

# Exhibit A

## Statement of Work

### 1. REQUIRED SERVICES AND DELIVERABLES

By signing this Agreement, Contractor agrees to perform the following Statement of Work:

- Identify, monitor and respond to all bills affecting or possibly affecting the Agency, including those with agency-identified fiscal impact.
- Keep the Executive Director, or designee, abreast of activities with phone calls at least weekly or as requested by the Executive Director.
- Report any possible conflict of interest immediately.
- Submit names of other consultants that will subcontract to provide services in the event of a conflict. If there may be opportunities for subcontractors to work on the project, it is the expectation of the Agency that Oregon COBID certified firms, as defined in ORS 200.055, have an equal opportunity to participate in the performance of contracts financed with state funds.
- Work with the Executive Director to develop and implement a legislative agenda for the Board.
- Set up and attend regular meetings with legislators and partner associations and organizations for the purpose of educating them on the Board's Mission and purpose, informing them of the implications of particular legislation and implementing strategies for passage of the legislative agenda.
- Develop and maintain strong working relationships with legislators, government officials, and partner associations and organizations. Provide monthly written or in-person updates of activities.
- Research and analyze bills.
- Testify on behalf of the Oregon Medical Board as directed by the Executive Director.
- Provide a verbal and written summary of legislative action pertaining to the Board at the end of each session with recommendations for future Board action within a month of the session's conclusion.
- Attend meetings of the Board's Legislative Advisory Committee.
- Provide **other related professional/consultant/or other services** as requested by the Board's Executive Director or Designee.

Contractor's proposal and additional documentation, attached to the contract as **APPENDIX 1**, sets forth the manner in which the above outlined items may be accomplished. **APPENDIX 1** consists of two parts—Interim Outreach which includes developing materials, meeting with legislators, participating in committees, implementing media strategy, and coalition building; and all Legislative Sessions during the term of the Contract, which includes developing legislative strategy, meeting/communicating with legislators, monitoring bills, coordinating with other groups, and providing a report of the session with recommendations for the future.

Specific instructions will be given to the Contractor at the time of assignment.

**2. COMPENSATION.**

**A. METHOD OF PAYMENT FOR SERVICES.**

The maximum, not-to-exceed compensation payable to Contractor under this Contract is **\$150,000.00.** which includes any allowable expense reimbursement identified in section 2C. Contractor's monthly rate for consultation is \$\_\_\_\_\_.

**B. BASIS OF PAYMENT FOR SERVICES.**

Interim payments shall be made to Contractor following Agency's review and approval of invoices submitted by Contractor.

**C. EXPENSE REIMBURSEMENT.**

Travel and other expenses shall not be paid by the Agency unless approved in writing by an appointing authority of the Agency.

Contractor shall receive validation for parking at the Crown Plaza garage, 120 SW Clay St when required to be onsite at Agency office for delivery of contracted services.

**D. GENERAL PAYMENT PROVISIONS.**

Contractor will not be compensated for Services performed under this Contract by any agency or department of the State of Oregon other than Agency. Agency believes it has sufficient funds currently available and authorized for expenditure to make payments under this Contract within Agency's biennial appropriation or limitation. Contractor understands and agrees that Agency's payments under this Contract are contingent on Agency receiving appropriations, limitations, or other expenditure authority sufficient to allow Agency, in the exercise of its reasonable administrative discretion, to continue to make payments under this Contract.

Payments, including interim payments, to Contractor are subject to ORS 293.462, will be made only for completed and accepted Deliverables and Services, and will be made in accordance with the payment schedule and requirements set forth in this exhibit.

**E. INVOICES.**

Contractor shall send invoices to Agency no more often than monthly for Services completed and deliverables are accepted by Agency in accordance with Section 1. Contractor shall include in each invoice:

- a. The Solicitation number if any, the Contract number if any;
- b. A detailed description of Services performed, including the name or names of the individuals who performed Services and prepared the deliverables to which the invoice applies, the dates Services were performed, all deliverables delivered during

the period of the invoices, the rate or rates for Services performed, and the total cost of Services;

- c. Itemization and explanation of all expenses for which Contractor claims reimbursement authorized under this Contract; and
- d. The total amount due and the payment address.

Contractor shall send all invoices to Agency's Accounts Payable staff at the address specified in Exhibit E or to any other address as Agency may indicate in writing to Contractor. Contractor's claims to Agency for overdue payments on invoices are subject to ORS 293.462.