

# COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter “County”) and:

Regional Government Services Authority (RGS)

(hereinafter “CONTRACTOR”).

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

## 1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

**Provide:** A base wage/salary survey and an internal salary alignment study for the County’s Engineer and Program Manager classification series, as well as various assistant department head classifications listed in Exhibit B.

## 2.0 PAYMENT PROVISIONS:

2.01 County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: **\$13,900.**

## 3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from **the date it is fully executed to December 31, 2026,** unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

## 4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

**Exhibit A: Scope of Services/Payment Provisions**

**Exhibit B: Proposal for Base Wage Salary Surveys**

**Exhibit C: Addendum No. 1**

## 5.0 PERFORMANCE STANDARDS:

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

## 6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.
- 6.05 CONTRACTOR shall not receive reimbursement for mileage or travel expenses unless set forth in this Agreement.

## 7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. “Good cause” includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.

7.03 The County’s payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County’s purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

## 8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys’ fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR’s performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. “CONTRACTOR’s performance” includes CONTRACTOR’s action or inaction and the action or inaction of CONTRACTOR’s officers, employees, agents and subcontractors.

## 9.0 INSURANCE REQUIREMENTS:

9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the Contractor shall provide a “Certificate of Insurance” certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County’s Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a “Notice to Proceed” with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

9.02 **Qualifying Insurers:** All coverages, except surety, shall be issued by companies which hold a current policy holder’s alphabetic and financial size category rating of not less than A- VII, according to the current A.M. Best’s Rating Guide or a company of equal financial stability that is approved by the County’s Purchasing Agent.

9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR’s duty to

indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

**Commercial General Liability Insurance:** including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate.

*(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Auto Liability Coverage:** must include motor vehicles, including scheduled, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit or Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Workers' Compensation Insurance:** if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

*(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Professional Liability Insurance:** if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

*(Note: Professional liability insurance coverage is required if the contractor is providing a professional service regulated by the state. Examples of service providers regulated by the state are insurance agents, professional architects and engineers, doctors, certified public accountants, lawyers, etc. However, other professional Contractors, such as computer or software designers, technology services, and services providers such as claims administrators, should also have professional liability. If in doubt, consult with your risk or contract manager.)*

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor.

#### 9.04 **Other Requirements:**

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

#### **Additional Insured Status:**

The County of Monterey, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the auto liability policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. Auto liability coverage shall be provided in the form of an endorsement to the CONTRACTOR'S insurance.

The County of Monterey, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the commercial general liability policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the CONTRACTOR'S insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

#### **Primary Coverage:**

For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, agents, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

#### **Workers' Compensation Waiver of Subrogation:**

The workers' compensation policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against COUNTY, its officers, officials, employees, agents, or volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by CONTRACTOR. Should CONTRACTOR be self-insured for workers' compensation, CONTRACTOR hereby agrees to waive its right of subrogation against COUNTY, its officers, officials,

employees, agents, or volunteers.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance and endorsements with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect. CONTRACTOR shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

## 10.0 RECORDS AND CONFIDENTIALITY:

- 10.01 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.02 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.03 **Maintenance of Records:** CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.04 **Access to and Audit of Records:** The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining

to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.

10.05 **Royalties and Inventions:** County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

10.06 **Format of Deliverables:** For this section, “Deliverables” shall mean all electronic documents CONTRACTOR provides to the County under this Agreement. CONTRACTOR shall ensure all Deliverables comply with the requirements of the Web Content Accessibility Guidelines (“WCAG”) 2.1, pursuant to the Americans with Disabilities Act (“ADA”). CONTRACTOR bears the burden to deliver Deliverables, such as Adobe Acrobat Portable Document Format (“PDF”) and Microsoft Office files, complying with WCAG 2.1. CONTRACTOR shall defend and indemnify the County against any breach of this Section. This Section shall survive the termination of this Agreement. Find more on Accessibility at this State website: <https://webstandards.ca.gov/accessibility/>.

