

EXHIBIT "A"
SCOPE OF SERVICES

A. KeyAnalytics PROJECT TRACKING AND REPORTING SERVICES

The CONSULTANT has been providing the DISTRICT with ongoing assistance in developing, implementing, and managing a *Facilities Financial Management and Reporting System* for the DISTRICT's 2008 Measure E G.O. Bond Authorization ("2008 Bond Authorization") that is integrated with the DISTRICT'S existing fiscal system operated by the County and/or the DISTRICT. The CONSULTANT will add the DISTRICT's 2018 Measure BH G.O. Bond Authorization to the Facilities Financial Management and Reporting System that is now in place for the 2008 Bond Authorization.

The CONSULTANT shall continue to receive financial data biweekly exported from the DISTRICT's County Fiscal System to be uploaded by the CONSULTANT to its *Keystone* database tracking and reporting platform ("Keystone Platform") for both the 2008 Bond Authorization and the new 2018 Bond Authorization (collectively the "Bond Authorizations"). The CONSULTANT's Financial Management and Reporting System will continue to enhance the ability of the DISTRICT to:

1. Track all major revenue/funding sources identified by the DISTRICT for funding the authorized 2008 and 2018 bond projects (collectively, the "Authorized Bond Projects") including the Bond Authorizations, State grants, developer mitigation revenues, and other capital facilities financing and funding sources, if applicable, into the CONSULTANT's Keystone Platform.
2. Track all of the Authorized Bond Projects revenue sources identified by the DISTRICT so that each revenue source can be viewed individually and in a combined manner with other revenue sources.
3. With continuing assistance from the CONSULTANT, the DISTRICT shall provide specific direction to establishing and periodically updating budget categories for each authorized school project, project component, and revenue/funding source(s).
4. Report disbursement of funds from each Authorized Bond Project revenue source for each school project and each expenditure category, as directed by the DISTRICT.
5. Track cumulative fund account activities (across fiscal years) for each DISTRICT fund account including, but not limited to Building Fund 21, State Fund 35, Developer Fee Fund 25, and other Capital Facility and/or Municipal Funding Program fund accounts identified by the DISTRICT for funding the Authorized Bond Projects, as applicable.
6. In addition to the Standard Reports provided with the CONSULTANT's *Keystone* Platform, prepare a periodic **FACILITY PROJECT SUMMARY REPORT** identifying budgets, encumbrances, disbursements and remaining balances for each designated Authorized Bond Project according to the DISTRICT's specifications.

7. Prepare a periodic **COMPREHENSIVE FACILITY PROJECT BUDGET AND CASH FLOW UPDATE REPORT** that includes a summary of the project budgets, encumbrances, disbursements, remaining balances, estimated project fund drawdown schedules, and potential future revenue/funding sources and amounts of the active Authorized Bond Projects at a mutually agreed upon frequency as circumstances dictate.
8. Assist in preparing and presenting monthly reports for the Bond Citizen's Oversight Committee (COC) and DISTRICT staff.
9. If requested by the DISTRICT, assist in preparing data and reports associated with the periodic filing of the State Allocation Board (SAB) 50-06 Expenditure Reports.
10. Provide assistance, as needed, with the Office of Public School Construction ("OPSC") audit inquiries and responses (billed on an hourly basis).
11. Continue to provide ongoing training to DISTRICT staff including transition training as staff and job descriptions change within the DISTRICT and/or the CONSULTANT incorporates supplemental features into the CONSULTANT's *Keystone* Platform.
12. Provide storage for critical documents associated with the DISTRICT's Authorized Bond Projects in the CONSULTANT's *Keystone* Platform's **DATA VAULT**.
13. Provide the DISTRICT'S authorized staff with user names and passwords in order to enable web access to the CONSULTANT's *Keystone* Platform.

B. LOCAL COMPLIANCE SERVICES INCLUDING PREPARING SPECIALIZED REPORTS

Assist the DISTRICT in providing documentation and information needed to comply with the local requirements established by the DISTRICT'S Governing Board, Proposition 39 statutes, and internal accounting/auditing policies and procedures, including:

1. Prepare up to 12 periodic Board/COC updates per year, including the DISTRICT's Authorized Bond Projects progress and expenditures.
2. Attend up to 4 meetings provided above, in support of DISTRICT staff and consultants – including the presentation of the periodic updates if requested to do so. If requested, the CONSULTANT will provide additional meetings in support of DISTRICT staff and consultants on an hourly basis including travel time.
3. Assist DISTRICT auditors by providing the data necessary to complete the annual performance audits required by Proposition 39.
4. Assist DISTRICT auditors by providing information needed to complete the year-end closeout of DISTRICT funds and outstanding debt obligations.

The CONSULTANT shall not provide services under this AGREEMENT related to SEC or MSRB compliance unless the DISTRICT separately contracts with the CONSULTANT to do so.

C. SPECIAL RELATED CONSULTING SERVICES

The CONSULTANT may be directed by the DISTRICT in writing to perform supplemental tasks, analyses or assignments related to the provision of the services in this AGREEMENT. Such related services are intended to supplement the services as described herein as circumstances may, from time-to-time, require assistance with matters related to but not contemplated by this AGREEMENT.

D. CONSULTANT'S ONLINE DATA VAULT

The CONSULTANT will provide the DISTRICT with access to the CONSULTANT'S proprietary online **DATA VAULT** to manage, tag, upload, organize and store important documentation required for OPSC closeout audits, Federal reporting obligations and local DISTRICT compliance requirements. The CONSULTANT shall reasonably protect such data from loss or theft but shall not take extraordinary measures to protect data stored in the vault. The DISTRICT is advised to retain copies of items stored in the **DATA VAULT** and only to store non-confidential documents as part of utilizing this service.