## EXHIBIT A - SCOPE OF WORK

**Contract Number:** 07878  
**Agency Name:** Howell Consulting Group  
**Project Name:** Best Start Communities – Community Facilitator  
**Project Length:** July 1, 2014 – June 30, 2015  

**Contract Period:** July 1, 2014 – June 30, 2015  
**Revision Date:**  
**Report Period:** (Office Use Only)  
**Submission Date:**

### 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.

<table>
<thead>
<tr>
<th><strong>1. Lead planning process for Partnership meetings.</strong></th>
<th><strong>1.1 Coordinate pre-meeting planning process with Learning Team members.</strong></th>
<th><strong>Lead-Facilitator, and/or co-Facilitator(s)</strong></th>
<th><strong>July 1, 2014 – June 30, 2015</strong></th>
<th><strong>Meeting agendas, facilitation guides, etc.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>1.2 Co-design Partnership agendas, and work products with Learning Team and/or Partnership members.</strong></td>
<td><strong>Note-taker/Scribe, as needed</strong></td>
<td></td>
<td><strong>NOTE:</strong> Deliverables due with submission of monthly invoice.</td>
</tr>
<tr>
<td></td>
<td><strong>1.3 Submit final work products to Program Officer a minimum of 3 days prior to a Partnership meeting in order to facilitate translation of materials and duplication.</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2. Facilitate Partnership meetings.</strong></th>
<th><strong>2.1 Facilitate community meetings which may include, but are not limited to, the following:</strong></th>
<th><strong>Lead-Facilitator, and/or co-Facilitator(s)</strong></th>
<th><strong>July 1, 2014 – June 30, 2015</strong></th>
<th><strong>Meeting agendas, summaries, etc.</strong></th>
</tr>
</thead>
</table>
|                                        | • Community Partnership  
|                                        | • Leadership/Advisory Group  
|                                        | • Workgroup and/or Task Force  
|                                        | • Capacity-building trainings for Community Partnership members  
|                                        | • Other Community Partnership special projects and activities | **Note-taker/Scribe, as needed**         |                                   | **NOTE:** Deliverables due with submission of monthly invoice. |

**NOTE:** Facilitation of these meetings may include co-facilitation with other members of the Learning Team. Meeting notes distributed within 3 days of meetings (Learning Team meetings, LBD meetings, Guidance Body/Leadership meetings, Community Partnership meetings).
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<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>
| 2. Facilitate Partnership meetings. (cont.) | 2.2 Develop and submit summaries for Community Partnership meetings. Summaries may include, but are not limited to, the following:  - Highlights  - Decision Points  - Action Items  - Next Steps | Lead-Facilitator, and/or co-Facilitator(s)  
Note-taker/Scribe, as needed | **October 31, 2014:** report due for July – September 2014  
**January 31, 2015:** report due for October – December 2014  
**April 30, 2015:** report due for January – March 2015  
**July 31, 2015:** report due for April – June 2015 | Quarterly report |
| 3. Provide Quarterly Facilitation Reports. | 3.1 Develop and submit quarterly reports which include, but are not limited to, the following information:  - Highlights  - Decision Points  - Action Items  - Overarching Themes  - Challenges and Opportunities  - Recommendations for First 5 LA staff  - Reflections | Lead-Facilitator, and/or co-Facilitator(s)  
Note-taker/Scribe, as needed | | |
| 4. Participate in other Best Start meetings and convenings. | 4.1 Participate in additional Best Start meetings and convenings that may include, but are not limited to, the following:  - BSC Contractors (approx. quarterly or 4 per fiscal year)  - Cross-community Facilitators (approx. bi-monthly or 6 per fiscal year)  - Learning Communities (approx. 4-8 per fiscal year) | Lead-Facilitator, and/or co-Facilitator(s)  
Note-taker/Scribe, as needed | **NOTE:** Attendance at these meetings and convenings will be tracked by First 5 LA and must be documented via monthly invoices and quarterly reports. | |
## Hourly Budget Exhibit B

**Agency:** Howell Consulting Group  
**Project Name:** Best Start Communities - Community Facilitator

### LABOR

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Title/Name</th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Facilitator</td>
<td>Aja Howell</td>
<td>125</td>
<td>504</td>
<td>63,000</td>
</tr>
<tr>
<td>Bi-Lingual Facilitator</td>
<td>Jessica Martinez</td>
<td>125</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Admin Support</td>
<td>Suzanne Antoine</td>
<td>30</td>
<td>820</td>
<td>24,600</td>
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</table>

**TOTAL:** 1,324 $87,600 0

### OTHER COSTS

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Description (Equipment, Travel, Supplies)</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mileage/parking</td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td></td>
<td>Materials/supplies</td>
<td>3,000</td>
<td>3,000</td>
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<td></td>
<td></td>
<td></td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

**TOTAL:** $15,000  
**Total Cost:** $102,600  
**Total Hours:** 1,324  
**Composite Rate:** $77

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**Fiscal Contact Person**  
05/19/2014  
**Date**

**Agency Authorized Signature**  
**Date**

**Phone #**

Additional supporting documents may be requested