## 11.0 **NON-DISCRIMINATION:**

11.01 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), sexual orientation, or any other characteristic set forth in California Government code § 12940(a), either in CONTRACTOR’s employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

## 12.0 **COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:**

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

## 13.0 **COMPLIANCE WITH APPLICABLE LAWS:**

13.01 CONTRACTOR shall keep itself informed of and in compliance with all federal, state, and local laws, ordinances, regulations, and orders, including but not limited to all state and federal tax laws that may affect in any manner the Project or the performance of the Services or those engaged to perform Services under this AGREEMENT as well as any privacy laws including, if applicable, HIPAA. CONTRACTOR shall procure all permits and licenses,

pay all charges and fees, and give all notices require by law in the performance of the Services.

13.02 CONTRACTOR shall report immediately to County’s Contracts/Purchasing Officer, in writing, any discrepancy or inconsistency it discovers in the laws, ordinances, regulations, orders, and/or guidelines in relation to the Project of the performance of the Services.

13.03 All documentation prepared by CONTRACTOR shall provide for a completed project that conforms to all applicable codes, rules, regulations, and guidelines that are in force at the time such documentation is prepared.

**14.0 INDEPENDENT CONTRACTOR:**

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers’ compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR’s performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR’s failure to pay such taxes.

**15.0 NOTICES:**

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR’S contract administrators at the addresses listed below:

<b>FOR COUNTY:</b>	<b>FOR CONTRACTOR:</b>
Andreas Pyper Director of Human Resources	Anna Marie Will Senior Advisor, Contracts and Insurance
Name and Title	Name and Title
168 W. Alisal St., 3rd Floor Salinas, CA 93901	P.O. Box 1350 Carmel Valley, CA 93924
Address	Address
(831) 755-5043	(650) 587-7300 Ext. 25
Phone:	Phone:

**16.0 MISCELLANEOUS PROVISIONS.**

16.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance

of the services required to be rendered under this Agreement.

- 16.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 16.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 16.04 **Contractor:** The term “CONTRACTOR” as used in this Agreement includes CONTRACTOR’s officers, agents, and employees acting on CONTRACTOR’s behalf in the performance of this Agreement.
- 16.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 16.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.
- 16.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 16.08 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 16.09 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 16.10 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 16.11 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.
- 16.12 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 16.13 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

- 16.14 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 16.15 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 16.16 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

## 17.0 CONSENT TO USE OF ELECTRONIC SIGNATURES.

17.01 The parties to this Agreement consent to the use of electronic signatures via DocuSign to execute this Agreement. The parties understand and agree that the legality of electronic signatures is governed by state and federal law, 15 U.S.C. Section 7001 et seq.; California Government Code Section 16.5; and, California Civil Code Section 1633.1 *et. seq.* Pursuant to said state and federal law as may be amended from time to time, the parties to this Agreement hereby authenticate and execute this Agreement, and any and all Exhibits to this Agreement, with their respective electronic signatures, including any and all scanned signatures in portable document format (PDF).

### 17.02 **Counterparts.**

The parties to this Agreement understand and agree that this Agreement can be executed in two (2) or more counterparts and transmitted electronically via facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) via email transmittal.

### 17.03 **Form: Delivery by E-Mail or Facsimile.**

Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) by e-mail transmittal, in either case with delivery confirmed. On such confirmed delivery, the signatures in the facsimile or PDF data file shall be deemed to have the same force and effect as if the manually signed counterpart or counterparts had been delivered to the other party in person.

\*\*\*\*\* THIS SECTION INTENTIONALLY LEFT BLANK \*\*\*\*\*

18.0 SIGNATURE PAGE

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

**COUNTY OF MONTEREY**

**CONTRACTOR**

**Regional Government Services Authority (RGS)**

Contractor/Business Name \*

By:

\_\_\_\_\_  
Chief Contracts & Procurement Officer

By:

\_\_\_\_\_  
(Signature of Chair, President, or Vice-President)

Date:

\_\_\_\_\_

By:

\_\_\_\_\_  
Department Head (if applicable)

Date:

\_\_\_\_\_  
Name and Title

Date:

\_\_\_\_\_

Approved as to Form  
Office of the County Counsel<sup>1</sup>  
Susan K. Blich, County Counsel

