

EXHIBIT-A

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**To Agreement by and between
County of Monterey, hereinafter referred to as "County"
and
KURT ASHLEY DBA SECURE SOLUTIONS, hereinafter referred to as
"CONTRACTOR"**

Scope of Services / Payment Provisions**A. SCOPE OF SERVICES – Background Investigations**

A.1 CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

A.1.1 Provide Complete Background Investigation and Report

Using Peace Officer Standards and Training (POST) Guidelines and most current version of POST Personal History Statement, produce report that covers in-depth interview with candidate and review of Personal History Statement; shall include criminal check, verification of citizenship, education, Department of Motor Vehicles record, financial and military history and other applicable legal documents; civil court records search; contact with neighbors, relatives, references; contact with current and past employers and co-workers; review of available personnel files, academy files; and other relevant documents; status of applications with other law enforcement agencies where candidate has sought employment in past two years.

A.1.2 Provide Preliminary Background Investigation and Report

Used for cases where an applicant is disqualified for hire, withdraws from the hiring process, or where the County, at its sole discretion, chooses not to continue forward with the hire.

A.2 CONTRACTOR shall produce the following deliverables by the dates indicated below:

Complete Background Written reports shall be due within fifteen (15) days of completion of background check.

Kurt Ashley dba Secure Solutions
Amount: \$99,000.00
Term: 05/01/2020 to 06/30/2022

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Preliminary Background Reports shall be due within fifteen (15) days of the decision not to continue forward with hire or from the date candidate is disqualified for hire.

Invoices shall be submitted to the County on a monthly basis for completed work.

All written reports required under this Agreement must be delivered to Commander in Charge of Professional Standards, County's Contract Manager, in accordance with the schedule above.

B. COMPENSATION/ PAYMENT

County shall pay an amount not to exceed \$99,000.00 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

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|---|-----------------------|
| Background Investigation and Report <i>(This all-inclusive fee covers notary, DMV, credit reports, mailings, and all things other than travel needed to complete report.)</i> | \$1,250.00 per report |
|---|-----------------------|

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|--|---------------------|
| Preliminary Background Investigation and Report Used for cases where an applicant is disqualified for hire or where County chooses not to continue forward with the hire. <i>(This all-inclusive rate covers notary, DMV report, credit reports, mailings, and all things necessary other than travel needed to complete report)</i> | \$350.00 per report |
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| Out of Monterey County Travel <i>(This is an all-inclusive rate.)</i> | \$60.00 per hour |
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| Mileage (Portal to portal from contractor's place of business) | At current IRS approved rate |
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County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses for air travel, car rental or overnight stays. All travel requiring air travel, car rental or overnight stays must be pre-approved by the Professional Standards Commander. CONTRACTOR shall receive compensation for airfare, car rental and hotel as per the "County Travel Policy". A copy of the policy is available online at

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www.co.monterey.ca.us/auditor/policies.htm. To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. No meals, incidentals, tolls, parking, or other expense shall be reimbursed under this agreement.

CONTRACTOR warrants that the cost charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.

B.1 CONTRACTORS BILLING PROCEDURES

Payment shall be based upon satisfactory acceptance of each deliverable. Invoices shall clearly state:

- B.1.1 date of examination
- B.1.2 type of examination
- B.1.3 name of person investigated
- B.1.4 fee per examination
- B.1.5 Mileage charges and any pre-approved travel charges shall also be labeled with date of exam, type of exam, name of person investigated and mileage/travel charges as calculated above.
- B.1.6 All invoices shall be submitted monthly.

County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.

DISALLOWED COSTS: CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.