



# RESOLUTION No. 19-182

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

### RESOLUTION APPROVING EXECUTION OF A CONTRACT WITH COM-STRAT LLC DBA COMMUNICATION STRATEGIES FOR TELECOMMUNICATION SYSTEM CONSULTING SERVICES IN THE AMOUNT OF \$31,949.50 FOR A TERM OF MAY 14, 2019 THROUGH OCTOBER 31, 2020 AND AMENDING THE FISCAL YEAR 2018-19 INFORMATION SYSTEMS BUDGET (4/5 AFFIRMATIVE VOTE REQUIRED)

WHEREAS, the County's current phone system has been in continuous operation for 18+ years and is no longer supported by any major manufacturer. The system has served the County well and it is recommended and planned for replacement; and

WHEREAS, the County of Nevada Information and General Services Department (IGS) wishes to enter into a contract with Com-Strat LLC DBA Communication Strategies to provide telecommunication system consulting services; and

WHEREAS, a Request for Proposal was released in January to select a consultant who can help IGS evaluate current needs, look for opportunities to enhance functionality for County staff, and ultimately assist with the selection of a new phone system; and

WHEREAS, three proposals were submitted and evaluated, and Com-Strat LLC DBA Communication Strategies was selected; and

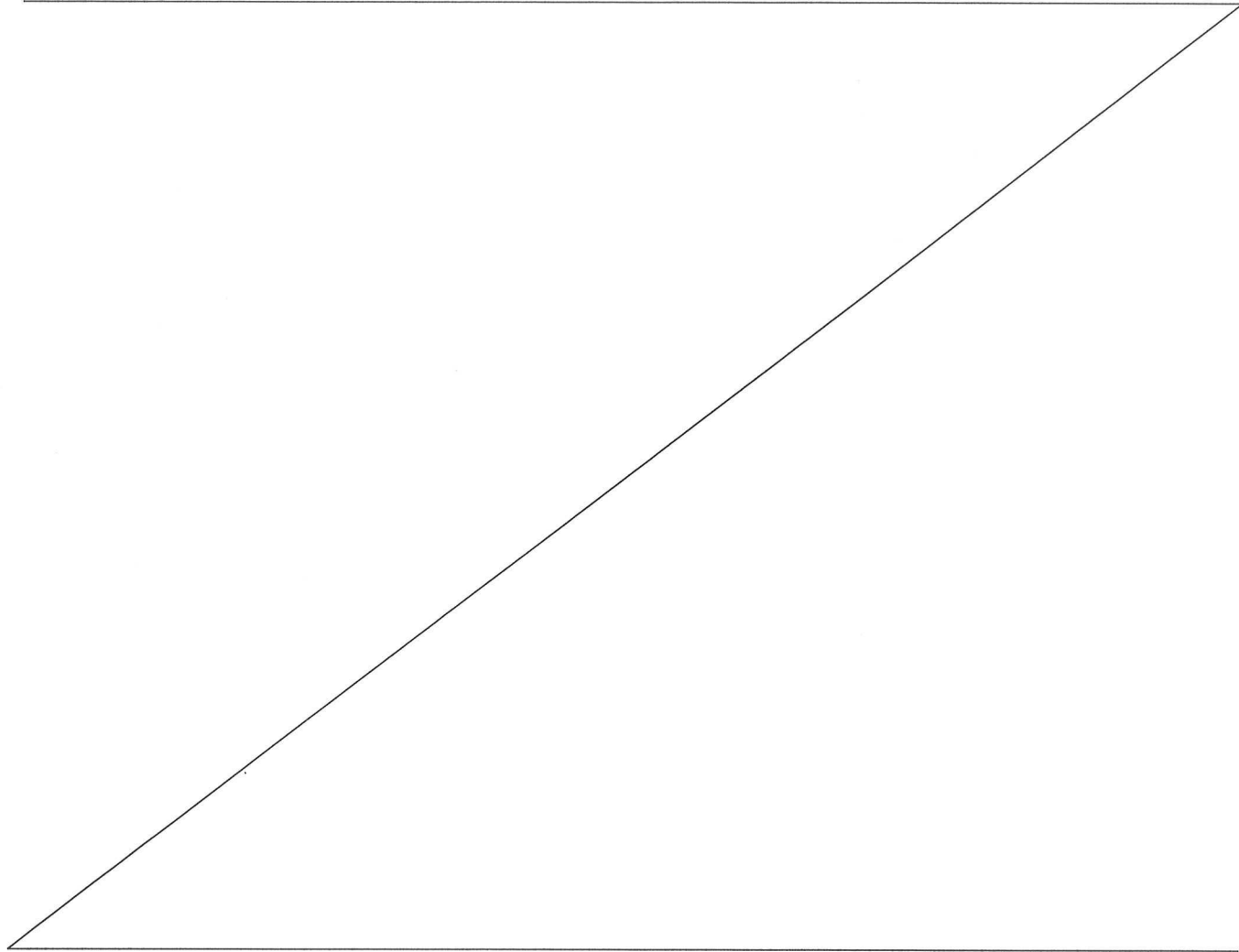
WHEREAS, the upgrade of the County phone system has been approved by the Information Systems Steering Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Nevada, State of California, hereby:

