

**Michael P. Bishop & Associates, Inc.**  
**PROPOSAL**

**Services**

Michael P. Bishop & Associates, Inc. propose a consulting plan to address the services requested below:

1. **Review the newly revised HSD LCAP.**
    1. **8 hours** are expected for this activity.
  2. **Conduct an HSD Budget Forensic Analysis.**
    1. **40 hours** are expected for this activity.
  3. **Help advise/revise/ build a sustainable and solvent HSD Budget.**
    1. **40 hours** are expected for this activity.
  4. **Consultation and help with the political ramifications to achieve and sustain future solvency.**
    1. A certain amount of hours for this activity cannot be determined at this time, we recommend billing on a time and expense basis.
      - i. **150 hours are expected for this activity.**
        1. December, Jan, Feb, March, April (Approx. 30 hrs a month)
          - a. Budget Balancing Cuts
            - i. Board
              1. Public and closed Sessions
              2. Board member individual questions
            - b. Realistic Facilities Plan
            - c. Negotiations Advice
5. **Based on a review of the HSD Business Department, make recommendations to streamline functions in order to best support HSD schools and monitor/adjust HSD budgets.**
  1. **80 hours** are expected for this activity.
6. **Provide coaching for new HSD CBO.**
  1. A certain amount of hours for this activity cannot be determined at this time, we recommend billing on a time and expense basis.
    - i. 150 hours expected for this activity for 2021-23
      1. Advise business office reorg. (Plan, Do, Check, Act)
      2. Coach/ Mentor CBO for 2021-2022, 2022-23 School Years

Consultants provide no assurance as to compliance with legal regulations or government accounting standards. The purpose of the review is to provide recommendations for best practices.

**Timeframe and Cost of Service**

The Consultants will make themselves available to provide the services above, commencing after Board approval has been secured and continuing until approximately June 30, 2023, as determined by the District.

The Consultant's rate will be \$150 per hour plus any necessary mileage and travel expenses, and will be billed at the beginning of the month following the month services are provided.

Cost summary:

1. \$25,200\*: Activity 1, 2, 3, & 5 (168 hrs)
2. \$45,000\*: Activity 4 & 6 (300 hrs)
3. \$15,000\*: Mileage and expense
4. **\$100,000: Total Not to Exceed**

\*Estimated

**Independent Contractor**

Although the Consultants are CalPERS retirees, they contract with California Public School Districts as an independent contractor, operating under the corporate name of Michael Bishop & Associates, Inc a California Corporation, EIN#05-0598329. The Consultants understand that the District may be required by the San Benito County Office of Education to report hours worked to the appropriate department of the SBCOE. The form of contract for Services above will be that the District uses in the conduct of regular business.

As independent contractors, the Consultants are aware that they are not entitled to any benefits that would otherwise be provided to a person performing the services above as an employee of the District.