### EXHIBIT A – SCOPE OF WORK

**Contract Number:** 08111  
**Agency Name:** Classic Litho & Design  
**Project Name:** Public Affairs Marketing Materials  
**Project Length:** Nine (9) Months

<table>
<thead>
<tr>
<th><strong>Contract Period:</strong></th>
<th>October 1, 2011 – June 30, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revision Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Report Period:</strong></td>
<td>(Office Use Only)</td>
</tr>
<tr>
<td><strong>Submission Date:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<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>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>

Over the course of the contract, Classic Litho & Design will deliver printing services and any additional secondary services (mailing, shipping for example) for a variety of projects on an “as needed basis” for First 5 LA.

#### Objective status:
- [ ] IN-PROCESS
- [ ] COMPLETE
- [ ] DELAYED

1. Evaluate print job requests, make suggestions on revisions to job, and cost out various quotes for completion of work.
2. Be in contact with First 5 LA representative, either F5LA project manager, F5LA designer or any First 5 LA contracted design firms, to define the parameter of the print needs and a schedule for delivery of items.
3. Work in concert with F5LA representatives to create a product that all parties have approved.
4. Produce the requested materials in a timely and high quality manner to the agreed upon budget and schedule.

**Staff Assignment**
- Francisco Oaxaca
  - Dir. of Public Affairs, First5 LA
- Larry Renick
  - Assistant Dir. of Public Affairs, First 5 LA
- Violet Gonzalez
  - Marketing Manager, First 5 LA
- Ben Gibbs
  - Webmaster/Designer, First5LA
- Gustavo Muniz
  - Graphic Designer, First 5 LA
- Masoud Nikravan
  - Vice President
  - Classic Litho & Design

**Timeline**
Since there are many projects to be created as part of this contract, each project timeline will be determined and agreed upon by project manager, design lead and Classic Litho & Design representative over the course of the contract period.

**Deliverables**
A variety of deliverables will be included in this contract on a project by project basis.

Therefore, individual project deliverables will be determined by project manager, design lead and Classic Litho & Design representative over the course of the contract period.