## EXHIBIT A – SCOPE OF WORK

|-----------------|----------------------------------------|---------------------------------------------|--------------------------|------------------------------------------------------|

### Objectives
- Include who, what, when, where, how and how much for each objective.

### Activities and Subtasks
- Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or 'milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.

### Staff Assignment
- Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.

### Timeline
- Indicate start and end period.

### Deliverables
- Indicate Date Due.

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**Task 1:** Assist First 5 LA in the development of a renewed performance-based agreement prior to the expiration of the current 211 Agreement in June 2012

Altmayer Consulting will assist in the development of a renewed agreement between First 5 LA and 211 prior to the expiration of the current agreement in June of 2012. Based on the up-to-date priorities of First 5 LA as well as an analysis of prior performance data, Altmayer Consulting will develop a revised scope of work and outcome matrix for a renewed agreement, focusing on creating performance targets for the revised contract. This task will include a comprehensive review of prior performance data, meetings with First 5 LA to reaffirm program priorities and facilitation of meetings with 211 to finalize the outcome matrix and scope of work.

- **Staff Assignment:** Tom Altmayer
- **Timeline:** March 2012 through June 2012
- **Deliverables:** Revised the 211 Scope of Work and Outcome Matrix for a renewed agreement between First 5 LA and 211. (June 30, 2012).

By May 1, 2012, develop and submit a more detailed workplan for consultant work to be completed for the year contract.

By June 15, 2012, submit memo to First 5 LA that describes revised scope of work and outcome matrix recommendations as well as key decisions arrived at.

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**Task 2:** Assist in the implementation of an Evaluation and Audit Framework for the Monitoring of the Performance-Based Agreement Between First 5 LA and 211 LA County

Altmayer Consulting will assist in the implementation of an evaluation and audit framework for the monitoring of the agreement. The framework will focus on monitoring progress toward the achievement of key milestones and outcomes established within the agreement.

- **Staff Assignment:** Tom Altmayer
- **Timeline:** July 1, 2012 through February 28, 2013
- **Deliverables:** Create and Submit Draft Evaluation and Audit Template (August 1, 2012)

Create and Submit Evaluation and Audit
**EXHIBIT A – SCOPE OF WORK**

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
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<td>Include who, what, when, where, how and how much for each objective.</td>
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<td>Indicate start and end periods.</td>
<td>Indicate Date Due</td>
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- Task will include the development of a set of reporting and evaluation templates that will be used to track key metrics and milestones and provide a consistent basis for monthly reporting to First 5 LA management and the Board.

- Included within this task, Altmayer Consulting assist in evaluating performance metrics set forth in the agreement at the conclusion of the first quarter of the FY12-13 211 Agreement.

- **Template (August 15, 2012)**
  - Complete First Quarter Review of 211 Submission (June 30, 2012) with accompanying memo
  - Complete Second Fourth Quarter Review of 211 Submission (September 30, 2012) with accompanying memo
  - By November 1, 2012, submit memo to First 5 LA that describes evaluation plan recommendations that are based on new accountability structure.

- Complete Third Quarter Review of 211 Submission (January 5, 2013) with accompanying memo

- **Fourth Quarter Review of 211 Submission (March 1, 2013) with accompanying memo**
# Hourly Budget Invoice Exhibit B

**Agency:** Altmayer Consulting, Inc.

**Project Name:** 211 Performance Based Agreement (2012)

## LABOR

<table>
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<tr>
<th>Task/Deliverable</th>
<th>Title/Name</th>
<th>Hourly Rate</th>
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**TOTAL:** 152, $19,760

## OTHER COSTS

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**TOTAL:** $0

**Total Cost:** $19,760

**Total Hours:** 152

**Composite Rate:** $130

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**Fiscal Contact Person:**

**Agency Authorized Signature:**

**Date:** 2/21/12

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I CERTIFY THAT THIS CLAIM IS ALL RESPECTS TRUE, CORRECT, SUPPORTABLE BY AVAILABLE DOCUMENTATION, AND IN COMPLIANCE WITH ALL TERMS/CONDITIONS, LAW AND REGULATIONS GOVERNING ITS PAYMENTS.

Additional supporting documents may be requested.