1. Approves the Personal Services Contract by and between the County of Nevada and Com-Strat LLC DBA Communication Strategies pertaining to telecommunication system consulting services in the amount of \$31,949.50 for the term of May 14, 2019 through October 31, 2020; and
2. Authorizes the Chair of the Board of Supervisors to execute the Contract on behalf of the County of Nevada; and
3. Directs the Auditor-Controller to release \$31,939.50 from the Information Systems Infrastructure Assignment of the General Fund and amend the Fiscal Year 2018-19 budget as follows:

Increase:

0101-11007-531-3000 521520 Professional Services \$31,949.50



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 14th day of May, 2019, by the following vote of said Board:

- Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Richard Anderson.
- Noes: None.
- Absent: None.
- Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 



Richard Anderson, Chair

5/14/2019 cc: IGS\*  
AC\* (hold)

6/13/2019 cc: IGS\*  
AC\* (release)  
Comm. Strat.

**PERSONAL SERVICES CONTRACT**

County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein "County"), and

**Com-Strat LLC DBA Communication Strategies**

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

(§1) **Telecommunication System Consulting Services: Existing System Review, Requirements Definition, RFP Development and Evaluation, System Selection**

**SUMMARY OF MATERIAL TERMS**

(§2) **Maximum Contract Price:** \$31,949.50  
(§3) **Contract Beginning Date:** 5/14/2019 **Contract Termination Date:** 10/31/2020  
(§4) **Liquidated Damages:** N/A

**INSURANCE POLICIES**

Designate all required policies:

		Req'd	Not Req'd
(§6)	<b>Commercial General Liability</b> (\$1,000,000)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(§7)	<b>Automobile Liability</b> (\$ 300,000) Personal Auto	<input type="checkbox"/>	<input type="checkbox"/>
	(\$1,000,000) Business Rated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	(\$1,000,000) Commercial Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(§8)	<b>Worker's Compensation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(§9)	<b>Errors and Omissions</b> (\$1,000,000)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**LICENSES AND PREVAILING WAGES**

(§14) Designate all required licenses:

none

**NOTICE & IDENTIFICATION**

(§26) **Contractor:** **ComStrat, LLC**  
Contact Person Chuck Vondra:  
(707) 963-5418  
e-mail: [chuck@com-strat.com](mailto:chuck@com-strat.com)

**County of Nevada:**  
Information and General Services- IS division  
Contact Person: Landon Beard  
(530) 265-1687  
e-mail: [landon.beard@co.nevada.ca.us](mailto:landon.beard@co.nevada.ca.us)

