Early Identification of and Referrals to Early Intervention Services for Autism and Other Developmental Delays Training and Technical Assistance RFQ

SCOPE OF WORK
INSTRUCTIONS
(Appendix H)
SCOPE OF WORK INSTRUCTIONS:
Use the following instructions to complete the Scope of Work (Appendix A) for the application.

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Indicate the legal name of your agency, as stated in the Signature Authorization Form (Appendix C).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Indicate the program name being funded by First 5 LA.</td>
</tr>
<tr>
<td>Project Length</td>
<td>Indicate the number of approved project years. Include total project length with start and end date in the following format, [e.g., 2 1/2 years (3/15/13 - 9/15/15)].</td>
</tr>
</tbody>
</table>

Objectives
Indicate a clear and measurable objective that states the anticipated result. Include: who what, when, where, how, and how much for each objective.

Example:
By June 30, 2005, ABC Agency will create a master plan for a school readiness campaign targeting local school districts in Los Angeles county resulting in nine (9) new child care sites.

Activities and Subtasks
Indicate the activities and subtasks leading to the fulfillment of the corresponding objective. The Activities should include benchmarks or milestones, specific processes or events in chronological order that mark progress towards each objective. The Subtasks are the necessary steps related to each activity. Subtasks should include the methods by which an activity will be completed, e.g. phone, meeting, interviews, document reviews, focus groups, etc.

Staff Assignment
Indicate what staff (by title) will be responsible for the completion of the respective activity or subtask. If an activity will be completed by a consultant or subcontractor, indicate these in this column and include name of organization. Be sure all staff listed in the Scope of Work is also included in the Budget.

Timeline
Identify the timeline needed to complete the respective activity and subtask. Indicate a start and end period using month, day and year. If a timeline is not yet available, provide a rough estimate for the respective activity.

Deliverables
Identify the product(s) resulting from activities and subtasks described in the Scope of Work. Each deliverable should have an associated due date.
# SAMPLE - SCOPE OF WORK

**Contract Number:** XXXX  
**Agency Name:** ABC Agency  
**Project Name:** Child Care Centers Project  
**Project Length:** 3 Years (07/01/05 – 06/30/08)

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include who, what, when, where, how and how much for each objective.</td>
<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>

1. By June 30, 2005, ABC Agency will create a master readiness plan for a school readiness campaign targeting local school districts in Los Angeles county resulting in nine (9) new child care sites.

1. Identify three target project areas.
   a. Develop list of First 5 priority areas based on First 5 child care needs criteria.
   b. Map list of priority target project areas.
   c. Convene 3 neighborhood and institutional stakeholders in 1 target project area.

   | Project Director, Consultant, Community Facilitators |
   | 7/1/05-1/31/06 2/1/06-6/30/06 |

   1a. List of priority areas-Due 10/1/05  
   1b. Map of priority target areas- Due 12/1/05  
   1c. Convening for 1 target project area- Due 1/15/06  
   1d. Convening for 2 remaining target areas-Due 6/30/05

2. Within target areas, identify and meet with sources of available capital funds for child care centers.

   | Project Director |
   | 7/1/05-2/1/06 |

   2. List of available sources for capital funds- Due 1/15/05