

EXHIBIT A

SCOPE OF WORK AND PAYMENT PROVISIONS

I. Objective

The objective of this Service Agreement is to ensure the operations and service level for the Information Technology Department (ITD), Telecommunications Division is maintained in supporting the customer departments during the recruitment for the executive management and management positions in ITD . This Service Agreement is on an “as-incurred” basis as requested by the Director of Information Technology. The following Scope of Work identifies some of the tasks that will be required of the CONTRACTOR.

II. Scope of Work

1. Provide support to Telecommunications Division managers and provide strategic level analysis on intra-and interdepartmental communications and cooperation.
 - a. Provide managerial support to Telecommunications Division,
 - b. Meet with managers from Information Technology, Network Operations, Telecommunications, and Radio Communications along with other senior managers and stakeholders,
 - c. Gather information on how individual departments communicate and cooperate with each other,
 - d. Analyze and evaluate communications processes, and procedures, and
 - e. Provide recommendations for improving intra-and interdepartmental communications and cooperation.
2. Support NGEN radio communications project
 - a. Develop overview of the NGEN radio communications project,
 - b. Gather through site visits, discussions, meetings, etc. information about the NGEN radio systems under construction,
 - c. Evaluate ITD’s project engineering, goals, and milestones,
 - d. Validate ITD user requirements from stakeholders such as police, fire, and Public Works, and
 - e. Perform a Gap analysis on the contractual deliverables between ITD and NGEN.
3. Evaluate Monterey County’s current and future fiber infrastructure
 - a. Identify existing and future fiber infrastructures installations and projects,
 - b. Evaluate pros and cons of existing fiber infrastructure and future projects, and
 - c. Provide recommendations for improvement and future opportunities.
4. Evaluate Wi-Fi strategy for County of Monterey
 - a. Research available Wi-Fi options for phased implementation at various County locations,

- b. Document potential options,
 - c. Examine pros and cons of different options, and
 - d. Present finding and recommendations.
5. Provide on-demand services at the CIO's discretion including, but not limited to:
- a. Inform County of Monterey on local, State, and national radio communications directions, policies, and opportunities,
 - b. Communicate trends concerning Public Safety (FirstNet), and non-Public Safety Broadband and Wi-Fi,
 - c. Monitor FCC regulations and policies that may affect County's projects and direction,
 - d. Validate County's interoperable system plans,
 - e. Educate County departments on LTE systems and opportunities, and
 - f. Support departmental Change Management activities.

III. Assignment of Work

1. All work assignments will be issued by the Director of Information Technology Department (ITD). Due to the nature of the services provided, a weekly meeting is scheduled to discuss the issues, recommended actions, and develop a timeline for completion as applicable. Contractor shall provide updates to the Director of ITD on all assignments, identify any issues, and provide any/all updates as requested.
2. All participation in County related projects such as NGEN will require prior approval by the Director of ITD.
3. Director of ITD will review, approve, and sign off on all written proposals and recommendations.

IV. Term of the Agreement

The term of this Agreement shall be from **July 2, 2013 – June 30, 2014** unless sooner terminated pursuant to the terms of this Agreement

V. Payment Provisions

1. The rate per hour for consulting services specified above will be \$125/hour.
2. CONTRACTOR shall submit a detailed invoice describing the work completed for approval and payment.
3. In order to be reimbursed for travel costs, Contractor must comply with Monterey County Travel Policy which is available on the County website at <http://www.co.monterey.ca.us/auditor/pdfs/travelpolicy2008.pdf>

4. For the services described in this Agreement within the term specified above, the maximum obligation of the County will be **\$156,000.** The payment conditions as specified in Section 6 of the body of this Agreement shall apply.
5. Invoices shall be mailed to:

Monterey County Information Technology
1590 Moffett Street
Salinas, Ca. 93905
Attn: Accounts Payable
6. All quotes provided by CONTRACTOR for consulting services shall be approved by the Director of ITD prior to proceeding with services. Forthcoming invoices shall be reviewed and approved by the Director of ITD prior to payment.
7. If for any reason this Agreement is cancelled, County's maximum liability shall be the total utilization to the date of cancellation not to exceed the maximum amount listed above.