

Exhibit A Scope of Work

- A. **PCE** means Participant-Centered Education - A strength-based approach that places the participant at the center of the education process. Rather than focusing only on participants' problems, risks, or unhealthy behaviors, this approach emphasizes participants' capabilities and strengths regarding their nutrition, health, and referral needs. In PCE, educators work collaboratively with participants to elicit and support their motivation to change, respecting them as the ones who ultimately decide if and when they will learn and/or make a change.
- B. **QAP** means Quality Assurance Plan - A general description of the methodology used to evaluate individual staff performances and areas of program management and operations to include at a minimum certification, nutrition education, breastfeeding promotion and support, provision of referrals and food instrument integrity and distribution.
- C. **RAE** means Report of Actual Expenditure - The Contractor's year-end financial report.
- D. **Semi-Annual Report** - The report that is submitted by the Contractor to the CDPH/WIC Division regarding program operations. The first report will cover October 1 through March 31 and is due on April 30 of each FFY of the contract period. The second report will cover April 1 through September 30 and is due on October 31 of each FFY of the contract period.
- E. **Service Area** - The geographical area covered by the Contractor, which may be listed as County, City, and/or Zip Code.
- F. **ULO** means Unliquidated Obligations - Unpaid WIC Program financial commitments within a budget period.
- G. **USDA** means United States Department of Agriculture - the Federal agency that funds and implements the WIC Program throughout the United States.
- H. **WIC Clinic Sites** - A site that is solely designated for WIC services. This includes fixed clinic sites and satellite clinic sites.
- I. **WIC Clinic Sites (Fixed)** - A site that is solely designated for WIC services (e.g., a room or suite of rooms in a health center or business mall).
- J. **WIC Clinic Sites (Satellite)** - A site that is not designated solely for WIC services, such as a community center, church, or library. Staff must set up and take down equipment (e.g., laptops and printers).
- K. **WIC Director** - The Contractor's manager who is responsible for day-to-day WIC Program operations.

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Scope of Work

5. Project Representatives

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

California Department of Public Health	Contractor Name
XXX, Contract Manager Telephone: (916) 928-xxxx Fax: (916) 263-3314 E-mail:	Name, Title Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX E-mail:

B. Direct all inquiries to:

California Department of Public Health	Contractor Name
CDPH/WIC Division Attention: Contract Manager's Name Local Operations Section 3901 Lennane Drive Sacramento, CA 95834 Telephone: (916) 928-xxxx Fax: (916) 263-3314 E-mail:	Local Agency Name Attention: WIC Director Street Address City, State, Zip Code Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX E-mail:

C. Either party may change the information in paragraphs A or B above by giving written notice to the other party. These changes shall not require an amendment to this Agreement.

6. Contractor Responsibilities

A. Administrative Contract Requirements

1) Caseload Management and Performance Standard

- a) The Contractor is provided a participant annual caseload for the term of this Agreement. The Contractor shall meet the performance standard by serving one hundred percent (100%) of the authorized caseload.

<u>Budget Period</u>	<u>Caseload</u>
1. 10/1/15 – 9/30/16	XXXXX
2. 10/1/16 – 9/30/17	XXXXX
3. 10/1/17 – 9/30/18	XXXXX
4. 10/1/18 – 9/30/19	XXXXX

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Scope of Work

1.

11) Procurement Requirements

- a) The Contractor shall request written authorization and receive CDPH/WIC Division approval prior to any procurement purchase exceeding \$2,500 in accordance with requirements specified in Exhibit D(F), Provision 3.
- b) The Contractor shall obtain at least three (3) bids or justify a non-competitive bid award.

12) Inventory and Management of State Property Requirements

The Contractor shall follow the requirements regarding the reporting, tagging, annual inventorying, and proper disposal of all equipment and/or property that is furnished by the CDPH/WIC Division or purchased/reimbursed with funds provided through this Agreement, as specified in Exhibit D (F), Provision 4.

13) Motor Vehicles and Vehicle Maintenance

- a) The Contractor may purchase and operate motor vehicle(s) to perform the services of this Agreement with CDPH/WIC Division approval. All CDPH/WIC Division owned motor vehicle(s) purchased with WIC funds may be used for travel as listed in Exhibit A, Paragraph 6.A.8) and also for transportation of supplies needed for WIC Program operations.
- b) The Contractor shall follow the requirements detailed in Exhibit D(F), Paragraph 4.g. regarding the purchase and use of Motor Vehicle(s). The Contractor shall follow the proper procedures to register the vehicle as follows: Legal Owner is the California Department of Public Health; Registered Owner is the Contractor's Legal Name.
- c) The Contractor shall obtain and submit a copy of the required insurance documents as detailed in Exhibit E, Paragraph 3.4.B.
- d) The Contractor shall ensure a travel log is completed on all state-owned vehicles and shall make travel logs available upon request.
- e) The Contractor is responsible for vehicle maintenance. Prior approval must be obtained for any vehicle maintenance over \$500; the Contractor shall obtain at least three (3) bids or justify a non-competitive bid award and submit the request to the CDPH/WIC Division Contract Manager.

14) Information Technology and Technical Support Services

- a) The Contractor shall secure local information technology support services and infrastructure to maintain an appropriate network.