

EXHIBIT A

ARTICLE I

Scope of Services

Contractor agrees to furnish services necessary to assist the County in coordinating and conducting services under Vital Assets Program. Contractor will provide the following:

- A. Work closely with the El Dorado County Chief Administrative Office and the local Workforce Investment Act (WIA) staff at the El Dorado County Department of Human Services (DHS) to coordinate services to meet the needs of the local business community. Through monthly debriefs, Contractor and El Dorado County staff will coordinate business retention and expansion outreach activities to targeted industries/clusters based on findings from the Regional Economies Project, appropriate analytical reports, and other resources.
- B. Coordinate or assist in conducting at least 35 in-person business visits. Visits shall include distributing information on WIA Business Services and Rapid Response activities. This may include follow-up and in-depth counseling.
- C. Coordinate or work with approximately 8 employers to identify innovative strategies for averting layoffs. This will be customized to meet the needs of the employers.
- D. Organize meetings for employees being laid off to provide information on services available to transition back into employment. These meetings will be customized to meet the needs of the targeted population.
- E. Assist in developing and enhancing WIA outreach materials/products for the business community.
- F. Assist with the hiring of any staff associated with this program.
- G. Train and oversee Business Services Representatives and volunteers on the latest WIA Business Services/Rapid Response assistance.
- H. Coordinate or assist with providing Rapid Response information to approximately 600 employers via mailings or electronic means.
- I. Assist with the expansion of online small business and industry specific literature offerings in conjunction with local and regional Chambers of Commerce and community college workforce experts.
- J. Distribute monthly updates of available business services/resources to area business service provider partners, along with community service organizations, community service districts, water agencies, banks and lending institutions among others. These business services announcements may be included in emails, local newspapers, and community partners' websites.
- K. Collaborate in on-the-ground business walks with local Chambers of Commerce and other partners. This shall include conducting approximately

150 Business/Labor Market surveys to determine employer hiring and business retention needs.

- L. Attend at least one Chamber of Commerce event, business showcase, or business networking event a month to keep current on changing workforce needs due to variations in the economy and other significant issues. Information from these meetings will be shared with the Economic Development Coordinator regularly.
- M. Attend the Golden Sierra Workforce Investment Act (WIA) Business Services Committee meetings.
- N. Attend periodic Rapid Response layoff aversion roundtable meetings to learn/share best practices.
- O. Attend workshops, conferences, and training sessions as required for skill enhancement and current trend updates.
- P. Utilize business service referrals notification systems (such as Metro Pulse) to document and monitor service delivery, maintain quality control, and determine successful completion of at-risk and Rapid Response assistance.
- Q. Create monthly written reports, summarizing services provided and outcomes to the Economic Development Coordinator as determined, utilizing data gleaned from Metro Pulse and/or other central databases.

County will provide:

- A. Work space for the Contractor, including desk, chair, telephone, computer, fax machine, office supplies, and related electricity and telephone/computer servers.
- B. Paper, postage, and copying services for written correspondence, reports, literature, and training material as describe above.
- C. Business cards for Contractor.