



March 17, 2022

Susan Cheu
Vice Chancellor of Business Services
Foothill - De Anza Community College District
12345 El Monte Road, Los Altos Hills, California 94022
RE: Proposal for On-Going Bond Program Support Services

Dear Susan:

Pursuant to your request, we are pleased to provide this proposal for on-going support services on the Measure C and Measure G Bond Programs for the period of January 1, 2022– June 30, 2022 which amends the scopes and not-to-exceed fees of the current 2021-22 service agreements currently in place.

Scope of Services:

A. Measure G Bond Program Setup and On-going Implementation Support Services (\$124,000)

(Funded by the Measure G Bond Program)

Scope items A (Business Process Analysis), B (Bond Program Setup and Implementation Support) and C (Bond Program On-Call Support Services) from the original contract have been consolidated into one scope category for ease of tracking. Items listed represent the remaining services from the original contract that are anticipated to be provided in the period listed above. These services will be provided as requested by the District and will be billed on an hourly basis per the enclosed Hourly Fee Schedule.

1. Incorporate final edits from the District into the PnP manual
2. Provide cash flow analysis services and reports
3. Attend, present, and/or prepare materials for Board meetings and workshops upon request
4. Additional Allowability/Compliance training for District bond staff
5. Attend District staff and planning meetings
6. Communications support services such as website updates, presentation materials and newsletters
7. Accounting and administrative support services
8. Additional services upon request

B. Measure C Bond Program Compliance, Communications and Support Services (\$10,000)

(Funded by the Measure C Bond Program)

No change in scope. Additional budget required to support on-going services.

1. Produce management reports for the Executive Team, as directed by the District
2. Produce monthly financial reports for Project Managers and Executives
3. Produce quarterly financial reports; Initiate and oversee related electronic approvals (workflow)
4. Provide detailed quarterly reconciliation services to ensure accuracy of District data
5. Provide cash flow analysis services and reports, as requested by the District

6. Produce bond list revisions, as well as supplemental fund budget changes, as requested by the District; Initiate and oversee related electronic approvals (workflow)
7. Communications support services such as website updates, presentation materials and newsletters upon request
8. Attend District meetings upon request
9. Perform any additional bond tracking and reporting services as requested in writing by the District
10. Review/Revise process and procedures to adjust for compliance
11. Correspondence with Bond Counsel on compliance related topics
12. Review of Financial and Performance Audits to ensure that data provided within matched fiscal year end budget and expense data reported to the public

C. Timekeeping Software Implementation Services (\$3,500)

(Fee to be prorated based on a percentage spread of the Measure C and G Bond remaining cash balances as of April 1, 2022)

New scope added per the request of the District.

1. Coordinating with ETS on location for software
2. Work with District staff on the creation of a draft time tracking structure
3. Set up of FHDA QB Time Account (Contact Info, Administrator set up, Billing Info)
4. Implementation of the approved time tracking structure
5. Train the District's program administrators in general usage of tool and administrative functions (adding users, modification of time tracking structure, etc.)
6. One-time training of initial users (three 1-hour training sessions)
7. Written time entry procedure guide
8. Follow up with administrator one month after implementation

D. Bond Management Executive Tools (BMET) (\$16,000)

(Funded by the Measure G Bond Program)

No change in scope. Original fee was calculated based on a 12-month schedule. The additional 2 months of fee will bring the BMET Enhanced term into alignment with the other contract scope items as well as with the District's fiscal year end.

1. Setup and Implementation
2. Automated import of District financial data
3. Quarterly reconciliation of whole program level funding, earnings, and expenditures
4. Support & Training
5. Access to all standard reports
6. Fiscal Management and Integrity
7. Managed Oversight Committee Reports
8. Managed Board Reports
9. Bond List Revisions
10. Additional/Custom Reporting

Compensation:

Scope Items A - C: The additional fee to the consultant for Measure G Bond Program Setup and On-going Implementation Support Services, Measure C Bond Program Compliance, Communications and Support

Services, and Timekeeping Software Implementation Services for the period of January 1, 2022 through June 30, 2022 will be based on the attached hourly fee schedule with a not-to-exceed fee of One Hundred Thirty-Seven Thousand Five Hundred Dollars (\$137,500).

Scope Item D: The additional fee for BMET access for the period of January 1, 2022 through June 30, 2022 will be Sixteen Thousand Dollars (\$16,000). BMET is offered in two packages, Basic or Enhanced. The monthly access fee for the BMET Enhanced package with a 3-year commitment is Eight Thousand Dollars (\$8,000) per month. The Fifteen Thousand Dollar (\$15,000) BMET implementation fee is waived with a 3-year commitment. The District will have the option at each annual renewal to modify package selection for the next annual period. Should the contract be terminated prior to the completion of the 3-year commitment, the implementation fee will be billed based on a prorated amount of the remaining term.

Invoicing: Progress billings will be submitted to the District monthly by the Consultant with documentation that supports the requested payment. AKG submits invoices monthly with standard net-30 terms applied.

This proposal is valid for 90 days from its date.

Please let me know if you have any questions. We look forward to continuing working with you.

Sincerely,



Candy Ellis
Secretary of the Corporation
A Kennedy Group

Enclosure: Hourly Fee Schedule



Hourly Fee Schedule

Effective January 1, 2022

Position	Hourly Rate
Program Manager/ Executive Planner	\$200 per hour
Financial Manager	\$191 per hour
Senior Programmer/Analyst	\$185 per hour
Associate Financial Manager	\$175 per hour
Senior Project Accountant	\$143 per hour
Communications Manager	\$137 per hour
Project Accountant/Admin.	\$109 per hour

Reimbursable Expense

In addition to compensation for Basic Services, A Kennedy Group (AKG) will be reimbursed for its direct reimbursable expenses at cost. Reimbursable expenses are defined as the actual expenditures made by AKG in the interest of the Program and at the District’s request for expenses such as travel expenses, reproductions and mailing/shipping, presentation materials, photographic reproduction, and any state or local taxes imposed where the Program is located.

Cost-of-Living Adjustments

A Cost-of-Living Adjustment (COLA) will be applied based on the most recently published Consumer Price Index. A COLA will be applied upon renewal of the initial contract and at each 12-month renewal thereafter.