

**Exhibit A
Scope of Work**

1. Service Overview

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

- A. Contractor will provide nutrition education interventions and physical activity promotion to United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Education (SNAP-Ed) Guidance eligible families described herein pursuant to the "Cooperative Agreement Act." (California Health and Safety Code, § 38072, sub (a) (13).
- B. The Contractor shall provide the specific services, deliverables, and objectives specified in the approved Scope of Work and any subsequent formal amendments approved in writing as required pursuant to this agreement.
- C. The Contractor shall cooperate with CDPH or its designee by participating in meetings and/or site visits as CDPH may deem necessary to monitor Contractor compliance with the agreement.

2. Service Location

The services shall be performed at various statewide facilities accessible to the Contractor.

3. Service Hours

The services shall be provided during normal contractor working hours, Monday through Friday, excluding national holidays.

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: [Network CM] Telephone: [CM Phone Number] Fax: (916) 449-5414 E-mail: [Network CM]	Project Director: [TBD] 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: [Network CM Supervisor] 1616 Capitol Avenue, Suite 74.516, MS 7204 P.O. Box 997377, MS 7204 Sacramento, CA 95899-7377 Telephone: [Network CM Supervisor Phone #] Fax: (916) 449-5414 E-mail: [Network CM Supervisor 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

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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.

5. Scope of Work Changes

- A. Pursuant to California Health and Safety Code Section 38077 (b)(2), changes and revisions to the Scope of Work contained in the agreement, utilizing the “**allowable cost payment system**”, may be proposed by the Contractor in writing. Failure to notify the State of proposed revisions to the Scope of Work 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 or revisions to the Scope of Work within 30 calendar days of the date the request is first 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 Scope of Work. 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. Contractor shall submit one original semi-annual progress report to the CDPH Program Manager in the format prescribed by the State. The progress reports shall describe progress made in completing agreement deliverables, challenges encountered, and solutions proposed.
- B. Progress report periods and due dates are:

	<u>Budget Period</u>	<u>Report Period</u>	<u>Due Date</u>
<u>Year 1:</u>	Semi-annual	October 1, 2012 – March 31, 2013	04/30/2013
	Annual	April 1, 2013 – September 30, 2013	09/30/2013
- C. If the State does not receive complete and accurate progress reports by the required dates, further payments to the Contractor will 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 *Network Local Project Guidelines Manual*. These Guidelines have been incorporated into this agreement and made a part hereof by reference in Exhibit E, Additional Provisions, paragraph 1. Without limitation, the Contractor shall comply with the following requirements:

- A. Submit any news release related to this agreement 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 project effectiveness as requested in the manner, format, and timeline prescribed by the State. Data shall include, at a minimum, demographic descriptions of the population served,

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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 USDA SNAP-Ed is clearly identified as a sponsor or support organization on all materials and products funded by the agreement (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.

SAMPLE