By:

\_\_\_\_\_  
(Signature of Secretary, Asst. Secretary, CFO, Treasurer, or Asst. Treasurer)

By:

\_\_\_\_\_  
County Counsel

Date:

\_\_\_\_\_  
Name and Title

Date:

\_\_\_\_\_

Approved as to Fiscal Provisions

By:

\_\_\_\_\_  
Auditor/Controller

Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

Reviewed as to Liability Provisions  
Office of the County Counsel-Risk Management

By:

\_\_\_\_\_  
David Bolton, Risk Manager

Date:

\_\_\_\_\_

County Board of Supervisors' Agreement No. \_\_\_\_\_ approved on \_\_\_\_\_

\*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers (California Corporations Code, §313). If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of either 1) any member, or 2) two (2) managers (Corporations Code, §17703.01, subs. (a) and (d)). If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute on behalf of the partnership (Corporations Code, §§16301 and 15904.02). If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign

<sup>1</sup>Approval by the Office of the County Counsel is required.

<sup>2</sup>Approval by Auditor-Controller is required.

<sup>3</sup>Review by Risk Management is necessary only if changes are made in the Indemnification or Insurance paragraphs.

## EXHIBIT A

To Agreement by and between  
the COUNTY OF MONTEREY, hereinafter referred to as “COUNTY”  
and  
Regional Government Services Authority (RGS), 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 incidental to the performance of work, as set forth in Exhibit B.

#### B. PAYMENT PROVISIONS

##### B.1 COMPENSATION/PAYMENTS

COUNTY shall pay an amount not to exceed \$13,900 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Services. CONTRACTOR’s compensation for services rendered shall be based on the rates stated in Exhibit B.

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.

##### B.2 CONTRACTOR BILLING PROCEDURES

CONTRACTOR will invoice the COUNTY monthly or at the completion of services. The invoicing process set forth in Paragraph 6.04 of this Agreement shall govern.

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.

EXHIBIT B



PROPOSAL for

# Base Wage Salary Surveys

*to*



County of Monterey  
Kimberly Moore  
Assistant Human Resources Director  
168 West Alisal St., 3rd Floor  
Salinas, CA, 93901

November 21, 2025

Dear Ms. Moore,

Regional Government Services (RGS) is pleased to submit this proposal to support the County of Monterey in achieving its human resources objectives. We propose conducting a base wage/salary survey and an internal salary alignment study for the County's Engineer and Program Manager classification series, as well as the following assistant department head classifications:

- Assistant Treasurer-Tax Collector
- Assistant Auditor-Controller
- Assistant County Clerk-Recorder
- Assistant Assessor-Valuation

This proposal outlines our approach, a tentative project timeline, and an estimated cost for completing the work.

RGS brings deep expertise in public sector classification and compensation studies. Our inclusive and responsive methodology, combined with our proven track record of timely and cost-effective service, has earned us the trust of numerous public agencies.

As a public agency ourselves, we fully understand the unique needs and expectations of our government partners.

This proposal is valid for 120 days from the date of submission. I will serve as the primary point of contact for this project and can be reached at (650) 587-7300 ext. 94 or via email at [phoward@rgs.ca.gov](mailto:phoward@rgs.ca.gov).

We appreciate the opportunity to partner with the County of Monterey and look forward to the possibility of working together.

Sincerely,



Patty Howard, Senior Advisor  
Classification and Compensation Service Line Lead  
**Regional Government Services**

# Our Organization

## We are public, we serve public

RGS is a California Joint Powers Authority (JPA) that was created to serve public agencies. The cities that formed RGS recognized that collaboration would enable them to serve their communities more effectively. RGS currently serves more than 130 agencies. We understand the public sector because we are public. RGS contracts with many partners, including:

- Cities
- Joint Powers Authorities (JPAs)
- Special Districts
- Counties

A public agency does not need to join our JPA to benefit from our services. We often work with public agencies like a typical consultant. What's different? We do not profit, plus we have a public Board of Directors. The public sector executive staff that makes up our Board helps RGS identify trends and meet the emerging needs of local government.