**Contractor is a:** (check all that apply)

Corporation:  Calif.,  Other,  LLC,  Non-profit  
Partnership:  Calif.,  Other,  LLP,  Limited  
Person:  Individ.,  Dba,  Ass'n,  Other

**EDD:** Independent Contractor Worksheet Required:  Yes  No

**HIPAA:** Schedule of Required Provisions (Exhibit D):  Yes  No

**ATTACHMENTS**

Designate all required attachments:

	Req'd	Not Req'd
<b>Exhibit A: Schedule of Services</b> (Provided by Contractor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Exhibit B: Schedule of Charges and Payments</b> (Paid by County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Exhibit C: Schedule of Changes</b> (Additions, Deletions & Amendments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Exhibit D: Schedule of HIPAA Provisions</b> (Protected Health Information)	<input type="checkbox"/>	<input type="checkbox"/>

### Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section (§) therein, as the case may be.

### Services

#### 1. **Scope of Services:**

Contractor shall provide all of the services, materials and products (herein "Services") generally described in **Exhibit "A"**, according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

### Payment

#### 2. **Charges and Payments:**

The charges (herein "Charges") for furnishing the aforesaid Services under this Contract are set forth in **Exhibit "B"**, including, if applicable, hourly rates, unit pricing, and expense, mileage and cost limits. Said Charges shall be presented monthly by invoice, and shall be due within thirty (30) days of receipt unless payment is otherwise set forth in said **Exhibit "B"**, and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the **Maximum Contract Price** set forth at §2, page one (1), above.

### Time for Performance

#### 3. **Contract Term:**

This Contract shall commence on the **Contract Beginning Date** set forth at §3, page one (1), above. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** set forth at §3, page one (1), above.

#### 4. **Liquidated Damages:**

County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as **Liquidated Damages**, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

#### 5. **Time of the Essence:**

Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

### Insurance

#### 6. **Commercial General Liability Insurance:** (County Resolution No. 90674)

If §6 at page one (1) hereof shall indicate a **Commercial General Liability** insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:

- (i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;

- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and other insurance maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

**7. Automobile Liability Insurance:** (County Resolution No. 90676)

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:

- (i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and other insurance maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §7 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, (\$300,000), in combined single limits, and naming the County as additionally insured.

**8. Worker's Compensation:** (County Resolution No. 90674)

If §8 at page one (1) hereof shall indicate a **Worker's Compensation** insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for worker's compensation liability or to undertake a program of self-insurance therefor.

**9. Errors and Omissions:**

If §9 at page one (1) hereof shall indicate **Errors and Omissions** insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

**10. Miscellaneous Insurance Provisions:** (County Resolution No. 90675)

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to "claims made" coverage. If the County does consent to "claims made" coverage and if Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then Contractor shall carry prior acts coverage.

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by County, its officers, agents and/or employees, shall be excess only and not contributing with insurance required or provided under this agreement.

At all times, Contractor shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be issued by companies

with a Best's Rating of B+ or higher (B+, B++, A-, A, A+ or A++), or a Best's Financial Performance Rating (FPR) of 6 or higher (6, 7, 8 or 9) according to the current Best's Key Rating Guide, or shall be issued by companies approved by the County Risk Manager. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Contractor shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this Contract.

Failure to provide and maintain the insurance policies (including Best's ratings), endorsements, or certificates of insurance required by this Contract shall constitute a material breach of this agreement (herein "Material Breach"); and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both. (See §13, ¶2, below, as these provisions additionally apply to subcontractors.)

**11. Indemnity:**

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify, defend and hold harmless the County and its officers, officials, employees, agents and volunteers from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Contractor, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

**Personal Services**

**12. Contractor as Independent:**

In providing services herein, Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as agents or employees of County.

**13. Assignment and Subcontracting:**

Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute nor replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor and assignee to comply with the insurance provisions set forth herein at §§6, 7, 8, 9 and 10, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor and assignee shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**14. Licensing and Permits:**

Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**Public Contracts**

**15. Prevailing Wage and Apprentices:**

To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with Section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code §§1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§200 et seq., relating to apprenticeship. Where applicable:

- (i) Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage

determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.

