

Contra Costa County
Standard Form L-3
Revised 2008

SERVICE PLAN OUTLINE
(Purchase of Services - Long Form)

Number

Thorn Run Partners (“Contractor”) shall perform the duties described below. The County Administrator or designee shall administer this contract and will be the primary County contact for the Contractor.

SCOPE OF SERVICES

The services to be performed by Contractor include, but are not limited to, the following:

1. Establish Priorities. Contractor shall assist the County in identifying its federal legislative and regulatory priorities for the year. Contractor shall participate in at least one meeting annually with each member of the Board of Supervisors or their staff, either in person or by video conference, to discuss advocacy priorities. Contractor shall participate in at least one meeting annually, per County department, either in person or by video conference, to discuss advocacy priorities with key staff members, including meeting with the following County departments:

- County Administrator’s Office
- Conservation and Development Department
- Employment and Human Services Department
- Health Services Department
- Public Works Department

2. Develop Legislative Platform. After consultation to establish the Count’s legislative and regulatory priorities, Contractor shall assist the County in developing a Federal Legislative Platform to be adopted by the Board of Supervisors. Contractor shall work with County Administrator and department staff to ensure that the Platform does the following:

- States the County’s position on issues facing the County and serves as the foundation for the County to support or oppose various federal bills and policies including those that may facilitate or impede County objectives or projects; and
- Addresses the County’s federal needs, including those with respect to energy, water, public infrastructure, public safety, and public health.

3. Develop Action Plan. Contractor shall develop an action plan for carrying out the County’s legislative and regulatory priorities within the adopted Federal Legislative Platform in order to:

- Influence federal laws and policies as they relate to County priorities, programs, and operations; and
- Increase or protect, as applicable, funding for County priorities, programs, and operations.

Contractor shall apprise the County throughout the year on matters that arise which may be of interest to the County and assist with the implementation of an action plan to address them, as needed, consistent with direction from the County.

4. Advocate on Behalf of County. Contractor shall represent th^{DS} [u] nty’s interests in^{DS} [TE] sions with
Initials: _____
Contractor County Dept.

Members of Congress and/or their staff, as well as in discussions with federal agencies, commissions, committees, and other bodies as appropriate. In so doing, Contractor shall participate in appropriate coalitions and working groups on behalf of the County. Contractor shall also arrange for meetings involving County officials in Washington, D.C., as requested by the County or as might otherwise further the County's objectives.

5. Reporting. With respect to reporting, Contractor shall:

- a. Provide regular feedback to the County Administrator's Office, County staff whose assignments include legislative and regulatory matters, and the Board of Supervisors' Legislation Committee related to matters of interest to the County, including:
 - Federal bills and laws;
 - Congressional hearings, reports, and testimony;
 - Federal funding opportunities and availability;
 - Federal regulations, guidelines, directives, and other administrative policies, both proposed and adopted; and
 - Technical memoranda and reports impacting County operations.
- b. Provide a quarterly report to the County Administrator's Office within 15 days of the end of each calendar quarter, identifying progress, setbacks, or resolutions related to matters known to be of interest to the County.
- c. Provide an annual report to the County Administrator's Office within 15 days of the end of the calendar year, summarizing Contractor's services and results.

6. Compliance. With respect to compliance requirements, Contractor shall:

- Comply with all federal laws regarding the activities of registered lobbyists in the performance of this contract; and
- Prepare and file, on behalf of the County, any reports of lobbying activity required of the County by federal law or administrative requirements.

Initials: 
Contractor


County Dept.