## Prioritizing your success

The County of Monterey is committed to attracting and retaining a highly skilled workforce through a fair, competitive, and comprehensive compensation structure. To support this objective, the County is seeking a qualified consultant to perform a detailed analysis of salaries and benefits.

This study will benchmark the County's compensation practices against comparable public agencies to assess both market competitiveness and internal equity. The scope of work includes extensive data collection and analysis, focusing on key compensation elements across selected benchmark classifications and peer organizations.

RGS is ready to begin work immediately, providing a dedicated team that will deliver high-quality results on time and in alignment with contract expectations. Services will primarily be conducted remotely to ensure cost-efficiency, with on-site support available as needed.

## RGS will deliver:

- Comprehensive compensation and benefits analyses benchmarked against comparable public sector agencies, providing clear, actionable insights and recommendations.
- Customized, transparent, and collaborative communication with County stakeholders, including Human Resources Department staff, department leadership, labor representatives, and the Board of Supervisors.

# Relevant Experience

Our advisors have conducted comprehensive staffing, classification, and compensation studies for numerous special districts, cities, and counties. The following is a list of studies conducted in the past three years.

AGENCY	YEAR OF PROJECT	PROJECT TYPE
City of Trinidad	2025	Agency-wide Classification and Compensation Study
City of Belvedere	2025	Agency-wide Classification Study
Humboldt Bay Municipal Water District	2024	Agency Staffing Assessment and Compensation Study
Monterey County	2024	Department Head Internal Salary Alignment Analysis
County of Santa Barbara	2023-2024	Classification Plan Restructuring and Class Specification Development
City of Fairfield	2019-2024	Various Compensation Studies
City of Hollister	2023-2024	Classification Study
City of Sonora	2023-2024	Compensation Study
Sedona Fire District	2024	Compensation Study
Santa Cruz Regional 911	2024	Classification Study/Staffing Assessment
Kern County Employee Retirement Association	2024	CEO/CIO Compensation Study
Belvedere-Tiburon Library	2024	Staffing Assessment/Compensation Study
City of Capitola	2024	Compensation Study
Alameda County Mosquito Abatement District	2022-2024	Salary Survey
Santa Cruz Regional Transportation Commission	2023	Compensation Study/Staffing Assessment
Sacramento Metro Cable Television Commission	2023	Classification and Compensation Study
Marin Sonoma Mosquito & Vector Control District	2023	Staffing Assessment/Salary Survey
City of Belvedere	2023	Salary Surveys
Ironhouse Sanitation District	2023	Compensation Study
Sacramento Area Sewer District	2023	Staffing Assessment for Newly Created Human Resources Department
San Miguel Community Services District	2023	Classification and Compensation Study
West Valley Sanitation District	2023	Compensation Study
City of Fort Bragg	2021-2023	Classification and Compensation Study
Regional Water Agency	2021-2023	Classification and Compensation Study

# Study Process Overview

RGS will take the following steps to complete the County's classification study. Throughout the project, the RGS Advisors will be available for phone and e-mail consultation and video conference/phone meetings.

## Virtual Kick-off Meeting with the Project Team

RGS will schedule a virtual kick-off meeting with the County's point(s) of contact to explain the study's methodology, objectives, deliverables, and data collection methods. In addition, RGS requests that the County share any classification and compensation issues, concerns, or challenges to ensure the project team has a complete understanding of the project's scope.

## Request for Documents

Once the contract is executed, RGS will request and review key background material and documents from the County to understand its current classification, compensation, organizational structure, policies, and procedures.

Typical materials requested include:

- Organizational charts
- Existing classification specifications
- Current salary schedules
- Applicable policies and procedures.
- List of comparator agencies the County has established for similar studies

## Study Process

### COLLECT DATA FROM COMPARATOR AGENCIES

Using the comparator agencies, RGS will identify comparable classifications within each comparator agency and collect top-step salary data. Comparable classifications will be identified on a "whole job" basis, taking duties, reporting structure, and requirements into consideration, and not by title alone. Furthermore, RGS will collect salary alignment data for the County's comparator agencies to identify any patterns that may exist or practices used when setting salaries for like positions. RGS will conduct a comparative analysis to determine how and/or if the County can implement these practices in determining the internal salary alignment of its positions.