(ii) Contractor and all subcontractors must comply with the requirements of Labor Code Section 1771.1(a) pertaining to registration of contractors pursuant to Section 1725.5. Registration and all related requirements of those Sections must be maintained throughout the performance of the Contract.

(iii) Contracts to which these prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Each contractor and subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.

(iv) The County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.

**16. Accessibility (County Resolution No. 00190):**

It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be in compliance with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.

**17. Nondiscriminatory Employment:**

In providing Services hereunder, Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.

**18. Prior Nevada County Employment (County Resolution No. 03-353):**

Effective July 22, 2003, it is the policy of the County of Nevada that former members of the Board of Supervisors, a former CEO, or a former Purchasing Agent, for a period of twelve (12) months following the last day of employment, shall not enter into any relationship wherein that former employee or former Board member receives direct remuneration from a legal entity that, during the last twelve (12) months of said employment or Board member's service, entered into a contract with, or received a grant from the County of Nevada. Provided however, that this prohibition shall not apply to any employee that did not personally approve a contract with or grant to said legal entity during the last twelve (12) months of said employment, and shall not apply when the Board of Supervisors did not approve a contract with or grant to said legal entity during the last twelve (12) months of said Board member's service.

A violation of this policy shall subject Contractor to all of the remedies enumerated in said resolution and as otherwise provided in law, which remedies shall include but not be limited to injunctive relief, cancellation and voiding of this contract by County, a return of grant money, a cause of action for breach of contract, and entitlement to costs and reasonable attorney fees in any action based upon a breach of contract under this provision.

**19. Cost Disclosure:**

In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report

**Default and Termination**

**20. Termination:**

A Material Breach of this Contract pursuant to the terms hereof or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this contract, or both, **without notice**.

If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) days written notice** to Contractor.

Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

County, upon giving **sixty (60) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if the County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

### Miscellaneous

**21. Books of Record and Audit Provision:**

Contractor shall maintain complete records relating to this Contract for a period of five (5) years from the completion of Services hereunder. Said records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits

Contractor shall permit County to audit said records as well as such related records of any business entity controlled by Contractor. Said audit may be conducted on Contractor's premises or at a location designated by County, upon fifteen (15) days notice. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charged of five percent (5%) or more of the Maximum Contract Price.

**22. Intellectual Property:**

All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

**23. Entire Agreement:**

This Contract represents the entire agreement of the parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by written, fully executed agreement of the parties.

**24. Jurisdiction and Venue:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Nevada County, California.

**25. Compliance with Applicable Laws:**

The Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.

**26. Notices:**

This Contract shall be managed and administered on County's behalf by the department and the person set forth at §26, page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §26 Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

**27. Authority:**

All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.



IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

CONTRACTOR:

CSWondra

Name: Charles N. Vondra  
Title: Managing Member

Dated: 4/30/2019

COUNTY OF NEVADA:

Mich

Honorable Richard Anderson  
Chair, Board of Supervisors

Dated: 6/11/2019

Attest: Julie Patterson Hunter  
Julie Patterson Hunter  
Clerk of the Board

**EXHIBIT "A"**

**SCHEDULE OF SERVICES**

Com-Strat LLC DBA Communication Strategies will provide to County telecommunications consulting services that will provide insight and guidance in the County's process to select a replacement phone system used by County employees. Com-Strat will work alongside County staff in performing data collection, interviewing employees, developing RFP language and assisting staff during the RFP process. Com-Strat will also participate in reviewing all proposals received in part of the RFP as well as assist in selecting the best firm for the County to work with on the new telephone system solution. This scope of work terminates upon selection of the top ranked firm for the new telephone system solution.

