



CONSULTING AGREEMENT

This agreement is made and entered this 17 day of APRIL, 2019 by and between **Las Positas College, located at 3000 Campus Hill Drive, Livermore, CA 94551**, hereinafter called "client" and Cynosure New Media, Inc., hereinafter called "consultant", presently doing business at 9984 Scripps Ranch Blvd, Suite 357, San Diego, CA 92131.

WHEREAS the consultant represents he/she is specially trained, experienced, and competent to provide such special services and to give the advice called for by this Agreement, it is mutually agreed by the parties hereto as follows:

- Article 1: Employment of the Consultant. Client hereby contracts with Consultant to perform professional services and advice as set forth in the attached proposal (**SEE APPENDIX A**) and incorporated herein by reference, to the satisfaction of the Client.
- Article 2: Term of the Agreement. The Consultant shall provide the services called for under this agreement during a period commencing on the date of contract execution and continuing for a period of 4 months. It is expressly understood by Consultant that time is of the essence of this agreement and the Client may terminate this agreement in the event of unexcused delay in Consultant's performance hereunder.
- Article 3: Consultant's Fee. Client will pay Consultant for the performance of all services rendered pursuant to and during the term of this agreement **the sum of \$85,225.00 (COST OPTION 3 – SEE APPENDIX)**. These fees shall include normal operating and office expenses or costs associated with completion of the work to be done.
- Article 4: Payments. Payment of Consultant's fee shall be made based on Net 30-day terms and per the milestone schedule referenced in the attached proposal. It is Consultant agrees and acknowledges that it is Consultant's sole responsibility to report as income all compensation received from Client, and to make the requisite tax filings and payments to the appropriate federal, state, and local tax authorities.
- Article 5: Change in Project Scope. Should the project scope change substantially, Consultant reserves the right to revise the specifications and prices to reflect the changes in the project deliverables. Any such changes shall be evidenced by a signed Change Order, which will adjust the Contract Value of this project.
- Article 6: Sales Taxes. Client agrees to be responsible for all sales and uses taxes applicable to this project, unless Client provides Consultant with a resale certificate. Should Consultant invoice Client without applicable sales tax and it later be determined (through sales tax audit or otherwise) that sales tax was due, Client agrees to accept liability for all such taxes, and should Consultant make such payments to the taxing authorities, Client will reimburse Consultant for those payments within 10 days of receipt of an invoice from Consultant for such taxes (including copies of appropriate documentation supporting such invoice).
- Article 7: Worker's Compensation Insurance. Consultant agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these



persons are participating in the activities hereunder. In the event a bona fide employee of Consultant participating under this agreement files a claim under the provisions of the California Workers' Compensation Act against Client, Consultant agrees to defend and indemnify Client from such claim.

Article 8: Insurance. Consultant agrees to carry comprehensive general and automobile liability insurance with limits of two (2) million dollars (\$2,000,00.00) per occurrence for bodily injury and property damage in a form mutually acceptable to both parties to protect Consultant and Client against liability or claims of liability that may arise out of this agreement. Consultant agrees to provide Client with certificates of insurance upon request.

Article 9: Audit and Inspection of Records. At any time during the normal business hours and as often as Client may deem necessary, and upon reasonable notice, Consultant shall make available to Client for examination at the Client's place of business all data, records, investigative reports, and all other materials respecting matters covered by this agreement. Consultant will permit Client to audit and to make audits of all invoices, materials, payrolls, records of personnel, and other data related to all matters covered by this Agreement.

Article 10: Confidentiality and Use of Information.

- a) Consultant shall hold in trust for the Client, and shall not disclose to any person, any confidential information. Confidential information which is related to the Client's research, development, trade secrets, and business affairs, but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- b) Consultant shall advise Client of all materials used, or recommended for use, by Consultant to achieve the project goals that are subject to any copyright restrictions or requirements. In the event Consultant shall fail to so advise Client, and as a result of the use of any programs or materials developed by the Consultant under this agreement, Client should be found in violation of any copyright restrictions or requirements, Consultant agrees to indemnify and defend Client against any action or claim brought by the copyright holder.

Article 11: Administration of Agreement. This agreement shall be administered on behalf of the parties hereto, and any notice desired or required to be sent to a party hereunder shall be addressed as follows:

FOR THE CLIENT

Las Positas College
Attn: William Garcia, VP of Student Services
3000 Campus Hill Drive
Livermore, CA 94551



FOR THE CONSULTANT

Cynosure New Media, Inc.

