**SDG&E Contract Package Elements**

• **Standard Services Agreement document –** includes parties to agreement, commencement and term, effective date, notices, high level SOW, signatures and incorporation of Schedules listed below.

• **Schedule A** – Additional Terms and Conditions

• **Schedule A1** – Standard and Modifiable Contract Terms and Conditions

• **Schedule A2 -** Information Security Requirements

• **Schedule B** – Scope of Work (definitions, program description, program structure/approach, contract period, compensation structure, incentive structure, budget and goals, tasks and attachments 1-13) –

**Attachments 1-13**

1. Reporting Requirements and 1a. Allowable Costs

2. Technical Requirements

3. Planned Quarterly Deliverables

4. Invoicing Requirements

5. Marketing Plan

6. Quality Assurance Plan

7. KPIs, Performance Monitoring & Corrective Action

8. Staffing Plan

9. Program Measures

10. Logic Model

11. Reserved (anything additional that may be needed)

12. Process Flow

13. Measurement & Verification

• **Schedule C** – Compensation Schedule

• **Schedule D** – Diverse Business Enterprise (DBE)

• **Schedule E** – Marketing and Co-Branding (excludes Statewide contracts)

• **Schedule F** – Approved Subcontractors

• **Schedule G** – Implementation Plan