

## AMENDMENT 2

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**To Agreement A-16608 by and between  
County of Monterey, herein after referred to as “County”  
And**

**InTime Services Inc., dba InTime, herein after referred to as “Contractor”**

**THIS AMENDMENT** is made to the AGREEMENT A-16608 for time keeping system and support services for the Monterey County Sheriff/Coroner’s Office, by and between **INTIME SERVICES, INC., DBA INTIME**, hereinafter “CONTRACTOR”, and the County of Monterey, a political subdivision of the State of California, hereinafter referred to as “County”.

**WHEREAS**, the County and CONTRACTOR originally entered into this Agreement on October 18, 2022 with a Not to Exceed amount of \$72,790; and

WHEREAS, the County and CONTRACTOR extended the AGREEMENT A-16608 by adding \$123,514 for a new Not to Exceed amount of \$196,304 and extended the term of the Agreement by two (2) years with a new term ending date of October 17, 2025 on October 16, 2027 per Amendment 1: and

WHEREAS, the County and CONTRACTOR wish to amend the AGREEMENT by adding \$131,914 and extending the Agreement by two (2) year with a new term ending date of October 17, 2027.

**NOW THEREFORE**, the County and CONTRACTOR hereby agree to amend the AGREEMENT in the following manner:

1. This Amendment is effective October 18, 2025 through October 17, 2027.
2. *The total amount payable by County to CONTRACTOR under this Agreement is not to exceed the sum of \$328,218.*
3. Exhibits – Exhibit A is hereby replaced with Exhibit A-1 effective October 18, 2025, per Amendment 2, hereto attached.
4. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.
5. A copy of the AMENDMENT shall be attached to the original AGREEMENT executed by the County on October 18, 2022.

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InTime Services, Inc., dba InTime  
Amount: \$328,218  
Term: 10/18/2025 – 10/17/2027

## AMENDMENT 2

**IN WITNESS WHEREOF**, the parties have executed this AMENDMENT on the day and year written below.

MONTEREY COUNTY

InTime Services, Inc., dba In Time

\_\_\_\_\_  
Contracts/Purchasing Officer

Signed by:  
By: Jason de Boer  
3416790C039D46E...  
Signature of Chair, President, or  
Vice-President

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jason de Boer, Vice President, Sales  
Printed Name and Title

*Approved as to Fiscal Provisions:*

Signed by:  
Patricia Ruiz  
E79EF04E57454F6...  
Deputy Auditor/Controller

Dated: 9/18/2025 | 5:20 PM PDT

Dated: 9/25/2025 | 10:33 AM PDT

Signed by:  
By: Jason de Boer  
3416790C039D46E...  
(Signature of Secretary, Asst. Secretary, CFO,  
Treasurer or Asst. Treasurer)\*

*Approved as to Liability Provisions:*

\_\_\_\_\_  
Jeff Lacey, CEO  
Printed Name and Title

\_\_\_\_\_  
Risk Management

Dated: 9/18/2025 | 5:20 PM PDT

Dated: \_\_\_\_\_

*Approved as to Form:*

Signed by:  
Michael Wilden  
0F08C5BE0B6F476...  
County Counsel

Dated: 9/23/2025 | 10:30 AM PDT

County Board of Supervisors' Agreement Number: \_\_\_\_\_.

\*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

InTime Services, Inc., dba InTime  
Amount: \$328,218  
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## EXHIBIT A-1

**To Agreement A-16608 by and between  
County of Monterey, herein after referred to as “County”  
And  
InTime Services Inc., dba InTime, herein after referred to as “Contractor”**

### Scope/Payment Provisions

#### A. SCOPE – In addition to services previously outlined

**A.1** CONTRACTOR shall configure Timekeeping to Payroll Module specifically for customers unique Timekeeping data and payroll rules, provide web interface, training and support.

Support includes (for no additional fees):

- Changes or additions to: rank codes, leave codes, overtime codes, assignment codes, budget codes, time bank codes, shift differential codes, pay rates, work groups with no logic requirements or hard coding
- Changes to Payroll work periods
- Change to Prior Pay Period adjustment (eg. Change from 1 to 2 week look back, or from 2 to 1 week look back), but not including the addition of Prior Pay Period adjustment if not included in the initial deployment
- Changes to shift rotations

Any additional customization request will be assessed by InTime and may be subject to additional fees.

\*In Time Timekeeping Module properly implemented is a prerequisite to use the InTime Payroll Module.

**A.2** CONTRACTOR shall upon request start implementation of TimeKeeping-to-Payroll Module.

#### TimeKeeping to Payroll Module Implementation – Remote Professional services

Tasks	Project Start Date:	Completed
Requirement Analysis & Verification	TBD	
Module Statement of Work (SOW) Completion	TBD	
Module Configuration and set-up	TBD	
Module delivered per SOW	TBD	
Interface Testing completed and accepted	TBD	
Interface Roll-out support (completed and accepted)	TBD	
Training	TBD	

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## EXHIBIT A-1

### B. COMPENSATION/ PAYMENT

- a. County shall pay an amount not to exceed \$328,218 for subscription service for the Scheduling and Timekeeping Modules.
- b. Remote Professional Services - \$7,000 (one-time fee upon acceptance of successful implementation for timekeeping-to-payroll module) \*Will be started after requested by email from Sheriff's Payroll Manager.
- c. Current payment for subscription services is based on 461 employees for the Scheduling Module and Timekeeping Module.

Subscription Services for Modules (12 Months)		
Scheduling Module	(\$72/per employee)	\$33,192
Timekeeping Module	(\$36/per employee)	\$16,596
*Timekeeping-to-Payroll Module	(\$27.48 per employee)	\$12,669

\*Will be paid upon request for implementation of TimeKeeping-to-Payroll Module and will be prorated based on number of months left. Request for implementation will come from MCSO Fiscal Manager.

ALL TAXABLE ITEMS SHOULD BE CLEARLY IDENTIFIED. It is preferable to state the tax rate applied in parenthesis and all taxes should be listed as a separate line item.

There shall be no travel reimbursement allowed during 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.

### A.2 CONTRACTORS BILLING PROCEDURES

Invoicing shall occur annually. All invoices shall reference the Lease number attached to this agreement. It is preferable to submit invoices and statements electronically to the County's invoice tracking system at:

[230-SOFiscal@countyofmonterey.gov](mailto:230-SOFiscal@countyofmonterey.gov)

If CONTRACTOR lacks the ability to use this system, hard copy invoices will be accepted via mail addressed to the following location:

Monterey County Sheriff/Coroner's Office  
Attention: Fiscal Unit Accounts Payable  
1414 Natividad Road

InTime Services, Inc., dba InTime

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## EXHIBIT A-1

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Salinas, CA 93906

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.

**THIS SPACE LEFT BLANK INTENTIONALLY**

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InTime Services, Inc., dba InTime

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