EXHIBIT A
Service Information Form (SIF)

Brokerage of training, technical assistance, and community information and education services
Staff Training, Board Training,
Community Information and Education

July 1, 2015

BROKERAGE SERVICES

1. Assist with the identification and fee negotiation of consultants and trainers best suited to meet needs as identified by Thurston - Mason County Developmental Disabilities.

2. Process Technical Assistance Authorizations, develop subcontracts, review subcontractor invoices, track authorized amounts against invoiced services, and provide agreed upon reimbursement for services rendered.

3. Conduct background and reference checks as needed.

4. Collect, consolidate, and provide workshop evaluation and feedback information as requested by the County.

NUMBER OF CONSULTATION AND TRAINING EVENTS

The number of consultation and training events is determined by the issuance of County Technical Assistance Authorizations. Consultation and training events are based on need as determined in collaboration with contractors and community partners. The number and duration of each event may vary throughout the contract period.

OUTCOMES

The County, through the County Technical Assistance Authorization, shall designate the individual or individuals authorized to provide a particular technical assistance consultation or training event. The County will also specify the maximum allowable expenditure, the duration of each event, and provide a brief description of the desired outcome for each brokered event.