Attn: Paul L. Zimmerman

9984 Scripps Ranch Blvd, #357

San Diego, CA 92131

Article 12: Notice. All notices or demands to be given under this agreement by either party to the other shall be in writing and given by (a) personal service, or by (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage paid. Service shall be considered given when received if personally served, or if mailed, on the fifth day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this agreement, the addresses of the parties are set forth as above.

Article 13: Ownership of Work Product. All products of work performed pursuant to this agreement, including but not limited to, notes, tables, graphs, reports, files, compiled computer programs, **excluding source code**, will be the sole property of Client. **Consultant retains ownership of the source code and as such to right to repurpose, re-use, or make derivative works of the work product as it sees fit.**

Article 14: Termination for Cause. Client may terminate this agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) a material violation of this agreement by Consultant, (b) any act by Consultant exposing Client to liability to others for personal injury or property damage, (c) if Consultant is adjudged bankrupt, Consultant makes a general assignment for the benefit of creditors, or a receiver is appointed because Consultant's insolvency. Written notice by Client of termination for cause shall contain the reasons for such intention to terminate and unless within five (5) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this agreement shall upon the expiration of five (5) days cease and terminate.

In the event of such termination, Consultant shall be paid the reasonable value of satisfactory services rendered up to the date of receipt of the notice of termination, less any payments theretofore made, as determined by Client.

At the time of such termination, all finished or unfinished documents, data, studies, drafts, surveys, drawings, maps, reports, and other materials prepared by Consultant shall, at the option of the Client, become property of the Client, excluding source code as described above.

Article 15: Termination for Convenience. Either party may terminate this agreement at any time and for any reason by giving written notice to the other party of such termination, and specifying the effective date thereof, at least thirty (30) days prior to the effective date.

If the agreement is terminated as provided in this Section, Consultant shall be entitled to receive compensation for any satisfactory work completed up to the receipt by Consultant of notice of termination, less any payment theretofore made, and for satisfactory work completed between the receipt of notice of termination and the effective date of termination pursuant to a specific request by Client for the performance of such work.

Article 16: Status of Consultant. It is agreed that Client is interested only in the results obtained from service hereunder and that Consultant shall perform as an independent contractor with sole control of the manner and means of performing the services required under this agreement. Consultant shall complete this agreement per its own methods of work that shall be in the exclusive charge and control of Consultant and which shall not be subject to control of supervision by the Client, except as to the results of the work. Consultant is, for all purposes arising out of this agreement, an independent contractor, and neither Consultant nor its employees shall be deemed an employee of the Client for any purpose. It is expressly understood and agreed that Consultant and its employees shall in no event be entitled to any Client benefits to which Client employees are entitled, including, but no limited to overtime, retirement benefits, insurance, vacation, worker's compensation, sick or injury leave or other benefits.

Article 17: Hold Harmless. Client shall not be liable for, and Consultant shall defend and indemnify Client and its officers, agents, employees and volunteers (collectively "Client Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind of character, including attorney' fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this agreement arising either directly or indirectly from any act, error, omission or negligence of Consultant or its officers, employees, agents, contractors, licensees or servants, including , without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive, of Client Parties. Consultant shall have no obligation, however, to defend or indemnify Client Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of Client Parties.

Article 18: Conflict of Interest. Consultant discloses no other compensation, actual or potential, received in any form from a party other than the Client because of performance of this contract by Consultant.

If Consultant becomes aware of the potential for such compensation subsequent to the execution of this contract, Consultant shall disclose such compensation within three working days of becoming aware of the potential for such compensation. Prior to or concurrent with

making any recommendation of any products or service for purchase by the Client, Consultant shall disclose any financial interest that Consultant may have in any manufacturer or provider of the recommended products or services. The term “financial interest” includes, but is not limited to, employment (current or prospective) or ownership interest of any kind and degree.

