## OHN RENEWAL TIMELINE

Contractor/Consultant/Vendor Renewal Timeline with an end date of June 30, 2011

*(If allocation is already approved by the Commission)*

<table>
<thead>
<tr>
<th>Date (Contractor due dates in BOLD)</th>
<th>Documents Due/Activity</th>
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</table>
| April 15, 2011                      | • Exhibit A Scope of Work  
• Exhibit B Budget  
• **SUBMIT FINAL DRAFTS OF EXHIBITS A & B**  
  *Documents do not need to be signed.* |
| April 18-May 6, 2011                | • Discuss and Finalize Exhibit A & Exhibit B with Program Officer, Research Analyst, Public Affairs Officer and Staff Accountant |
| May 13, 2011                        | • Exhibit A- Scope of Work  
• Exhibit A- Evaluation Plan (if applicable)  
• **ORIGINAL SIGNED Exhibit B- Budget & Budget Narrative**  
• **ORIGINAL SIGNED Contractor Renewal Checklist**  
• **ORIGINAL SIGNED Agency Involvement in Litigation Form**  
• **ORIGINAL SIGNED Signature Authorization Form**  
• Insurance Certificate  
  **FINAL ORIGINAL SIGNED Documents need to be signed by Authorized Signatory*** |
| May 24, 2011                        | First 5 LA will email Contract for signature to Agency |
| June 7, 2011                        | • **SIGNED ORIGINAL Contract DUE TO First 5 LA** |
| June 15, 2011                       | First 5 LA will process, finalize and execute Contract & email to Contractors |

**REQUIRED RENEWAL DOCUMENTS LIST:**

- Exhibit A- Scope of Work
- Exhibit A- Evaluation Plan (if applicable)
- Exhibit B- Budget & Budget Narrative
- Contractor Renewal Checklist
- Agency Involvement in Litigation Form
- Signature Authorization Form
- Insurance Certificates (if applicable to the project)
NOTICE TO CONTRACTOR/CONSULTANT/VENDOR
Contract Language Updates Effective April 1, 2010

Term of Contract Additional Language:

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.

Crime Coverage Insurance

COMMISSION shall be named as Loss Payee, as their interest may appear.