

**FIFTH AMENDMENT TO BOARD OF SUPERVISORS
AGREEMENT NO. 15-056**

This Amendment to BOS Agreement No. 15-056 is entered into this 17th day of May, 2022, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and Manatron, Inc. ("Aumentum Technologies" or "Aumentum Tech", hereinafter referred to as "CONTRACTOR".

WHEREAS, BOS Agreement No. 15-056 was entered into on June 9, 2015; and

WHEREAS, BOS Agreement No. 15-056 was amended on March 21, 2017; and

WHEREAS, BOS Agreement No. 15-056 was amended on October 6, 2020; and

WHEREAS, BOS Agreement No. 15-056 was amended on May 4, 2021; and

WHEREAS, BOS Agreement No. 15-056 was amended on June 22, 2021; and

WHEREAS, upon execution of this document by the Chair of the Mendocino County Board of Supervisors and CONTRACTOR, this document will become part of the aforementioned contract and shall be incorporated therein; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to increase the total contract amount of BOS Agreement No. 15-056 by \$100,000, for the purposes provided and pursuant to the Letter of Authorization attached to this Agreement, for a new total contract amount of \$2,664,533.

NOW, THEREFORE, we agree as follows:

1. The total contract amount of BOS Agreement No. 15-056 is hereby increased by \$100,000, for a new total contract amount of \$2,664,553.

All other terms and conditions of BOS Agreement No. 15-056 as amended shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

DEPARTMENT FISCAL REVIEW:

[Signature] **05/03/2022**

DEPARTMENT HEAD _____ DATE _____

Budgeted: Yes No

Budget Unit: 0717

Line Item: 862239-IT038

Grant: Yes No

Grant No.: N/A

COUNTY OF MENDOCINO

By: [Signature]
TED WILLIAMS, Chair
BOARD OF SUPERVISORS
05/24/2022

ATTEST:

DARCIE ANTLE, Interim Clerk of said Board

By: [Signature]
Deputy 05/24/2022

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Interim Clerk of said Board

By: [Signature]
Deputy 05/24/2022

INSURANCE REVIEW:

By: [Signature]
Risk Management
05/03/2022

CONTRACTOR/COMPANY NAME:

By: [Signature]

NAME AND ADDRESS OF CONTRACTOR:

Mantron, Inc. (Aumentum Technologies)
510 E. Milham Avenue
Portage, Michigan 49002

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County Counsel

By: [Signature]
Deputy

EXECUTIVE OFFICE/FISCAL REVIEW:

APPROVAL RECOMMENDED

By: [Signature]
Deputy CEO

05/03/2022

Signatory Authority: \$0-25,000 Department; \$25,001-50,000 Purchasing Agent; **\$50,001+ Board of Supervisors**

Exception to Bid Process Required/Completed

Mendocino County Business License: Valid

Exempt Pursuant to MCC Section: _____



**LETTER OF AUTHORIZATION
CA2014.002-LOA202**

April 27, 2022

Steve Dunncliff
Deputy Chief Executive Officer
Mendocino County
501 Low Gap Road, Room 1010
Ukiah, CA 95482-3734

Dear Steve:

This Letter of Authorization ("LOA") will confirm Mendocino County's request for \$100,000 of professional services consulting and travel at the price(s) indicated. This will be an addendum to the current Master Agreement CA2014.002 between Mendocino County (the "County") and Manatron, Inc. ("Aumentum Technologies" or "Aumentum Tech"). All the terms and conditions of that agreement will pertain. This agreement is an extension of CA2014.002-LOA201 for the remainder of Fiscal Year 2021-2022.

PROFESSIONAL SERVICES

Quantity	Description	Hourly Fees
Not to Exceed \$100,000	Professional Services Consulting – Billed as Used	\$185.00
	Travel Time and Expenses for onsite support will be included in the not-to-exceed calculation.	Actual costs
	Total Professional Services Fees (Billed as Used)	\$100,000.00

Professional services will be billed as used monthly at the rate shown, plus any travel, travel fees, meals, and other related expenses. Professional services fees plus any travel related expenses are due and payable after Aumentum Tech performs such services in accordance with Aumentum Tech invoice(s) that shall be sent to the County. All invoices are due upon receipt.

Approval of this LOA will allow Aumentum Tech to perform the services herein. Upon approval and signing, please return this letter to Aumentum Technologies via the following method:

- Email a scanned image of the signed LOA to Natalie.Dhakhwa@AumentumTech.com

ACCEPTANCE

Mendocino County	Aumentum Technologies
BY: Signatures on Pg 2 of attached Cover	BY:
PRINTED NAME:	PRINTED NAME: Scot Crismon
TITLE:	TITLE: Executive V.P.
DATE:	DATE: May 4, 2022

Description of Agreement

Mendocino County CA2014.002-LOA202
Offer Expiration Date: July 26, 2022



Mendocino County is requesting Professional Services Consulting support to help elevate staff's Aumentum proficiency and converted records processing through the performance of key Business Processes and other consulting support.

