# EXHIBIT A – SCOPE OF WORK

<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>Include 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 of subtask.</td>
<td>Indicate start and end period.</td>
<td>Indicate Date Due.</td>
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</table>

1. **Lead planning process for Partnership meetings.**
   - 1.1 Coordinate pre-meeting planning process with Learning Team members.
   - 1.2 Co-design Partnership agendas, and work products with Learning Team and/or Partnership members.
   - 1.3 Review work products with Program Officer a minimum of 3 days prior to Partnership meeting.
   - Lead-Facilitator, and/or co-Facilitator(s)
   - Note-taker/Scribe, as needed
   - July 1, 2014 – June 30, 2015
   - Meeting agendas, facilitation guides, etc.
   - **NOTE:** Deliverables due with submission of monthly invoice.

2. **Facilitate Partnership meetings.**
   - 2.1 Facilitate community meetings which may include, but are not limited to, the following:
     - Community Partnership
     - Leadership/Advisory Group
     - Workgroup and/or Task Force
     - Capacity-building trainings for Community Partnership members
     - Other Community Partnership special projects and activities
   - Lead-Facilitator, and/or co-Facilitator(s)
   - Note-taker/Scribe, as needed
   - July 1, 2014 – June 30, 2015
   - Meeting agendas, summaries, etc.
   - **NOTE:** Deliverables due with submission of monthly invoice.
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<td>2. Facilitate Partnership meetings. (cont.)</td>
<td>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</td>
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| 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 | October 31, 2014: report due for July – September 2014  
April 30, 2015: report due for January – March 2015  
| 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.
<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Title/Name</th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
</table>
| Provide process and meeting co-design support to First 5 LA Community Teams    | Joyce Yip Green, Lead Facilitator  
Leticia Lara, Co-Facilitator | 150          | 503    | 75,450   |
| Facilitate Community Partnership Meetings; Document Community Partnership Process | Joyce Yip Green, Lead Facilitator  
Leticia Lara, Co-Facilitator | 150          | 390    | 58,500   |
| Document Community Partnership Process (meeting attendance + document prep)   | Notetaker, TBD              | 80          | 200    | 12,000    |

**TOTAL:** 1,093 $145,950

<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>3,040</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Materials/supplies/printing</td>
<td>2,000</td>
<td></td>
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</tbody>
</table>

**TOTAL:** $5,040  
**Total Cost:** $150,990  
**Total Hours:** 1,093  
**Composite Rate:** $138

Joyce Yip Green  
Fiscal Contact Person  
5/19/14

Agency Authorized Signature  
5/19/14

Phone #: 213-883-8482

Additional supporting documents may be requested