

ATTACHMENT 7 – SCOPE OF WORK
(also Appendix A1 of Agreement)

Background:

Vehicle Code section 11205.2, effective January 1, 2013, authorizes a Traffic Assistance Program herein referred to as a TAP, to provide for administrative services to traffic violators, through the use of a nonprofit agency. Effective January 1, 2012, Vehicle Section 11205.2(c), permits the Court to charge and collect a fee to defray the costs incurred in providing such administrative services.

- A. Contractor shall provide quality services for traffic violators to include printing and providing to the court and one traffic violators hard copy list printed from the DMV Internet Web site, administratively assisting traffic violators, and any other lawful activity related to the administration of the court's traffic infraction caseload. While processing all aspects of traffic violator school (TVS) cases is a priority, contractor will process non-TVS cases also. Non-TVS work will be done if resources allow and upon completion of TVS work
- C. Contractor will provide services in one Court location in El Centro, California. The Court will provide space, equipment and supplies for Contractor staff to perform work for the Court.
- D. Contractor shall maintain consistent communication with the DMV, the Court, traffic violator schools and consumers.
- E. Contractor's staff shall be qualified to perform the duties required under this agreement under the Contractor's general supervision. Contractor shall ensure that staff's training is updated as needed. Bi-lingual staff is preferred.
- F. Contractor is responsible for checking references, conducting background checks, and fingerprinting.
- G. Contractor and Contractor's staff will be held accountable to a code of ethics similar to California courts. Contractor and contractor's staff is responsible to notify the Court upon obtaining information regarding any impropriety that comes to their attention.
- H. While supervision is to be provided by the contractor, it is likely that supervision will be provided by off-site methods. We do have a supervisor that would provide onsite liaison support to contractor's staff.