. Service Overview

Contractor agrees to provide to the California Department of Public Health (CDPH) the services described herein:

Contractor will provide nutrition education and physical activity promotion to Food Stamp Nutrition Education (FSNE) eligible families described herein.

2. Service Location

The services shall be performed at applicable facilities in the **TBD [Contractor's Region]**.

3. Service Hours

The services shall be provided during normal contractor working hours and days.

4. Project Representative

A. The project representatives during the term of this agreement will be:

California Department of Public Health	Name of Contracting Organization
CDPH Contract Manager: Pamela Delapa Telephone: (916) 449-5382 Fax: (916) 449-5414 E-mail: Pamela.Delapa@cdph.ca.gov	Project Director: TBD [Contractor Director] Telephone: TBD Fax: TBD E-mail: TBD

B. Direct all inquiries to:

California Department of Public Health	Name of Contracting Organization
<i>Network for a Healthy California</i> Attention: <i>Network</i> Program Lead 1616 Capitol Avenue, Suite 74.516, MS 7204 P.O. Box 997377, MS 7204 Sacramento, CA 95899-7377 Telephone: [TBD] Fax: (916) 449-5414 E-mail: [Program Lead email address]	Section or Unit Name (if applicable): [TBD] Attention: [TBD] Street address & room number: [TBD] P.O. Box Number: [TBD] City, State, Zip Code: [TBD] Telephone: [TBD] Fax: [TBD] E-mail: TBD

C. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

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5. Allowable Informal Scope of Work (SOW) Changes

- A. Changes and revisions to the SOW contained in the agreement, utilizing the “**allowable cost payment system**”, may be proposed by the Contractor in writing. All requested changes and revisions are subject to the approval of the State. Failure to notify the State of proposed revisions to the SOW may result in an audit finding.
- B. The State will respond, in writing, as to the approval or disapproval of all such requests for changes ore revisions to the SOW within 30 calendar days of the date the request is received in the program. Should the State fail to respond to the Contractor’s request within 30 calendar days of receipt, the Contractor’s request shall be deemed approved.
- C. The State may also request changes and revisions to the SOW. The State will make a good-faith effort to provide the Contractor 30 calendar days advance written notice of said changes or revisions.

6. Progress Reports

- A. The Contractor shall submit one original semi-annual progress report to CDPH in the format prescribed by the State. The progress reports shall describe progress made in completing contract deliverables, challenges encountered, and solutions proposed.

- B. Progress report periods and due dates are:

	<u>Report Period</u>	<u>Due Date</u>
Semiannual	October 1, 2008 – March 31, 2009	04/16/2009
Annual	April 1, 2009 – September 30, 2009	10/15/2009
Semiannual	October 1, 2009 – March 31, 2010	04/16/2010
Annual	April 1, 2010– September 30, 2010	10/15/2010
Semiannual	October 1, 2010 – March 31, 2011	04/16/2011
Annual	April 1, 2011– September 30, 2011	10/15/2011

- C. If the State does not receive complete and accurate progress reports by the required dates, further payments to the Contractor may be suspended until complete and accurate reports are received.

7. Contractor Requirements

The Contractor shall comply with the guidelines for the development of all education materials as outlined in the Local Incentive Award Program Guidelines Manual. These Guidelines have been incorporated into this agreement and made a part hereof by reference in Exhibit E, Additional Provisions, paragraph 1. In particular, the Contractor shall comply with the following requirements:

- A. Submit any news release related to this contract to the State for review prior to its release.
- B. The Contractor agrees to cooperate with the State in data collection related to evaluation of program effectiveness as requested in the manner, format, and timeline prescribed by the

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State. Data shall include, at a minimum, demographic descriptions of the population served, audience reach, and items to measure program effectiveness. The data shall be submitted in the required form prescribed by the State.

- C. The Contractor agrees to cooperate with the State in the review and, when appropriate, the field testing of statewide evaluation instruments and newly developed educational materials.
 - D. The Contractor shall ensure that the United States Department of Agriculture (USDA) Food Stamp Program is clearly identified as a sponsor or support organization on all materials and products funded by the contract (electronic, print, audiovisual, media, etc.). The Contractor agrees to abide by the guidelines set for usage of the *Network* logos on any products generated by the Contractor.
 - E. The Contractor agrees to cooperate with the State by participating in statewide meetings and site visits, as deemed necessary by the State.
8. See the following pages for a detailed description of the services to be performed.