

EXHIBIT-A

To Agreement by and between
the County of Monterey, hereinafter referred to as “County”
AND
Regional Government Services Authority, 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:

Provide payroll consulting services to the County. Consulting services include implementation of work on identified priority projects, and also include the following activities as needed:

- Review of payroll tax calculations and deductions
- Payroll tax reporting focusing on ensuring accuracy and identifying opportunities to enhance current processes
- Review and reconciliation of CalPERS health processes specifically regarding over/under balance sheet account discrepancies
- Review and reconciliation of balance sheet accounts to include possibility of prior year clean-up spanning into 2009
- Review of CalPERS retirement calculations/contributions
- Support payroll operations and respond to inquiries as needed

A.2 CONTRACTOR shall produce the following deliverables (written reports, installed products, etc.) by the dates indicated below:

1. Review the Accuracy of Payroll Tax Calculations and Deductions Deliverables:

- **Audit Report:** A detailed analysis of the payroll tax calculations and deductions, including a comparison to applicable tax rates and rules.
- **Error Log:** Any discrepancies or errors identified during the review.
- **Corrective Action Plan:** Recommended actions for addressing errors or inconsistencies, including any adjustments needed to employee pay.
- **Summary of Findings:** A summary of the overall accuracy, with any necessary adjustments and any suggestions for process improvements.

2. Payroll Tax Reporting – Focused on Ensuring Accuracy and Identifying Opportunities to Enhance Current Processes Deliverables:

- **Revised Tax Reports:** Corrected and finalized payroll tax reports, if errors were found.
- **Process Improvement Recommendations:** A report outlining opportunities to streamline the payroll tax reporting process, including automation or adjustments to tax compliance procedures.
- **Action Plan for Enhancements:** A roadmap for implementing improvements to the existing payroll tax reporting system.

3. Review and Reconcile CalPERS Health Process (Over/Under Balance Sheet Account Discrepancies)

Deliverables:

- **Reconciling Report:** A reconciliation report that identifies discrepancies between the balance sheet accounts and the CalPERS health balances.
- **Adjustment Recommendations:** Documentation of any required journal entries or adjustments to resolve discrepancies.
- **Root Cause Analysis:** A brief analysis identifying why discrepancies occurred and any corrective measures to prevent future issues.
- **Action Plan:** A plan to resolve discrepancies and ensure ongoing accurate reporting.

4. Payroll Fund Balance Sheet Accounts Reconciliation and Prior Year Clean-ups

Deliverables:

- **Reconciliation Report:** A detailed report showing the status of payroll fund balance sheet accounts for the current and prior periods.
- **Clean-up Documentation:** Specific actions taken to clear any outstanding issues from prior years, including journal entries, adjustments, or write-offs.
- **Prior Year Adjustments Summary:** A summary of the necessary adjustments made for the prior year clean-ups, including explanations of any significant changes.
- **Audit Trail:** A clear record of all reconciliations and actions taken, for internal or external audit purposes.

5. Review Accuracy of CalPERS Retirement Calculations

Deliverables:

- **Audit Report:** A report detailing the review of the CalPERS retirement calculations, ensuring that employee data (e.g., years of service, salary, and other variables) are accurate and in compliance with CalPERS guidelines.
- **Error Log and Corrective Actions:** A record of any discrepancies found in the retirement calculations, with suggested corrections or actions needed.
- **Recommendations for Process Improvements:** Suggestions for improving the CalPERS calculation process to prevent future errors or enhance efficiency.

6. Provide Support for Payroll Operations Inquiries on an As-Needed Basis

Deliverables:

- **Inquiry Resolution Log:** A log or report that tracks all payroll operations inquiries received and their resolutions, including the timeline of responses.
- **FAQ or Troubleshooting Guide:** If recurring issues arise, you might create a guide or frequently asked questions document for common payroll-related problems and solutions.
- **Ad-Hoc Support Summary:** A summary of the support provided, any patterns identified, and potential improvements or training needs to avoid similar inquiries in the future.

All written reports under this Agreement must be delivered to Enedina Garcia, County's Contract Manager, in accordance with the schedule above.

B. PAYMENT PROVISIONS

B.1 COMPENSATION/ PAYMENT

County shall pay an amount not to exceed \$37,500 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses during this Agreement. CONTRACTOR shall receive compensation for travel expenses as per the "County Travel Policy". A copy of the policy is available online at [Policies and Procedures | Monterey County, CA](#). To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when.

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.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.

B.3 POST-TERMINATION ASSISTANCE/SERVICE SUPPORT

Following completion of the services of this Agreement, the County may request, and CONTRACTOR may perform, the following services under this Agreement at CONTRACTOR's standard hourly rates in effect at the time services are provided: assistance with public records requests, regulatory compliance, or inquiries pertaining to the finished work product. County acknowledges and agrees that actual costs may exceed \$2500, in which case the parties shall enter into a written amendment to the Agreement to cover such services and costs.