Exhibit A
Scope of Work

1. Service Overview

Contractor agrees to provide to the California Department of Public Health Substance and Addiction Prevention Branch (CDPH/SAPB) the services described herein.
In accordance with its mission to protect the health of all Californians and pursuant to Health and Safety Code Sections 131085 and 10435-104330 and terms of the Department Federal Grant number [add new grant number here] CFDA 93.136 from the Centers for Disease Control and Prevention, funds were awarded to CDPH/SAPB as part of the Overdose Prevention Initiative aimed at reducing rates of drug misuse and overdose -- a significant public health issue in California. This contract will be executed with the City and County of San Francisco, Office of the Chief Medical Examiner to provide enhanced forensic toxicology services to monitor novel psychoactive substances (NPS) prevalence assessment studies with subsequent reporting to policymakers and stakeholders. The data will be shared with CDPH/SAPB to inform actions and interventions.

2. Service Location

The services shall be performed at applicable facilities within the City and County of San Francisco.

3. Service Hours

The services shall be provided during normal contractor working hours, Monday through Friday between 7:00AM-4:00PM, excluding State official holidays.

4. Project Representatives

A. The project representatives during the term of this agreement will be:

California Department of Public Health	**City and County of San Francisco**
Erika Pinsker, M.P.H, Ph.D. Telephone: (916) 440-7293 E-mail: Erika.Pinsker@cdph.ca.gov 1616 Capitol Avenue, MS 8701 Sacramento, CA 95814	David Serrano Sewell Chief Operating Officer Telephone: (415) 641-3699 E-mail: David.Serranosewell@sfgov.org 1 Newhall Street San Francisco, CA 94124

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B. Direct all inquiries to:

California Department of Public Health	**City and County of San Francisco**
Substance and Addiction Prevention Branch Attention: Shanna Schneider Chief, Program Support Unit 1616 Capitol Avenue, MS 8701 Sacramento, CA 95814 Telephone: (916) 440-7391 E-mail: Shanna.Schneider@cdph.ca.gov	Attention: Luke N. Rodda, PhD Chief Forensic Toxicologist, and Director, Forensic Laboratory Division Office of the Chief Medical Examiner 1 Newhall Street San Francisco, California 94124 Telephone: (415) 641-3688 E-mail: Luke.Rodda@sfgov.org

C. All payments from CDPH/SAPB to the Contractor; shall be sent to the following address:

Remittance Address
City and County of San Francisco Attention: Katharine Petrucione Deputy City Administrator / Chief Financial Officer Address: 1 Dr. Carlton B. Goodlett Place, Office of the City Administrator San Francisco, CA 94102

D. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

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5. Progress Reports or Meetings

A. Contractor shall attend quarterly meetings with state personnel to determine if the Contractor is on the right track, whether the project is on schedule, provide communication of interim findings, and afford occasions for airing difficulties or special problems encountered so that remedies can be developed quickly.

B. At the conclusion of this agreement and if applicable, Contractor shall hold a final meeting at which Contractor shall present any findings, conclusions, and recommendations.

6. Services to be Performed

Contractor shall perform the following services:

A. Goal 1: Enhance Forensic Toxicology

1) **Objective 1:** Develop and perform an untargeted method with retrospective data mining processing enabled, to improve the detection of novel psychoactive substances (NPS).
   a. Major Task/Activities:
      i. Develop a methodology for the Quadrupole Time of Fight Mass Spectrometry instrument (QTOF).
      ii. Develop a computerized systematic function to process the acquired QTOF data.
      iii. Implement QTOF testing to provide an efficient and comprehensive testing regime
      iv. Create an electronic reporting system that may include software system development, as required.
      v. Develop any LC-MS/MS methodologies to complement the QTOF analytical technique, as required.
      vi. Order comprehensive forensic toxicology testing for identified suspected accidental drug overdose deaths.
      vii. Detect novel psychoactive substances (NPS) including the following categories: novel synthetic opioids (NSO, such as fentanyl analogs and nitazenes); novel synthetic benzodiazepines (NSB); stimulants; synthetic cannabinoid receptor agonists (SCRA), dissociatives, hallucinogens, sedatives/hypnotics and miscellaneous (e.g., xylazine).
      viii. Understand the complete toxicological profile of all accidental overdose decedents, consequently improving the accuracy of fatal drug overdose surveillance.

2) Time Line:
   a. The timeline of the primary service performed is subject to Contractor's discretion.

Scope of Work

3) Deliverables/Performance Measures:
   a. Submit brief report detailing progress on the major tasks/activities, including the status of Objective 1 and Objective 2b, to CDPH/SAPB quarterly, with invoice. Due dates are as follows:

      i. December 31, 2023
      ii. March 31, 2024
      iii. June 30, 2024
      iv. July 15, 2024 – June invoice only
      v. September 15, 2024
      vi. December 31, 2024
      vii. March 31, 2025
      viii. June 30, 2025
      ix. July 15, 2025 – June invoice only
      x. September 15, 2025
      xi. December 31, 2025
      xii. March 31, 2026
      xiii. June 30, 2026
      xiv. July 15, 2026 – June invoice only
      xv. September 15, 2026
      xvi. December 31, 2026
      xvii. March 31, 2027
      xviii. June 30, 2027
      xix. July 15, 2027 – June invoice only
      xx. September 15, 2027
      xxi. December 31, 2027
      xxii. March 31, 2028
      xxiii. June 30, 2028
      xxiv. July 15, 2028

B. Objective 2: Be in consistent communication with CDPH/SAPB

1) Major Task/Activities:
   a. Maintain consistent and effective communication with CDPH/SAPB, as necessary.
   b. Notify CDPH/SAPB about any novel or important findings, including upcoming alerts on any new, emerging, novel contaminants or drugs.

Scope of Work

7. Goal 2: Evaluate Success of Enhanced Forensic Toxicology Program

A. Objective 1: Qualitative Description of Program Successes

1) Major Task/Activities:
   a. In one to two pages, describe how the Enhanced Forensic Toxicology Program improved the City and County's medico-legal death investigative process and surveillance of suspected drug overdose deaths (i.e. introduced the ability to detect potent novel opioid, fentanyl analogs, and other novel psychoactive substances previously out of the scope of routine forensic toxicology testing in fatal overdose casework; correlate detections in casework with established opioid and stimulant protocols to better establish route of administration). Describe how the Enhanced Forensic Toxicology Program assisted the county in overcoming a previously identified barrier/challenge, if any.

2) Timeline: Once per grant year

3) Deliverables/Performance Measures:
   b. Submit a qualitative description of program successes to CDPH/SAPB by:
      i. August 15, 2024
      ii. August 15, 2025
      iii. August 15, 2026
      iv. August 15, 2027
      v. June 30, 2028