- Article 19: Assignment. No portion of this agreement or any of the work to be performed hereunder may be assigned by Consultant without the express written consent of Client and without such consent all services hereunder are to be performed by Consultant, its officers, agents and employees.
- Article 20: Compliance with Applicable Laws. Consultant agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Consultant, Consultant’s business, equipment and personnel engaged in activities covered by this agreement or arising out of the performance of such activities.
- Article 21: Permits/License. Consultant and all of Consultant’s employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this agreement.
- Article 22: Non-Waiver. The failure of Client or Consultant to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this agreement, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- Article 23: Severability. If any term, condition, or provision of this agreement is held by a court of competent jurisdiction to be unenforceable, invalid, or void, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired, or invalidated in any way.
- Article 24: Entire Agreement/Amendment. This agreement and any exhibits attached hereto constitute the entire agreement between the parties and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated and may be amended only by written amendment executed by both parties to the agreement.
- Article 25: Governing Law/Venue. The laws of the State of California shall govern the terms and conditions of this agreement. Any action or proceeding brought by any party against any other party arising out of or related to this agreement shall be brought exclusively in San Diego County.
- Article 26: Attorney’s Fees. If either party commences any legal action or proceeding to enforce, interpret, or construe this agreement, the prevailing party shall be entitled to recover from the other party reasonable attorneys’ fees and court costs, as determined by the court. “Legal action or proceeding” includes a declaratory relief action and any bankruptcy or insolvency proceedings.



Article 27: Alterations or Variance. No alterations to this agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date hereinabove first written.

CLIENT	DATE	CONSULTANT	DATE
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Interim-Vice Chancellor, Business Services

Paul L. Zimmerman, President
Cynosure New Media, Inc.

**NEW STUDENT ORIENTATION
PROJECT PROPOSAL**



LAS POSITAS
COLLEGE

Presented to:

**Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551**

Prepared by:

**Cynosure New Media, Inc.
9984 Scripps Ranch Blvd, #357
San Diego, California 92131
858.571.6175**





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INTRODUCTION

Among the processes a new community college student first encounters is Student Success and Support Program (SSSP). SSSP ensures students set out on the right foot to be successful adult learners. Part of that program is new student orientation.

Typical orientations are in-person presentations where college staff cover the basics of college life, describe student services, and provide insight on how to make each student’s college experience a success. Unfortunately, too often these facilitator-led presentations lack consistency of message and engagement, and needlessly burden an already thinly stretched staff.

To ensure the greatest number of students hear a consistent message, Cynosure, working closely with our existing community college clients, has developed a web-based new student orientation program.

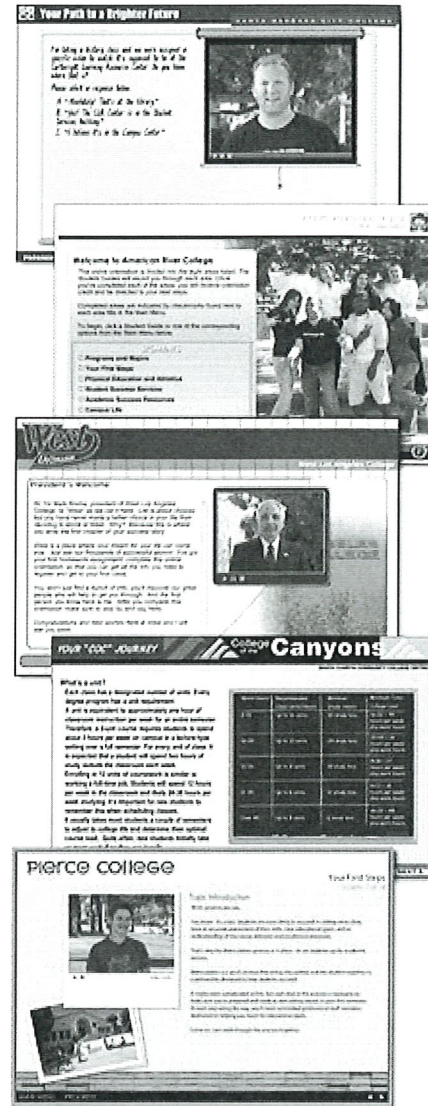
The primary goal is to create a self-guided, online, media-based, application that meets the unique content requirements of Las Positas College and results in improved student knowledge about student services, keys to college success, and an overview of the college experience.

The online new student orientation also serves these additional needs:

1. Outreach/recruitment
2. Online information resource
3. Guest or parent review of orientation content

Subordinate goals/project objectives for online orientation include:

- The creation “middleware” applications that can interface with existing student data systems.
- Track student performance and provide data output capabilities for analysis and reporting.
- Ensure compliance with Section 508 of the American’s with Disabilities Act.





