

SERVICE PLAN OUTLINE  
(Purchase of Services - Long Form)

Number F47636-11

Alcalde & Fay ("Contractor") shall perform the duties described below. The County Administrator or his designee shall administer this contract and will be the primary County contact for the Contractor.

SCOPE OF SERVICES

The services to be performed by Contractor include, but are not limited to, the following:

1. Establish Priorities. Assist the County in identifying its federal legislative and regulatory priorities for the upcoming year. Participate in at least one meeting prior to December 31, 2019, either in person or by video conference, to discuss priorities with key staff members from the following County departments:

- County Administrator's Office
- Conservation and Development
- Employment & Human Services
- Health Services
- Public Works

2. Develop Legislative Platform. After consultation with key County staff members, assist the County in developing a federal legislative platform to be adopted by the Board of Supervisors for the upcoming year. Work with County staff to ensure that the platform does the following:

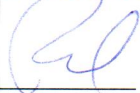
- States the County's position on issues facing the County and serves as the foundation for the County to support or oppose various federal bills and policies including those that may facilitate or impede County objectives or projects.
- Addresses such issues as Energy, Water, Public Infrastructure, Public Safety and Public Health.

3. Develop Action Plan. Assist the County in developing an "action plan" for carrying out the County's legislative and regulatory priorities within the legislative platform in order to:

- Influence federal laws and policies as they relate to County priorities, programs and operations.
- Increase or protect, as applicable, funding for County priorities, programs and operations.

4. Advocate on Behalf of County. Represent the County's interests in discussions with members of Congress and/or their staff, as well as in discussions with federal agencies, commissions, committees and other bodies as appropriate. Participate in appropriate coalitions and working groups on behalf of the County. Arrange for meetings involving County officials in Washington, D.C., as requested by the County or as might otherwise further the County's objectives.

Apprise the County throughout the year on matters that arise which may be of interest to the County, and assist with the development and implementation of an action plan to address them, consistent with direction from the County.

Initials:   
Contractor

  
County Dept.

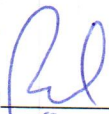
5. Reporting.

- Provide regular feedback to the County Administrator's Office and County staff related to matters of interest to the County, including:
  - Federal bills and laws
  - Congressional hearings, reports and testimony
  - Federal funding opportunities and availability
  - Federal regulations, guidelines, directives and other administrative policies, both proposed and adopted
  - Technical memoranda and reports impacting County operations
- Provide a quarterly report to the County Administrator's Office within 15 days of the end of each calendar quarter, identifying progress, setbacks, or resolutions related to matters known to be of interest to the County.
- Provide an annual report to the County Administrator's Office within 15 days of the end of the calendar year, summarizing Contractor's services and results.

6. Compliance.

- Comply with all federal laws regarding the activities of registered lobbyists in the performance of this contract.
- Prepare and file, on behalf of the County, any reports of lobbying activity required of the County by federal law or administrative requirements.

Initials:

  
Contractor

County Dept.