

**Revised Exhibit B (10/07/19)**

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

Payment: In performance of this work, the County shall reimburse the Contractor for actual time spent in completion of the Scope of Services, as specified in Exhibit A, in consideration of the Contractor's professional services rate schedule:

<b>Role</b>	<b>Rate card \$ hourly</b>
Brand & Campaign Strategist	235
Creative Director	235
Senior Designer	165
Project Manager	150
Digital Campaign Analyst	215
SEM & SEO Specialist	200

All time shall be billed to the County by Contractor in one-quarter hour increments in an amount not to exceed \$200,000 (Two Hundred Thousand Dollars). Contractor shall invoice County for all services rendered on a monthly basis plus out of pocket expenses associated with the project. Source documentation supporting billed costs must be submitted with invoice. Payment to contractor shall be made within 30 days of receipt and approval of an invoice by San Mateo County Office of Sustainability's Communications Manager.. Contractor must submit an itemized invoice identifying the Agreement Number, specific work completed and breakdown of charges.

**COSTS AND EXPENSES**

In addition to the Professional Fees set forth above, County agrees to pay Contractor for the following costs and expenses:

(a) Outside Supplier Costs. County agrees to pay the Contractor for costs and expenses payable to outside suppliers incurred in connection with the Services at contractors net cost plus 20% to cover the supervision and administration of such outside services. Outside Supplier Costs include, but are not limited to, typography, fonts, software, photography, illustration, copywriting, presentation materials, printing, internet services, web development, reproduction of documents, print sourcing, materials and management, fabrication sourcing materials and management & shipping.

(b) Meetings, Presentation & Travel Expenses. County agrees to reimburse the Contractor for their incidental costs and expenses incurred in connection with the Services, including, but not limited to, actual out-of-pocket expenses relating to any meeting or presentation, facility and equipment rentals, travel expenses, lodging expenses, and other related expenses. Travel expenses will be reimbursed at the rates set forth in the General Services Administration per diem rates for destinations within the Continental United States available at the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>.

(c) Revisions. The County shall be responsible for making additional payments for revisions requested by the County that are outside the agreed scope of work. Additional revisions will be charged separately at

\$225.00 / hour (minimum fee \$390) or on a separate per project basis which will be estimated prior to commencement and approved by County. However, no additional payment shall be made for revisions required to conform to the original Proposal description. The County shall offer the Contractor the first opportunity to make any revisions. It is the responsibility of the Contractor to keep the County informed of any additional services that may be required by issuing timely change orders outlining the revisions and to obtain County approval, also in writing, of related additional costs before any revisions are implemented and additional fees incurred. Modification of the Project Proposal must be written, except that the invoice may include, and the County shall pay, fees or expenses that were orally authorized in order to progress promptly with the work.

(d) Overtime & Rush Charges. Any such demands that are outside the agreed Proposal shall be subject to an extra fee, which is to be mutual agreed upon in writing and signed by Contractor and County.