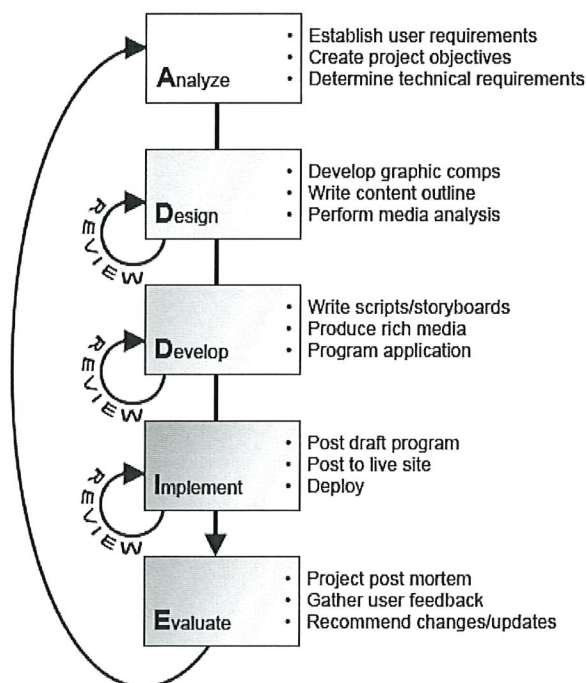
ABOUT US

Cynosure New Media, Inc. (est. 1999) is a San Diego-based full-service communications company specializing in media-based training development, digital content production, and custom software applications. Our expertise in instructional systems design and corporate communications spans several industries including wireless telecommunications, biotech, healthcare, software development, organizational management, leadership development, and employee improvement. Our clients consistently agree, ***the Cynosure difference is that we always do what we say we will do - deliver superior end-products on time, on budget and with exceptional customer care.***

Powered by a dynamic team of individuals with diverse skills and talents, Cynosure builds successful partnerships with its customers through careful planning, monitoring, and two-way communication. We pride ourselves in our ability to respond to our customers quickly through proactive rather than reactive project management. Bottom line – we strive to create long-term collaborative business relationships to ensure a win-win environment for our customers, our strategic partners, and our team of creative professionals.

WHAT MAKES US DIFFERENT

At its core, Cynosure New Media is a training development / instructional design company. Therefore, regardless of the project type (training, corporate communication, or information) we make use of the ADDIE instructional design model in our development process. The model forces us to make certain project considerations that would not normally be addressed by ordinary multimedia developers.





CYNOSURE PROGRAMS AND HTML5

In the 21st Century, changes in technology is almost a daily occurrence. Fifteen years ago, when Cynosure New Media pioneered the use of online orientation and other programs for community colleges, the favored web content delivery format was Adobe Flash (previously Macromedia Flash).

Flash was the backbone of template creation and content control/management for Cynosure's online matriculation programs.

With the introduction of high bandwidth Internet connectivity, mobile devices (tablets and smartphones), and other technologies, Flash is falling out of favor as the web's premiere authoring technology. While still supported, the challenges of delivering Flash-based content to users becomes ever more challenging.

Moreover, it is projected that Flash support among browsers and web content providers will be completely phased out in the year 2020.

To that end, Cynosure has developed an online content delivery platform completely devoid of Flash technology. The new technology, HTML5, promises to deliver high quality web-based multimedia content to end users without regard for the delivery device. Anywhere, anytime, any device access is today's mantra.

Cynosure's use of HTML5 preserves the high-quality features of our legacy technology, while introducing some improved features.

- High quality MP4 video with full screen viewing
- Closed caption subtitles – eliminating the current use of scrolling video text to meet ADA requirements.
- Additional templates like the new video-based click to reveal screens
- Improved accessibility features
- Responsive templates to provide portability and use by all mobile devices
- Makes use of the current interface technology that connects the orientation program to the student information system, resulting in almost zero IT support, except for adding the new files when ready.

STATEMENT OF WORK

Design, develop, produce, and program an online orientation program for new students attending La Positas College.

