**CONTRACT RENEWAL TIMELINE**  
Fiscal Year 2012-2013

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### For Contractors ending June 30, 2012

<table>
<thead>
<tr>
<th>DATE</th>
<th>DOCUMENTS DUE/ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 23-30, 2012</td>
<td>Finalize Exhibits A &amp; B with First 5 LA Program Officer and Staff Accountant</td>
</tr>
</tbody>
</table>
| May 7, 2012     | - Exhibit A- Scope of Work  
- ORIGINAL SIGNED Exhibit B- Budget & Budget Narrative  
- ORIGINAL SIGNED Contractor Renewal Checklist  
- ORIGINAL SIGNED Agency Involvement in Litigation Form  
- ORIGINAL SIGNED Signature Authorization Form  
- Current List of Board Members, if applicable  
- Insurance Certificate, if expired  
  *Documents need to be signed by an Authorized Signatory* |
| May 22, 2012    | First 5 LA will email Contract for signature to Agency                                   |
| June 4, 2012    | - SIGNED ORIGINAL Contract DUE TO First 5 LA                                           |
| June 28, 2012   | First 5 LA’s Board of Commissioners reviews final Scope of Work and Budget for Contractor. If approved, contract will be fully executed and a copy will be sent to the Contractor. |

**Important:** Contractor is not allowed to commence any work without an executed contract. Contract activities performed prior to First 5 LA board approval and final execution of the contract will be considered voluntary and the Contractor will be responsible for all costs associated with project activities prior to contract execution.

**Term of Contract:**

The Contract is a year to year contract which terminates on the “termination date”. For the Contract renewal, the Contractor will be required to sign the grant at least two (2) weeks prior to the intended start date of the grant, as outlined in Term of Contract section of Contract, to assure the timely completion of the signature process by all parties. If the Contract is not signed prior to the intended start date, the commencement of any activities under the Exhibit A – Scope of Work will not begin until the Contract execution date (the date all parties have signed the Contract). Commission shall not be liable to Contract or under any legal or equitable theory for the reimbursement of expenses or costs incurred by Contractor during the time between the termination date and the date of renewal, if any. If the Contract is not signed within the thirty-day (30) period from the intended start date, the Commission has the right to withdraw the contract award. Any agreed upon changes to the intended start date must be confirmed in writing by both parties.