

EXHIBIT-A

**To Agreement by and between
Monterey County Public Defender, hereinafter referred to as “County”
AND
The DocuTeam LLC, hereinafter referred to as “CONTRACTOR”**

Scope of Services / Payment Provisions

A. SCOPE OF SERVICES

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:

CONTRACTOR shall provide document management, storage, searches and retrieval of Public Defender documents and/or closed cases.

CONTRACTOR shall receive authorization for retrieval by telephone, fax, email and/or in person.

CONTRACTOR shall deliver the records within reasonable time depending on the time of day the request was submitted.

CONTRACTOR shall communicate the unavailability of a record to the requesting staff member within reasonable time.

B. PAYMENT PROVISIONS

B.1 COMPENSATION/ PAYMENT

County shall pay an amount not to exceed \$50,000 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:

STORAGE			
Standard Box (10"x12"x15")	Each	\$0.49	
Turtle Box (files stored in briefcase)	Each	\$10.00	
Containers for Invest Subaccount	Each	\$0.56	
Storage Minimum (up to 33 standard boxes)	Month	\$25.00	

ADD TO STORAGE			
Container	Each	\$2.00	
File Folder	Each	\$0.10	
RETRIEVAL/REFILE			
Container	Each	\$3.25	
File Folder	Each	\$3.25	
SPECIAL LABOR			
During Business Hours	Hour	\$60.00	
CONFERENCE ROOM			
All Day Usage	Hour	\$50.00	
SUPPLIES (tax not included here)			
Standard Box (10"x12"x15")	Each	\$2.45	
REPLACEMENTS FEES			
Lid	Each	\$1.00	
Box	Each	\$2.50	
DELIVERY/PICK-UP			
Delivery Fee	Flat	\$15.50	
Priority (available within 2 hours)	Flat	\$12.50	
Rush	Flat	\$24.00	
WILL CALL (Access)			
Will Call fee for Access	½ hour	\$18.50	
Add'l time for Access	½ hour	\$12.50	
Rush Access for Will Call	Flat	\$10.50	
CERTIFIED SHREDDING			
Standard Box (10"x12"x15")	Each	\$5.00	
Large Box (11"x14"x24")	Each	\$10.00	
Office Cabinet	Each	\$30.00	
64-Gallon Rolling Bin	Each	\$40.00	
Standard Box of Mag Media	Each	\$35.00	
32-Gallon Bin of Mag Media	Each	\$75.00	
Harddrive (standard)	Each	\$9.50	
Harddrive (laptop)	Each	\$5.00	
Shred Event (per Truck)	Hour	\$200.00	

Set-up Bin/Cabinet per location	Each	\$35.00	
OTHER SERVICES			
Permanent Removal	Item	\$1.00	
Move Contents to New Box	Each	\$2.50	
Fax to Client	Flat	\$5.50	
Fax to Client	Page	\$1.00	
Email to Client- 1 st 20 Pages	Flat	\$700	
Email to Client- Add'l Pages	Page	\$0.08	
Photocopies	Page	\$0.25	
Item Searched (Not Found)	¼ hour	\$10.50	

There shall be no travel reimbursement allowed during this Agreement.

B.2 CONTRACTORS BILLING PROCEDURES

NOTE: Payment may be based upon satisfactory acceptance of each deliverable, payment after completion of each major part of the Agreement, payment at conclusion of the Agreement, etc.

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.