ORIENTATION OVERVIEW

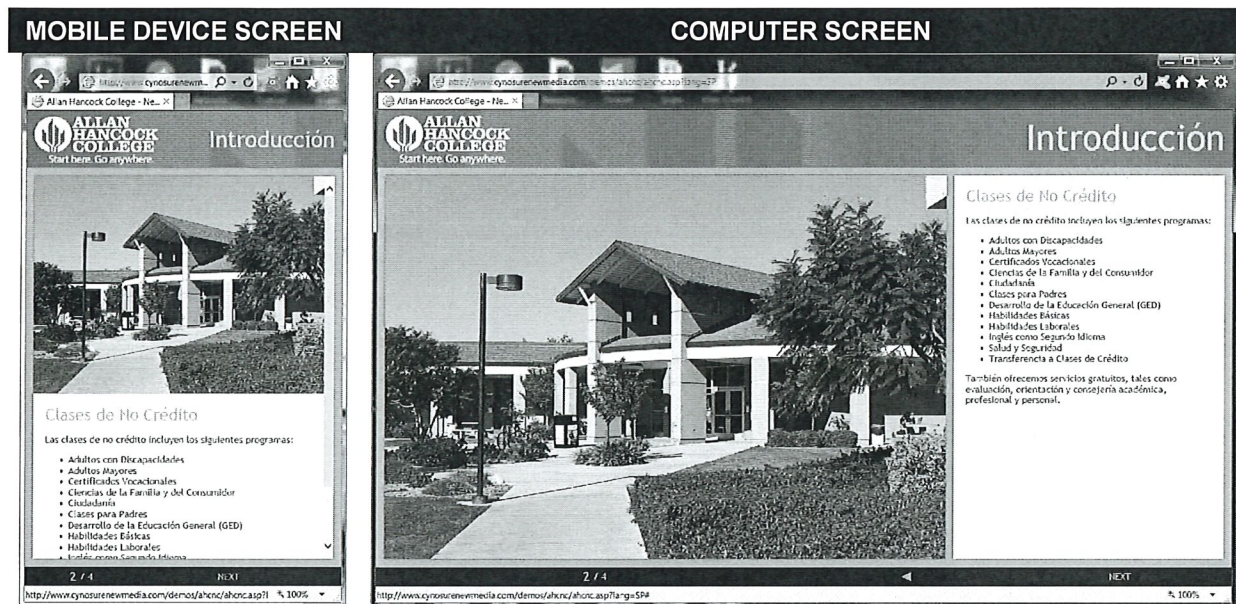
It is the intent that all content delivered in the Las Positas College orientation share a consistent look and feel, similar interface designs, and standard screen controls/navigation.

The following describes standard design characteristics that will be incorporated into the orientation. We've also added some best practices for your consideration.

Screen Templates Overview

The layout of content on the screen is controlled by any of several templates. Each template has a specific design function. Template examples shown below were taken from the Allan Hancock College online non-credit orientation.

The templates created for the Las Positas College orientation will be customized to match the college's branding and presentation requirements.



Graphic Template

Organize the presentation of a text panel and images on the screen. While the images presented relate visually to the text content displayed, they serve only to provide visual engagement and generally convey no instructional content.

Video Template

Organize the presentation of a text panel and video player on the screen. The video player is equipped with basic play, pause, and stop controls. Videos can also be toggled to display full screen. Closed captions, timed to the video, are controlled via the video player and serve to meet ADA requirements for video captioning.

