

## **Exhibit A Scope of Services**

- A. PROVISION OF SERVICES TO COMMUNITY ORGANIZATIONS. CONTRACTOR will provide the following services for the list of community organizations listed in **Exhibit B** attached to the Agreement:
- Complimentary full-year organizational membership in CONTRACTOR, which comes along with access to high-tech video equipment, CONTRACTOR's high-definition studios, training (additional fees may apply), resources and support.
  - Consultations with CONTRACTOR's staff to assure that the organizations utilize the CONTRACTOR membership to its full capacity.
  - An invitation to appear on a CONTRACTOR-produced arts show, developed in conjunction with the Office of Cultural Affairs. The 30-minute show would be produced monthly in CONTRACTOR's high-definition studio.
  - Opportunity to sign up for one of two "PSA Days," to produce template 30-second PSAs for the organizations.
- B. OPERATE PUBLIC ACCESS CHANNEL. CONTRACTOR will operate the public access channel dedicated by video service providers operating in Columbia. CONTRACTOR will operate the channel in accordance with all federal, state and local laws and will exert its best efforts to substantially utilize the public access channel.
- C. OPERATE A COMMUNITY ACCESS CENTER. CONTRACTOR will manage a video production facility and equipment, available for public use at such hours and times as it determines. Access to equipment and facilities shall be open to all those who satisfactorily complete training classes provided by CONTRACTOR, pay a membership fee, or who receive a certification from CONTRACTOR, stating that they have satisfied training requirements through means other than CONTRACTOR training classes.
- D. PROVIDE EQUAL ACCESS. CONTRACTOR will provide access to the equipment, facilities, channel and services provided under this Agreement on a non-discriminatory basis to all members of the community for non-commercial programming purposes, whether individuals, groups or organizations, on a first-come, first-served, non-discriminatory basis, pursuant to operating rules promulgated by CONTRACTOR and consistent with federal, state and local law.
- E. DEVELOP OPERATING POLICIES AND PROCEDURES. CONTRACTOR will develop policies and procedures for use and operation of the public access

equipment, facilities and channel and file such policies and procedures with the City's Cultural Affairs Manager.

- F. TRAINING. CONTRACTOR will train city residents in the techniques of video production, and provide technical advice in the execution of productions.
- G. MAINTENANCE OF EQUIPMENT. CONTRACTOR will provide regular maintenance and repair of all video equipment purchased with monies received pursuant to this Agreement.
- H. PROMOTION. CONTRACTOR will actively promote the use and benefit of the public access channel and facilities to cable subscribers, local media outlets, the public, public access users and local video service providers.
- I. SERVICE MODEL AND BUDGET. CONTRACTOR shall provide the services as set forth in this Agreement and in Exhibit C, Service Model Description and Budget.