

EXHIBIT "A"
SCOPE OF SERVICES

Services are those of a law library for criminal and civil law information and not as legal counsel to inmates. Contractor will screen all inmate requests for information and exclude all requests for Family Law as this would exceed the scope of the contract.

1. All research services will be performed by Consultant on Consultant's premises.
2. Consultant will provide County with a camera-ready master that can be used to produce Legal Assistance Request forms to be used inmates.
3. The completed requests will be time-date stamped County and sent by FAX to Consultant.
4. Inmates may include up to five (5) items in each request. If an inmate's request includes more than five (5) items on any single form, each five (5) items will be treated as a separate request.
5. Responses will be shipped at Consultant's cost to County by overnight courier. Consultant will be responsible for packaging responses and delivering them to the courier for timely shipment. Consultant guarantees shipment of responses within two (2) working days of their receipt. If any request requires additional time to research, Consultant will send a memo to the requesting inmate advising of the reason for delay. Each response will be packaged in a flapless manila envelope and marked only with information necessary to deliver it to the requesting inmate.
6. County will not duplicate any of the material provided by Consultant.
7. The following is a fee schedule on a per-request basis:

Responses of 1 to 5 pages	\$12.00
Responses of 6 to 25 pages	\$17.00
Responses of 26-50 pages	\$22.00
Responses of 51-100 pages	\$27.00
Responses of 101-150 pages	\$39.00
Responses of 151-200 pages	\$44.00
Responses of 201-250 pages	\$49.00
More than 250 pages	\$60.00

Contract for a two-year term.