

ATTACHMENT B Payment Schedule

B-1. BILLING

Charges for services rendered pursuant to the terms and conditions of this contract shall be invoiced on the following basis: (check one)

- ☒ One month in arrears.
- ☐ Upon the complete performance of the services specified in Attachment A.
- ☐ The basis specified in paragraph B-4.

B-2. PAYMENT

Payment shall be made by COUNTY to CONTRACTOR at the address specified in paragraph 8 of this contract, net thirty (30) days from the invoice date.

B-3. COMPENSATION

COUNTY shall pay to CONTRACTOR: (check one)

☐ a total lump sum payment of \$ _____,
or

☒ a total sum not to exceed \$ 55,000,

for services rendered pursuant to the terms and conditions of this contract and pursuant to any special compensation terms specified in this attachment, Attachment B.

B-4. SPECIAL COMPENSATION TERMS: (check one)

☐ There are no additional terms of compensation.

☒ The following specific terms of compensation shall apply: (Specify)

VENDOR ID: [ENTER VENDOR ID]

G/L STRING INFORMATION (ACCOUNTING/BUDGET USE)

G/L STRING	DESCRIPTION	Amount
[Example]		
101.15.1015.1000.619.212	All Special Services	55,000

FEE SCHEDULE

Without exception, LEG does not charge on an hourly or time and materials basis. LEG's professional services fee for the Scope of Work described through October 2016 is a flat rate of \$30,000. As set forth in the proposal, this is the County's cost to retain LEG's professional expertise and does not include additional project costs such as future public opinion research, duplication or direct mail production. A summary of proposed fees and costs is below.

Professional Services \$30,000

⦿ *Assumes a term through October 31, 2016*

Out of pocket expenses NTE \$1,000

⦿ *For messenger, delivery, mileage*

⦿ *Only expenses actually incurred will be invoiced, at cost*

Direct Mail Production \$12,000 per mailing

In consideration for the work accomplished, Consultant shall be compensated as detailed below.

Compensation for performing the Scope of Work shall be an amount not to exceed \$55,000 for fiscal year 2016/17.

Actual expenses incurred will be paid for out-of-pocket expenses such as messenger, delivery, mileage at County's established travel policy, in an amount not to exceed \$1,000.

A retainer of 15% of the contract price will be withheld until completion of all milestones listed in Attachment A, unless as specified in writing by the County of San Benito.

Additionally, payment of the contract amount shall be paid services provided in the following months, but mailing costs shall be paid when mailing is completed.

MAY 2016 20% OF PROFESSIONAL SERVICES	LAUNCH PROJECT <ul style="list-style-type: none"> • Review County's budget, current demographics, policies and media information • Review polling results and prepare Strategic Recommendations • Review County's current communications vehicles and practices • Convene Team Kick Off Planning Meeting • Develop Recommended Communications/Engagement Plan • Develop and recommend other Communications Collaterals • Maximize budget-related messaging and strategies, including dual budget messaging opportunities • Refine/update Opinion Leader database (County)
JUNE 2016 20% OF PROFESSIONAL SERVICES	LAUNCH COMMUNITY ENGAGEMENT <ul style="list-style-type: none"> • Deliver community presentations (County) • Prepare Opinion Leader updates and information for such sources as Earned Media/New Media/Social Media • Update County website and other communications vehicles (County) with informational message points developed by LEG • Develop answers for community questions, continue to update communications/engagement materials • Assess community responses, make adjustments to overall plan as needed
JULY 2016 20% OF PROFESSIONAL SERVICES	BALLOT MEASURE PREPARATION <ul style="list-style-type: none"> • Provide advice and guidance to the County as to needs perceived in the County. • Assist with staff reports and preparation • Advise on Media Engagement • Assist in preparing for County Board of Supervisors meetings • Media updates • Community participation
AUGUST 2016 20% OF PROFESSIONAL SERVICES	POST-PLACEMENT ACTIVITIES <ul style="list-style-type: none"> • Update County's website and all communications vehicles with updated information prepared by LEG • Issue Fall Opinion Leader Update • Address Rapid Response Needs as necessary

<p>SEPTEMBER – OCTOBER 2016 -</p> <p>20% OF PROFESSIONAL SERVICES</p>	<p>FALL ACTIVITIES</p> <ul style="list-style-type: none"> • Continue 2nd round of informational Speakers’ Bureau presentations (County) • Implement Earned Media/Internet Communications • Issue informational mailings • Address rapid response needs • Provide two-way media comments
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