### ANALYZE CLASS SPECIFICATIONS

Determining the relationships between positions within each series will assist in building the internal salary alignment structure. To this end, RGS will analyze the class specifications based on the following classification factors:

- Authority and autonomy in decision-making
- Scope and complexity of the work
- Types and frequency of contracts
- Supervision exercised and received
- Knowledge, skills, and abilities required
- Minimum education and experience required

# Study Process Overview

## DEVELOPMENT INTERNAL SALARY ALIGNMENT RECOMMENDATION

RGS will review, compile, and analyze all information collected through the class specification analysis and review of compensation documents from the County and the comparable agencies. Using this information, RGS will develop a salary recommendation for each class within their respective class series for the County's consideration.

## BASE WAGE SALARY STUDY REPORT

RGS will compile and incorporate information gathered in the collaborative review process and finalize the report. The final report will include, at a minimum, the following:

- Executive Summary—including process followed and methodology used
- Salary Study:
  - A list of comparator agencies surveyed as part of the base wage salary survey
  - A list of classifications surveyed
  - Statistics for the base rate of pay (top step) for the benchmark classes, with the percentage above or below the average of market comparators identified
  - Study findings, salary recommendations, and internal alignment recommendations for the non-benchmark classes and those with insufficient market data were found

## Assumptions

RGS cost estimates, rates, and scope assume:

- RGS advisors will be available to perform the services during the typical work week.
- RGS team members will maintain communication with each other and County staff.
- Projects and activities may be modified at the County's request (which may affect the timeline, accuracy of the cost estimate, and not-to-exceed amount).
- RGS advisors are employees of RGS and report to RGS administration
- County employees do not report to any RGS employees.
- RGS employees shall have no authority to execute any document on behalf of the County.
- Services will be performed remotely. If any in-person services are requested, the County will be responsible for the expenses and personnel time associated with travel.

RGS is available and willing to perform additional on-call work at hourly rates on an as-needed basis upon request. RGS also provides a variety of services for HR, training, economic development, clerking, communications, and more.

# Project Schedule

The following is a tentative project timeline that may be modified with mutual agreement between the County and RGS. Any recognized holidays during the project may affect the timeline.

In addition, staff availability, responsibility, and responsiveness will be critical in completing the project as described in the timeline. Meetings between RGS and the County's points of contact can be scheduled as required. Progress reports can be provided throughout the project as requested. RGS strives to manage the timeline to ensure deadlines are met.

CLASSIFICATION STUDY		TENTATIVE DATES	RESPONSIBLE PARTY
<b>1</b>	Receive and begin reviewing the County's documents; kick-off Meetings with the County's points of contact to discuss the project.	WEEK 1 ↓	County/RGS
<b>2</b>	Data collection from comparable agencies	WEEKS 2-4 ↓	County/RGS
<b>3</b>	Analyze data and develop preliminary recommendations	WEEKS 4-5 ↓	RGS
<b>4</b>	Status meeting to discuss findings and preliminary recommendations for internal salary alignment	WEEK 5 ↓	County/RGS
<b>5</b>	Draft base wage salary survey report and supporting spreadsheets submitted to the County for review	WEEKS 6-7 ↓	RGS
<b>6</b>	The County reviews and returns the internal salary alignment study report to RGS with edits	WEEKS 8-9 ↓	County
<b>7</b>	Final base wage salary study report submitted to the County	WEEK 10	RGS

# Cost Proposal

At RGS, we bill only actual hours attributed to the project at the specific Advisor or Technician's rate. Work will commence upon the County's notification of the project award. Work is performed as agreed and subsequently billed each month based on hours actually worked.

RGS Advisors are skilled at prioritizing projects and working within partner agencies' budgets. Mileage, if applicable, will be calculated and invoiced using the current IRS rate. In calculating the project costs, RGS has considered the most efficient and cost-effective methods while continuously maintaining Human Resources' best practices.

