

Contract Summary Form

Van Scoyoc Associates Inc.

SUMMARY OF SIGNIFICANT CHANGES

N/A, New contract

SUBCONTRACTORS

This contract does not currently include subcontractors or pass through to other providers.

CONTRACT OPERATING EXPENSES

Compensation: This is a usage Contract between County and Contractor to provide Federal Legislative Advocacy Services, as needed and as set forth in Attachment A, "Scope of Work."

Contractor agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing, labor, vehicles, equipment, tools, materials, overhead, travel, etc. required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by Contractor of all its duties and obligations hereunder. There will be no up-front fees and Contractor shall only be compensated as set forth herein below for work performed in accordance with the Scope of Work. County shall have no obligation to pay any sum in excess of the Fee specified herein below unless authorized by amendment in accordance with Articles "C" and "P" of the County Contract Terms and Conditions.

Pricing: Monthly fee of \$20,000, is to be billed monthly in arrears. Annual Travel Expenses not to exceed \$7,500. Annual contract threshold shall not exceed:

- YEAR ONE – \$247,500
- YEAR TWO – \$247,500
- YEAR THREE – \$247,500

Three-year term total contract amount: \$742,500

Contractor's Expense: Included in the monthly fee listed in above, are all expenses, including but not limited to office, office furnishings, computers, staff, mail, travel, and telephone. The County will not provide free parking for any service in the County Civic Center.

If Contractor hosts or stages conferences or seminars to which County officials or employees are invited, this shall not entitle Contractor to any additional compensation or reimbursement of costs beyond the compensation allowed by Section II above. To the extent Contractor provides County officials or employees with free admission to a conference or seminar, or travel to and from such event, the parties will comply with the provisions of Title 2, Sections 18950.1 et seq. of the California Code of Regulations, and any other applicable law or regulation or County ordinance concerning the provision of services or gifts to public officers or employees.

County shall reimburse the Contractor for airfare and lodging expenses incurred up to \$7,500 annually. Said travel must be approved in advance by the County Executive Officer and ordered

in writing by the County Executive Officer or Director of Legislative Affairs. Standards and procedures for such reimbursement will be the same as for County employees.

If the County Executive Officer or Director of Legislative Affairs determines that a meeting between the Contractor, the County, and other interested parties is intended to develop or provide information to legislators concerning legislation that will affect the County and if the County Executive Officer makes a request of the Contractor in writing, the County shall reimburse the Contractor for expenses incurred when preparing for specific events or functions as requested by the County. Only expenses which have been approved in advance by the County Executive Officer or designee and ordered in writing by the County Executive Officer or Director of Legislative Affairs shall be reimbursed. These expenses may include, but are not limited to, catering services, the purchase of small incidentals necessary for meetings or events such as paper goods, stationery, office supplies and other similar expense intended to ensure a successful event.