

ATTACHMENT A

SCOPE OF WORK

The selected consultant will review historical sales tax revenue generation, audit sales tax collection, and prepare information necessary for any potential bond issuance for Measure X funds. These services will allow the Transportation Agency of Monterey County (the “Agency” or “TAMC”) to better track the revenues collected by the Board of Equalization and ensure the Agency is receiving the accurate amount of remittances. In addition, the selected consultant will be able to provide revenue projections that will be necessary if the Agency decides to utilize debt financing in order to advance Measure X projects.

Agency staff is seeking qualified consultants for Sales Tax Estimating and Revenue Capture. The selected consultant would provide the Agency with the following services:

1. The consultant will establish a database containing all applicable Board of Equalization (BOE) registration data for each business within the sales tax district boundaries holding a seller’s permit account. Said database will also identify the quarterly sales, use and transactions tax allocations under each account for the most current and previous quarters where available.
2. The consultant will provide updated reports each quarter identifying changes in allocation totals by individual businesses, business groups and by categories. Quarterly aberrations due to State audits, fund transfers, and receivables, along with late or double payments, will also be identified. Quarterly reconciliation worksheets to Agency staff with budget forecasting will also be included.
3. The consultant will advise and work with Agency staff on planning and economic questions related to maximizing revenues, preparation of revenue projections and general information on sales, use and transactions tax questions.