The total project cost for the classification and compensation studies would **not exceed \$13,900**. Estimated project costs include:

STAFFING ASSESSMENT PHASES AND ESTIMATED COSTS		
<b>1</b>	<b>2</b>	<b>3</b>
Client contact: Kickoff meeting, emails, phone class, status meeting.	Base Wage Salary Survey: Review County and comparator agency documents; determine matched classes; collect salary data; develop findings and salary alignment recommendations.	Study documents: Draft and finalize all documents, including the salary alignment study report.
\$1,100	\$10,500	\$2,300
<b>TOTAL: \$13,900</b>		

## Hourly rates

The hourly rate for work performed will be billed at the following hourly rates based on the Advisor(s) assigned to the project. RGS adjusts its rates annually. Project billing will reflect newly adopted rates for all hours incurred after June 30, 2026.

RGS TITLE	HOURLY RATE
Strategic Services Consultant	\$191
Senior Advisor	\$161
Advisor	\$137
Technical Specialist	\$121
Administrative Specialist	\$108

## EXHIBIT C

### ADDENDUM NO. 1

#### TO AGREEMENT BY AND BETWEEN COUNTY OF MONTEREY AND REGIONAL GOVERNMENT SERVICES AUTHORITY

This Addendum No. 1 amends, modifies, and supplements the County of Monterey Agreement by and between the COUNTY OF MONTEREY, a political subdivision of the State of California (hereinafter “County”) and REGIONAL GOVERNMENT SERVICES AUTHORITY (RGS) (hereinafter “CONTRACTOR”). This Addendum No. 1 has the full force and effect as if set forth within the Agreement and is incorporated by reference and made a part of the Agreement. Notwithstanding the provision of Section 16.16 of the Agreement, to the extent that any of the terms or conditions contained in this Addendum No. 1 may contradict or conflict with any of the terms and conditions of the Agreement, it is expressly understood and agreed that the terms and conditions of this Addendum No. 1 shall take precedence and supersede the Agreement.

NOW, THEREFORE, COUNTY and CONTRACTOR agree that the Agreement terms and conditions shall be amended, modified, and supplemented as follows:

1. **Section 7.0 TERMINATION.** Paragraph 7.01 of the Agreement is hereby amended, retitled, and restated to read in its entirety as follows:

7.01 During the term of this Agreement, the County or CONTRACTOR may terminate the Agreement for any reason by giving written notice of termination to the other at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

2. **Section 8.0 INDEMNIFICATION.** Section 8.0 of the Agreement is hereby amended, retitled, and restated to read in its entirety as follows:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys’ fees) to the extent occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the CONTRACTOR’S performance of the services under this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death to the extent arising out of or connected with the CONTRACTOR’s performance of this Agreement, unless such claims, liabilities, or losses arise out of the negligence or willful misconduct of the County. “CONTRACTOR’s performance” includes

CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors. Notwithstanding the foregoing and for the avoidance of doubt, nothing herein shall be interpreted as obligating RGS to indemnify the County against its own negligence or willful misconduct.

3. **Section 9.0 INSURANCE REQUIREMENTS.** Paragraphs 9.01, 9.02, and 9.03 of the Agreement are hereby amended, retitled, and restated to read in its entirety as follows:

9.01 **Evidence of Coverage:** Prior to commencement of services under this Agreement, the Contractor shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

9.02 **Qualifying Insurers:** All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current A.M. Best's Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Agent. Notwithstanding the foregoing, County acknowledges that CONTRACTOR, as a public agency, can, pursuant to California Government Code Section 990, satisfy the insurance requirements set forth herein with a combination of self-insurance and self-insured pool insurance.

9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

**Commercial General Liability Insurance:** including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate.

*(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

4. **SECTION 10.0 RECORDS AND CONFIDENTIALITY:** Paragraph 10.01 of the Agreement is hereby amended, retitled, and restated to read in its entirety as follows:

10.01 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement. Notwithstanding the foregoing, County acknowledges that CONTRACTOR is a public agency subject to the California Public Records Act (the "CPRA") and will comply with this Agreement to the extent that it does not conflict with CPRA.

\*\*\*\*\* *End of Exhibit C* \*\*\*\*\*