Click to Reveal (CTR) Template

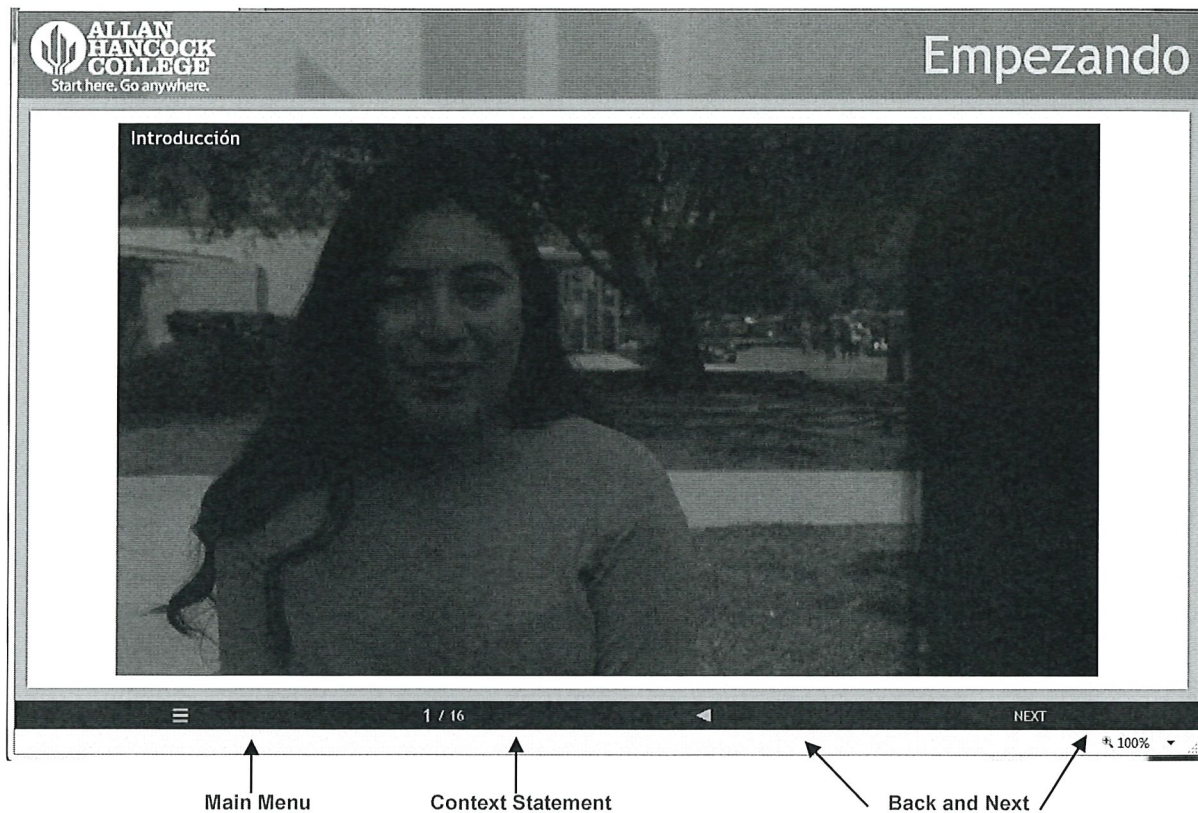
Based on the Graphic Template, the CTR Template provides the added feature of expansive text, “swap on-the-fly” context-based graphic or video from user selections made via an interactive bulleted list.

Check-on-Learning (COL) Template

COL templates use interactive text and video to present questions and provide remediation and feedback.

Controls and Navigation

Navigation between screens within a segment or module is controlled by Back and Next buttons.



Other control/navigation features of the orientation include:

- Context Statement
 - Text display of the segment screen position within the total screen count.

- Main Menu
 - When selected, this button branches the viewer back to the Main Menu screen.

Main Menu

For system modules that are comprised of two or more segments, a Main Menu serves as a launching point for access to the individual segments of the orientation. Completion of a segment returns to viewer to the Main Menu, where completed segments are indicated by green check marks.



Use of Video

Students are used in all videos as necessary to present the segment introduction, conclusion, and Check-on-Learning screens. Other videos are dispersed throughout segments as needed to promote specific content or just to maintain user engagement.

Videos are recorded on campus using student talent. Students are selected by the campus orientation committee. Cynosure provides planning documents to assist in the recruitment of volunteer student talent. Scripts will be provided to the selected students in advance of the scheduled video production. Students DO NOT have to memorize the scripts. They need only become familiar with the content as a teleprompter is used during video production.



Check-on-Learning

Check-on-Learning (COL) screens deliver video-based, embedded, questions to test user mastery of presented content and serve to remediate incorrect responses.

Users are directed to select the appropriate response from a list of 4 possible choices (standard multiple-choice format). User responses are scored as correct or incorrect and appropriate feedback with remediation is provided on-screen.

Users are given 4 attempts to correctly respond to Check-on-Learning screens.

1. The first incorrect attempt results in direction for the user to Try Again.
2. The second incorrect attempt results in the user having to re-take the segment.
3. The third incorrect attempt (2nd time in the segment) results in direction for the user to Try Again.
4. The fourth incorrect attempt results in the user receiving the needed remediation and feedback. The user is then given credit for completing the question.

Correct responses are remediated immediately. Remediation of correct answers is important to reinforce the information despite the possibility the user guessed and happen to select the right answer.

Module Completion

There are no quizzes to conclude any module. Instead, credit is received by:

1. Successfully completing all required segments
2. Correctly responding to all Check-on-Learning screens.
 - a. Viewer progress regarding the number of Check-on-Learning screens have been answered versus those remaining is shown under the Progress Tab.

The module is complete when all Check-on-Learning screens have been answered. Typical end of orientation events can include, but are not be limited to:

1. The user being sent an e-mail documenting her/his successful completion of module.
2. A copy of the completion e-mail may be forwarded to counseling staff.
3. Module completion status being delivered to college's student data system provided IT support for integration is a requirement for the system.