The County and Aumentum Tech agree to the following:

- Aumentum Tech will provide billable consulting services to the County in support of Key Business Processes and other consulting support.
- Work will be performed as hourly consulting at a rate of \$185 per hour.
- Work can include (but not limited to) refresher training, tools support, process support, process re-engineering, production data entry, configuration assistance, system optimization or other health checks.
- Aumentum Tech has provided a separate sample menu of services. This is not intended to be a complete list but can be used as a guide to the types of services that are available.
 - As the users become more comfortable with Aumentum, the County can also consider booking a specific period of time to have a consultant help refine business processes, show best practices, or provide other general support.
- All consulting services are billed as used and the scheduling is dependent on staff availability.
 - This LOA is assumed not to exceed \$100,000 – any estimates provided are for budgetary purposes only and final pricing is depending on actual hours or travel expenses used.
 - Once the maximum \$100,000 in this LOA has been used or expired, a new LOA will be needed for any additional hours requested, and should the County decide, may occur into future years as an ongoing service.
 - Travel expenses and travel time for any onsite support will be deducted from this LOA as used.
- The County will request consulting assistance prior to the work starting.
 - The County will open a Teams Support ticket with the request of consulting support. Aumentum Tech will triage and assign the ticket and work will begin.
 - Aumentum Tech will track all requests, office, activity and status.
 - An updated report will be provided monthly or as otherwise requested.
 - Hours are assumed consulting and travel only. No planned deliverables unless otherwise agreed in the individual engagement.
- Aumentum Tech will submit a monthly Deliverable Acceptance Statement (DAS) that documents work authorized during the previous month.
 - DAS will have a 5-day approval period. After the 5-day approval period, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Aumentum Technologies with detailed rationale for rejecting this milestone.
 - Rejection of a milestone will result in immediate escalation and halt any remaining consulting for further review.
- This LOA will expire 12 months after the last signature date by either party, and any unused, unauthorized hours in this agreement will not be billed. The County may extend the expiration by 6 months upon agreement of both parties or request future LOAs to continue professional services beyond the 12 month period.

Assumptions

Mendocino County CA2014.002-LOA202
Offer Expiration Date: July 26, 2022



- Scheduling of support is dependent on staff availability. Consulting support is provided from 8:00am to 3:00pm PT. Consulting services needed for after-hours, weekends and holidays will be billed at 2x the hourly rate unless otherwise agreed in advance.
- Aumentum Tech will provide coordinators for request authorization, scheduling, tracking, status updates and DAS submission. Coordination time will be added to each monthly DAS, not to exceed 1.5 hours per month.
- County is responsible for providing access to the designated County environment for the work to be performed.
- County is responsible for maintaining the deployment of releases, hotfixes or data fix patches, unless otherwise requested in an assistance request.
- Onsite support must be requested at least 3 weeks in advance, and the County will be responsible for all travel expenses, including a minimum of 8 hours of travel time (billed at \$75 per hour) per round trip and consulting hours for onsite and remote staff (for any trip after July 1, 2022). Aumentum Tech staff travel will be dependent on staff availability
- The budget for this LOA is based on the following assumptions, although the County may choose to forego one or more travel trips in place of additional consulting hours.
 - Estimated budget for 1 person traveling is approximately \$10,000 and includes 40 hours of onsite and remote consulting support, \$600 in travel time (\$75 an hour for 8 hours round trip) and approximately \$2000 in travel expenses
 - This per-trip cost is an estimate only. Actual consulting hours and travel time and costs will be billed as used.
 - The County will approve of any travel before the logistics are booked.
- The County understands that the traveling Aumentum Tech employee may discontinue participation of any portion of this on site County activity including travel to/from, customer visits at the County office or other locations, social events, or any other aspect of the trip if the traveler feels that unsafe practices may be conducted in his/her presence or if it is believed by the traveler that his/her health may be at risk.
- DAS statements will report consulting hours only. Invoices for travel time and expenses will be submitted as travel occurs and tracked on an open Teams Support ticket for history. A summary report of total expenses used and remaining can be provided upon request.



DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PROFESSIONAL SERVICES CONSULTING – MONTH/YEAR (BILLABLE MILESTONE)

Purpose

The purpose of this form is for the County to provide agreement for the authorized monthly Professional Services consulting work.

Acceptance Criteria

- Aumentum Tech has performed the below billable work at the authorization of the client.
 - Total consulting hours completed this period: _____
 - Total remaining hours or funds per contract: _____

Date requested	Ticket #	Office	Completed Hours for Billing	Brief description of service

This DAS was submitted on: _____

The County response period is five (5) business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Aumentum Technologies with detailed rationale for rejecting this milestone. Written rejection will result in immediate escalation and halt any remaining services for further review.

We, the undersigned, agree that the authorized work has been performed and that under the conditions of this Letter of Authorization and any existing agreements(s) between the County and Aumentum Technologies the County will be billed for _____ hours at a rate of **\$185** per hour for a total of \$_____ upon signing this acceptance form.

Mendocino County, CA:

Aumentum Technologies:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

For Aumentum Technologies Internal Office Use Only:
Prof Svcs Project Implementation: 5010-10-0-04