

## EXHIBIT A

### DEFINITION OF SERVICES

A. CONTRACTOR shall provide the following services:

- 1) Prepare and deliver nutritionally appropriate and balanced meals for the Great Plates Delivered Program.
- 2) Provide approximately ~~seventy-five (75)~~fifty-four (54) meals to approximately ~~twenty-five (25)~~eighteen (18) eligible program participants in the area covering the Mendocino area. Participants will be identified by COUNTY. CONTRACTOR may not add or delete program participants without COUNTY's prior approval.
- 3) Provide a maximum of three (3) meals per day, per program participant.
- 4) Provide meals that adhere to the following guidelines:
  - a) Breakfast low in sodium, no sugary drinks (<24 calories /8 oz. and of fruit juice, must be only one hundred (100) percent fruit juice allowed); and
  - b) Lunch and dinner a piece of fresh fruit or vegetable on each dish, and low in sodium, no sugary drinks (<24 calories /8 oz. and of fruit juice, must be only one hundred (100) percent fruit juice allowed).
- 5) Source local produce when applicable.
- 6) Prepare meals within Mendocino County.

B. Individuals providing delivery of meals, regardless if they are volunteers or employees, must complete a background check through the COUNTY to ensure safety of participants.

C. CONTRACTOR should currently not be participating in a state or federal meal service program.

[END OF DEFINITION OF SERVICES]

## EXHIBIT B

### PAYMENT TERMS

A. COUNTY shall pay CONTRACTOR as per the following instructions:

- 1) CONTRACTOR will be compensated for a maximum of \$66 per participant per day, inclusive of delivery and up to a maximum of Five Dollars (\$5) per day for administrative costs~~reasonable administrative costs~~. Compensation breakdown shall be as follows: \$16 for breakfast, \$17 for lunch, and \$28 for dinner.
- 2) CONTRACTOR shall submit an invoice and report (Attachment 1) to the COUNTY to request payment. Invoices shall detail the number of meals, number of participants served, and include a breakdown of costs associated with food provision, delivery and administration.

[END OF PAYMENT TERMS]