Embedded Links

Cynosure recommends the number of links be limited to essential links such as to online admissions application, FAFSA, CCCApply, ASSIST.org, and others.

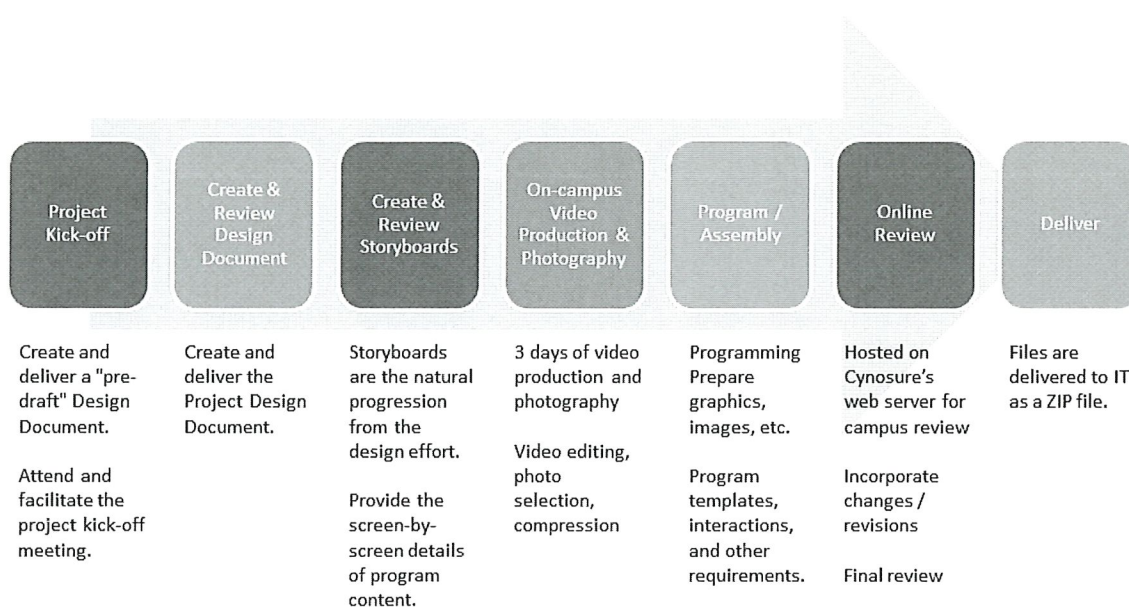
Cynosure cautions on the broad use of hyperlinks, because they:

- serve to distract the student from the orientation content
- add complication to using the orientation for students with disabilities
- soon become broken links as websites are frequently updated.

Referencing, without hyperlinks, that additional information can be found on the campus website is sufficient for the purposes of new student orientation.

PROCESS DESCRIPTION

The following graphic depicts the typical process used by Cynosure for the development of an orientation program.





WARRANTY

Cynosure New Media, Inc., warrants this application from programming and technical defects with regard to the condition of content, navigation, and video playback. However, Cynosure cannot anticipate the future direction of the technologies upon which this orientation is based and therefore cannot warrant its ability to play without error should technologies change in the future. Specific technologies employed in this program include: Adobe Flash and various Internet browsers, i.e., Microsoft Internet Explorer and Mozilla Firefox.

ORIENTATION ON-GOING MAINTENANCE

Cynosure New Media, Inc., understands that in spite of our best effort to develop a product with content longevity, things change. As such, we agree to make **small changes** free of charge for a period of up to 2-years.

Small changes are described as typographical errors, minor changes to text content, etc., that can be made in the period of 30-45 minutes and returned to the college as a replacement file with instructions for IT staff how to upload the file the web server.

Changes of longer duration, video changes, programming changes, additions or removal of content segments do not fall under this provision. Change requests of this type should be documented by college staff and delivered to Cynosure for a prompt return of an estimate to make the requested changes.

PERIOD OF PERFORMANCE

The typical development process is four months. A detailed production schedule will be developed following contract approval. The schedule milestones will be planned working backwards from the desired project completion date and Cynosure's existing workload.

COST SUMMARY

Cynosure agrees to create an online orientation program for Las Positas College as described in this proposal for a firm fixed price based on the pricing option selected. Cynosure requests that payments be made based in four (4) equal installments based on the following milestone schedule.