A detailed list of primary Phases and Objectives, and expected completion dates are identified below:

<b>Phase 1 Existing System Review (complete by 5/31)</b>		<b>Quantity</b>	<b>Hours</b>	<b>Net Hours</b>
1.01	Kickoff - review project objectives and budget, team resources, project plan and schedule.	1	2	2
1.02	Create Discovery workbook, and work with client on obtaining site details, counts, capacities, compatibility, infrastructure	1	2	2
1.03	Workshop with IT team to develop understanding of existing and envisioned IT infrastructure including LAN/WAN	1	1	1
1.04	Gather Telco invoices from client, inventory services used, look for cost savings, provide recommendations for new configuration	1	2	2
1.05	Identify VoIP readiness issues - training, staffing, PoE, QoS, VLAN, UPS	1	1	1
1.06	Meeting with key "purchasing policy" departments to review RFP process (i.e. Purchasing, Legal Counsel, HR, Compliance, Security)	1	1	1
1.07	Review Disaster Recovery/Business Continuity Goals	1	1	1
1.08	Detailed inventory of phone and user counts (by location)	Client IT to perform	4	TBD
1.09	Generate electronic end user survey to solicit feedback and requirements	1	2	2
		<b>Phase 1 Total</b>		12
<b>Phase 2 Define Requirements (complete by 7/12)</b>		<b>Quantity</b>	<b>Hours</b>	<b>Net Hours</b>
2.01	Detailed Telecom feature and application review and prioritization (Mandatory, Preferred, Optional, Nice to Have)	1	4	4
2.02	Departmental Requirements Discovery Meetings - Detailed	6	1	6
2.03	Generate Use Case Scenarios	2	2	4
2.04	Workshop with ACD Contact Center managers to review and validate requirements	N/A	4	TBD
2.05	Investigate and develop requirement specifications for Advanced Contact Center applications (IVR, Multi Channel, Screen Pop, etc.)	N/A	4	TBD

2.06	Investigate and develop requirement specifications for Advanced Unified Communications applications (Presence, Instant Messaging, Collaboration, etc.)	1	2	2
2.07	Investigate and develop requirement specifications for miscellaneous advanced applications (Enhanced 911, Emergency Notification, etc.)	1	2	2
2.08	Develop Business Requirements Document (BRD)	1	3	3
		<b>Phase 2 Total</b>		21
<b>Phase 3 Develop RFP and Budget Requirements (complete by 8/2)</b>		<b>Quantity</b>	<b>Hours</b>	<b>Net Hours</b>
3.01	Review BRD with client and amend as necessary	1	1	1
3.02	Develop Request For Proposal - technical specifications, response criteria, installation requirements, T&Cs, warranty, etc.	1	24	24
3.03	Work with client to create standardized pricing and capacity spreadsheets that vendors will use to ensure side by side comparability of bidders	1	4	4
3.04	Develop evaluation weighting and scoring matrix	1	1	1
3.05	Work with County to compile potential vendor list for RFP distribution	1	1.5	1.5
3.06	Participate in weekly planning meetings (per week)	10	0.5	5
3.07	Miscellaneous emails, PM and follow up - weekly	10	0.5	5
3.08	Travel Time (1/2 rate)	1	4	4
		<b>Phase 3 Total</b>		45.5
<b>Phase 4 VoIP System Selection (complete by 10/31)</b>		<b>Quantity</b>	<b>Hours</b>	<b>Net Hours</b>
4.01	Conduct bidders conference	1	2	2
4.02	Assist with any bidder's Q&A, research and formulate responses (# of bidders)	6	0.5	3
4.03	Read and evaluate RFP responses, determine compliance and technical merit, clarify any bidder ambiguity (# of responses)	6	3	18
4.04	Technical evaluation and scoring of each vendor's proposal (# of responses)	6	1.5	9
4.05	Participate in Short List Decision Process, mediate Q&A, finalize short list justification reasoning	1	2	2
4.06	Reference check calls -	12	0.25	3
4.07	Agenda preparation	1	1.5	1.5
4.08	Participate in short list bidder presentations (# of vendors)	3	3	9
4.09	Presentation review meeting with evaluation committee, determine any amendments to requirements based on information gathered in demonstration process	1	2	2
4.10	Presentation review follow up and Q&A with finalist vendors (# of finalists)	3	1	3
4.11	Consult on Best and Final Offer	1	2	2

