

## EXHIBIT A SCOPE OF WORK

### I. **Contract Description:**

The County of Mendocino (hereafter referred to as Contractor), shall utilize their portion of the North Bay Business Sector Alliance (NBBSA) grant to implement a regional collaborative work plan that fundamentally changes how industry engagement occurs, and thus creates stronger relationships between key businesses and their community partners. Contractor will be responsible for accomplishing the work activities described in Section II below. These activities are designed to expand and enhance industry sector partnerships that will help strengthen the regional economic prosperity and improve income mobility.

This agreement requires that the work activities described in section III.A "NBBSA Compact Delivery Activities" be completed first with the maximum reimbursement of \$15,600. Once the State of California has accepted that the NBBSA Compact Delivery Activities have been fully performed, the Workforce Development Board of Solano County (WDB-SC) will be authorized to reimburse Contractor the remaining \$140,400 for completing the remaining work activities described in Section III.

### II. **Service Area:**

Contractor will conduct NBBSA services within Mendocino County.

### III. **Work Activities**

#### A. **NBBSA Compact Development Activities**

Description of Activity	Time Frames
1. Regional Assistance a. Assist in the creation and support of a governance and decision making structure b. Assist in the planning two (2) Regional Summits c. Assist in the creation of the approach to be used in recruiting business champions d. Assist in developing the overall project purpose and principle goals/objectives e. Assist in the development of project evaluation process	July 2016- September 2016
2. Sub-regional Activities a. Assist with marketing of NBBSA project b. Outreach and recruit prospective business and community partners to become members of the NBBSA compact	July 2016- Sept. 10 2016

**B. NBBSA Regional Support Activities**

Description of Activity	Time Frames
1. Continued participation and support of governance and decision-making structure	Sept. 12 2016-March 2018
2. Assist in the hosting of two (2) Regional Summits	October 2016 October 2017
3. Assist in the development and participation in a series of staff capacity building activities and events	Sept. 2016-January 2018
4. Assist in the development, implementation and sharing of “best practices” training sessions	Sept. 2016-March 2018
5. Assist in the development and implementation of an NBBSA evaluation tool	Sept. 2016-December 2016
6. Assist in the development of Industry Sector Partnerships	Sept. 2016-December 2017

**C. NBBSA Sub-regional Implementation Activities****1. Develop Industry Sector Partnerships**

Description of Activity	Time Frames
<ul style="list-style-type: none"> <li>Elevate staff capabilities through a major capacity-building investment;</li> <li>Create and sustain a working model for business champions on workforce needs/challenges/solutions;</li> <li>Import and adopt/adapt state-of-the-art engagement strategies/tools;</li> <li>Research and test new engagement strategies/tools including possible use of technology;</li> <li>Demonstrate tangible “value added” for business to be involved on workforce development issues;</li> <li>Evaluate and document successful replicable approaches; and,</li> <li>Create sustainability models for successful approaches.</li> </ul>	Sept. 2016-March 2018

**2. Create and Maintain Sector Specialists**

Description of Activity	Time Frames
<ul style="list-style-type: none"> <li>Evaluate staff capabilities through major capacity-building investment;</li> <li>Conceive of and test means to operationalize business input/oversight into day-to-day operations of the local educational and workforce development system;</li> <li>Test implementation models focused on either of two approaches either as a “change agent” or as a direct “coach/navigator”;</li> <li>Demonstrate tangible “value added” for partnering entities, or jobseekers, to utilize expertise of such Specialists;</li> <li>Evaluate and document successful replicable approaches; and,</li> <li>Create sustainability models for successful approaches.</li> </ul>	Sept. 2016-March 2018

**3. Build Identity and Market WDB's and AJCC's as "Business Solution Providers"**

Description of Activity	Time Frames
<ul style="list-style-type: none"> <li>Elevate staff capabilities through a major capacity-building investment;</li> <li>Convert culture of Workforce Development Board's (WDB) and America's Job Centers of California (AJCC's) to serve business on equal basis as job seekers;</li> <li>Create expansive "tool kit" of resources to serve broad-based needs of business;</li> <li>Incorporate new AJCC services – as requested/needed by business; and</li> <li>Document increased use of AJCC services by business.</li> </ul>	Sept. 2016- March 2018

**D. Performance Outcomes**

1. Create responsive customer-driven, business-focused culture in WDB's and AJCCs.
2. Develop pool of both workforce-related and non-workforce related resources to directly or indirectly serve needs of business.
3. Convert knowledge developed from above two activities in to multi-faceted response capabilities – for business needs.
4. Develop response tools for immediate, mid-term, and long term workforce needs of business.
5. Install feedback mechanisms and continuous improvement tools to best serve businesses across time.
6. Develop repeat customers.

**IV. Responsibilities of the Workforce Development Board of Solano County:**

The WDB-SC will provide all of the administrative oversight for the NBBSA grant. The WDB-SC will collect and report financial and performance data as required by the state.

In addition, the WDB-SC will be responsible for the following Regional Activities:

- Hire and provide dedicated staff to coordinate project goals and objectives;
- Assist in the creation and support of a governance and decision making structure;
- Assist in the creation of the approach to be used in recruiting business champions;
- Assist in developing the overall project purpose and principle goals/objectives;
- Assist in the development of the project evaluation process;
- Assume lead support of the regional governance structure;
- Procure and contract for technical assistance consultant(s)
- Procure and contract for technology consultants to develop ease-of-use tools for business engagement;
- Assume lead role in the planning and hosting of Regional Summits;
- Develop of all sub-regional contracts;

- Timely reimbursements to the Contractor for all accurate monthly invoices received by their due date;

**V. Reporting Requirements**

Contractor shall submit all reports required by the WDB-SC, including monthly invoices, activity reports, sub-region evaluations, etc., no later than the 15<sup>th</sup> of day of the following month.

As noted earlier, the Contractor will have an initial cost reimbursement invoicing limit of \$15,600 to accomplish the Compact Development Activities in Section III.A above. Once these Activities are completed and approved by the State, WDB-SC will provide Contractor with a letter releasing access to the remaining \$140,400 to accomplish the remaining Work Activities as described in Section III above.

**VI. Contract Monitoring**

- A. WDB-SC has the right and obligation to monitor once in a twelve (12) month period. The Contractor shall participate in the WDB-SC's evaluation of the Contractor's performance under this contract on a mutually agreed to periodic basis. Such evaluation will include assessing Contractor's compliance with all terms and performance standards. The contract monitoring concerns/findings and recommendations, (if any), will be reflected in a report by the WDB-SC submitted to the Contractor no later than 30 calendar days after the monitoring is completed.
- B. Contractor will, within 30 calendar days after receiving the report, provide a Corrective Action Plan in response to the contract monitoring report outlining the Contractor's to address WDB-SC's contract monitoring concerns/findings. If improvement doesn't occur consistent with the corrective action measures, the WDB-SC may terminate this Contract pursuant to Section 9 of Exhibit C. The decision of the WDB regarding termination will be final.

**VII. Facilities & Equipment**

Contractor shall, at its sole cost and expense, furnish all facilities and equipment that will be required for providing services/activities of this Contract. As required by Workforce Innovation and Opportunity Act, grant funds associated with this Contract may not be used to purchase facilities and equipment.