- Milestone 1: Execution of the Project Kick-Off Meeting
- Milestone 2: Delivery of the Draft Storyboard Document
- Milestone 3: Completion of 3-days On-Campus Video Production and Photography
- Milestone 4: Final Acceptance and Delivery of Programmed Orientation

All invoices are submitted based on Net 30-day terms.



EXHIBIT A – STATEMENT OF WORK
AND COSTING DETAILS

COST DETAILS OPTION 1 – ENGLISH ONLY

Phase	Description	Rate	Per	Unit	Cost
Design	Storyboard Development	\$ 6,500.00	project	1	\$ 6,500.00
	Interface Design	\$ 2,500.00	project	1	\$ 2,500.00
Video	Pre-Production	\$ 100.00	hour	16	\$ 1,600.00
	Video Production	\$ 4,500.00	day	3	\$ 13,500.00
	Production Crew "Travel Day" **	\$ 2,700.00	day	2	\$ 5,400.00
	Per Diem (4 overnight stay x 4 crew)	\$ 250.00	person/day	16	\$ 4,000.00
	Video Editing	\$ 90.00	hour	40	\$ 3,600.00
	Transcription	\$ 50.00	hour	8	\$ 400.00
	Consumables	\$ 75.00	project	3	\$ 225.00
Graphics	Graphic Production	\$ 100.00	screen	75	\$ 7,500.00
Programming	Orientation Programming	\$ 150.00	hour	80	\$ 12,000.00
PROJECT TOTAL					\$ 57,225.00

** Travel Day expenses cover the day rate of the video production crew while traveling. The rate is 60% of the actual on location day rate.

COST DETAILS OPTION 2 – ENGLISH + BASE SPANISH TRANSLATION

Program interface, screen text, and video subtitles are translated.

Phase	Description	Rate	Per	Unit	Cost
Design	Storyboard Development	\$ 6,500.00	project	1	\$ 6,500.00
	Interface Design	\$ 2,500.00	project	1	\$ 2,500.00
Video	Pre-Production	\$ 100.00	hour	16	\$ 1,600.00
	Video Production	\$ 4,500.00	day	3	\$ 13,500.00
	Production Crew "Travel Day" **	\$ 2,700.00	day	2	\$ 5,400.00
	Per Diem (4 overnight stay x 4 crew)	\$ 250.00	person/day	16	\$ 4,000.00
	Video Editing	\$ 90.00	hour	40	\$ 3,600.00
	Transcription	\$ 50.00	hour	8	\$ 400.00
	Consumables	\$ 75.00	project	3	\$ 225.00
Graphics	Graphic Production	\$ 100.00	screen	75	\$ 7,500.00
Translation	Spanish Translation	\$ 0.30	word	25000	\$ 7,500.00
Programming	Orientation Programming	\$ 150.00	hour	100	\$ 15,000.00
PROJECT TOTAL					\$ 67,725.00

** Travel Day expenses cover the day rate of the video production crew while traveling. The rate is 60% of the actual on location day rate.



EXHIBIT A – STATEMENT OF WORK
AND COSTING DETAILS

COST DETAILS OPTION 3 – ENGLISH + PREMIUM SPANISH TRANSLATION

Program interface, screen text, video production, and video subtitles are translated.

Phase	Description	Rate	Per	Unit	Cost
Design	Storyboard Development	\$ 6,500.00	project	1	\$ 6,500.00
	Interface Design	\$ 2,500.00	project	1	\$ 2,500.00
Video	Pre-Production	\$ 100.00	hour	16	\$ 1,600.00
	Video Production - English	\$ 4,500.00	day	3	\$ 13,500.00
	Video Production - Spanish	\$ 4,500.00	day	3	\$ 13,500.00
	Production Crew "Travel Day" **	\$ 2,700.00	day	2	\$ 5,400.00
	Per Diem (8 overnight stay x 4 crew)	\$ 250.00	person/day	32	\$ 8,000.00
	Video Editing	\$ 90.00	hour	40	\$ 3,600.00
	Transcription	\$ 50.00	hour	8	\$ 400.00
	Consumables	\$ 75.00	project	3	\$ 225.00
Graphics	Graphic Production	\$ 100.00	screen	75	\$ 7,500.00
Translation	Spanish Translation	\$ 0.30	word	25000	\$ 7,500.00
Programming	Orientation Programming	\$ 150.00	hour	100	\$ 15,000.00
PROJECT TOTAL					\$ 85,225.00

** Travel Day expenses cover the day rate of the video production crew while traveling. The rate is 60% of the actual on location day rate.