4.12	Assist with formal recommendation report and justification presentation - draft, consensus editing, finalize	1	4	4
4.13	Participate in weekly planning meetings (per week)	12	0.5	6
4.14	Miscellaneous emails, PM and follow up - weekly	12	0.5	6
4.15	Travel Time (1/2 rate)	2	4	8
			<b>Phase 4 Total</b>	78.5
			<b>Project Total</b>	157

**EXHIBIT "B"**

**SCHEDULE OF CHARGES AND PAYMENTS  
INCLUDE CONTINGENCY, milestones, billings, etc.  
(Paid by County)**

Contractor shall be paid for services provided an amount not to exceed, \$29,045.00, with a contingency amount set aside of 10%

Hours required, by Phase, as identified in Exhibit "A":

Phase 1 - Existing System Review (objectives 1.01 through 1.09)	
12 hours @ \$185 per hour	\$2,220.00
Phase 2 – Define Requirements (objectives 2.01 through 2.08)	
21 hours @ \$185 per hour	\$3,885.00
Phase 3 – Develop RFP and Budget Requirements (objectives 3.01 through 3.08)	
45.5 hours @ \$185 per hour	\$8,417.50
Phase 4 – VoIP System Selection (objectives 4.01 through 4.15)	
78.5 hours @ \$185 per hour	\$14,522.50
Total:	\$29,045.00
Contingency (10%):	\$2,904.50
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$31,949.50</b>

Contractor shall invoice County upon completion of each identified Phase. Invoices shall include detail indicating the number of hours being billed and the applicable Phase completed including all tasks within the Phase. Invoices shall identify, as a separate line item, any overages and include a note regarding the purpose of identified overages. County Project Manager will review and approve Invoices upon receipt.

Payment shall be made with approval by County Project Manager at Net 30. Invoices shall be submitted to:

County of Nevada Information Systems  
ATTN: Landon Beard  
950 Maidu Ave.  
Nevada City, CA 95959

**INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting contract. All invoices must include the contract number. Failure to comply will result in delayed payments. The County will make payment on a Net 30-day basis unless a cash discount is allowed for payment within the time period specified by vendor. The payment term shall begin on the date the acceptance of services are authorized by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. For the purposes of this section, the beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term. **LATE FEES:** In accordance with Section 926.10 of the California Government Code, Nevada County will pay interest at the rate of 6% per annum on invoices which are unpaid 61 or more days beyond the "beginning date" as defined above.

EXHIBIT "C"

SCHEDULE OF CHANGES


(Amendments and Additions to Contract)

**9. Errors and Omissions:**

Section 9 Errors and Omissions is hereby replaced in its entirety as follows:

If §~~Error! Reference source not found.~~ at page one (1) hereof shall indicate **Errors and Omissions** insurance is required, Contractor shall maintain Technology Professional Liability Errors and Omissions Insurance in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Contractor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

- (i) The Policy shall include, or be endorsed to include, **property damage liability coverage** for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the County in the care, custody, or control of the Contractor. If not covered under the Contractor's liability policy, such "property" coverage of the County may be endorsed onto the Contractor's Cyber Liability Policy as covered property as follows:
- (ii) **Cyber Liability coverage** in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the County that will be in the care, custody, or control of Contractor.
- (iii) The Insurance obligations under this agreement shall be the greater of 1—all the Insurance coverage and limits carried by or available to the Contractor; or 2—the minimum Insurance requirements shown in this agreement. Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to County. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the indemnity or other obligations of the Contractor under this agreement.

  
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Approved as to form