## EXHIBIT A – SCOPE OF WORK

**Contract Number:** 07703  
**Agency Name:** Guzman Translation and Interpreting  
**Project Name:** Best Start Communities Vendor Pool  
**Project Length:** July 1, 2014 – June 30, 2015  
**Contract Period:** July 1, 2014 – June 30, 2015  

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
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<tr>
<td>Include who, what, when, how and how much for each objective.</td>
<td>Indicate the activities and subtasks leading to the fulfillment of the objectives. Include benchmark or milestones in chronological order. Indicate 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>
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**Objectives:**  
Provide translation and interpretation services to one or more of the 14 Best Start Communities.

**Activities and Subtasks:**  
**INTERPRETATION / TRANSLATION:**  
Interpreters must be bilingual and competent to translate between English and any of the following languages:
- American Sign Language
- Chinese – Mandarin and Cantonese
- Khmer
- Korean
- Spanish
- Tagalog
- Vietnamese

Eligible applicants for interpretation services must be able to provide at least one of the following:
- Experienced and qualified interpreters in the languages above
- Technician to provide onsite support
- Isolation booths
- Receiver or headsets

**Staff Assignment:**  
Best Start Communities department

**Timeline:**  
July 1, 2014 – June 30, 2015

**Deliverables:**  
From contract execution date through June 30, 2015
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Vendor are required to transport the equipment to the venue, set-up, distribute collect and break down equipment.

Contractors must also maintain the following requirements:
- Business License
- Commercial General Liability Insurance
- Professional Liability Insurance
Vendor Budget Exhibit B

Vendor Name: Guzman Translation and Interpretation

Project Name: Best Start Communities Vendor Pool

<table>
<thead>
<tr>
<th>Task/Service</th>
<th>Rate</th>
<th>Quantity</th>
<th>First 5 LA Funds</th>
</tr>
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<tbody>
<tr>
<td>Translation and Interpreting: Cost per meeting between $200 and $1,200 depending on number of attendees and amount of equipment used. 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>
<tr>
<td>Translation of documents for all 14 Best Start Communities</td>
<td>1.00</td>
<td>100,000</td>
<td>100,000.00</td>
</tr>
</tbody>
</table>

TOTAL COST: 200,000.00

Fiscal Contact Person: Anne Guzman

Phone #: (562) 219-6841

Date: 5/15/14

First 5 LA Authorized Staff: Camille Donnell

Signed: Finance