## Objectives

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

<table>
<thead>
<tr>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</td>
<td>Indicate start and end period.</td>
<td>Indicate Date Due.</td>
</tr>
</tbody>
</table>

### Activities and Subtasks

**Provide audio – visual services to one or more of the 14 Best Start Communities**

**AUDIO/VISUAL SERVICES:**

Selected vendors must be able to perform the following tasks:

- Transport equipment and supplies to and from the venue
- Set-up and break down all equipment
- Provide adequate staffing to support the event

Audio/visual service vendors must have the ability to provide microphones (wired and wireless), a sound system, multi-media projectors, projection screens, slide advancing clicker and related supplies. Audio/visual vendors must also be able to operate built-in venue equipment such as screens and projectors.

Audio/visual contractors must also maintain the following requirements:

- Automobile Insurance

### Timeline

- **Best Start Communities department**
- **July 1, 2014 – June 30, 2015**
- **From contract execution date through June 30, 2014**
EXHIBIT A – SCOPE OF WORK

<table>
<thead>
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</tr>
<tr>
<td>- Business License</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Commercial General Liability Insurance (or homeowner’s insurance, if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Vendor Budget Exhibit B

Vendor Name: ACI Pro Audio
Project Name: Best Start Vendor Pool

<table>
<thead>
<tr>
<th>Task/Service</th>
<th>Rate</th>
<th>Quantity</th>
<th>First 5 LA Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual: Range between $500 and $750 per meeting depending on location. Vendor to provide services for one or more of the 14 Best Start Communities</td>
<td>1.00</td>
<td>100,000</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

**TOTAL COST:** $ 100,000.00

**Signature:**
Arthur C. Guzman
Fiscal Contact Person

**Date:** 16 May 2014

**Agency Authorized Signature:**

**Phone #**

S62-221-2172

**Additional supporting documents may be requested**