



## Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

JUDICIAL AND COURT ADMINISTRATIVE SERVICES DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688

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# MEMORANDUM

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Date	Action Requested
September 20, 2013	For Your Information
To	Deadline
Court Executive Officers, Trial Court Human Resources Liaisons, and Trial Court Interpreter Coordinators/Managers/Supervisors	N/A
From	Contact
Scott Gardner	Scott Gardner
Senior Labor and Employee Relations Officer, Human Resources Services Office, Administrative Office of the Courts	(415) 865-7545 phone
Subject	Angeline O'Donnell
New AOC Master Agreement with Language Select	(415) 865-7521
	(415) 865-8772 fax

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The Administrative Office of the Courts (AOC) has recently executed a master agreement with a vendor named Language Select for telephonic language assistance (interpreting) services. This new agreement will enable courts to more efficiently secure these critical services at a reduced cost, especially at the clerk's window and other locations where court users with limited English proficiency interface with court staff.

However, the AOC wishes to remind all trial courts via this memorandum that the new agreement with Language Select must be used in a manner that is consistent with:

- (1) the courts' ongoing obligations under their respective Regional Interpreter Memoranda of Understanding, i.e., the labor agreements with the California Federation of Interpreters, The Newspaper Guild-Communications Workers of America (CFI, TNG-CWA); and

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- (2) all applicable sections of the Trial Court Interpreter Employment and Labor Relations Act (which applies to a majority of courtroom interpreting across the state), as well as the Trial Court Employment Protection and Governance Act (which applies to the remaining interpreter employees in the state, as well as any bilingual Court staff employees); and
- (3) the payment policies for contract court interpreters; and
- (4) the Government Code sections, Rules of Court and Judicial Council forms applicable to the use of non-certified and non-registered interpreters during court proceedings (i.e., Gov. Code secs. 68561(c) and 686564(d), California Rule of Court 2.893, and Judicial Council forms INT-100, 110 and 120).

In sum, unless a court has been advised that the Language Select interpreter is a certified or registered interpreter included on the AOC's Master List, **one should assume that the Language Select interpreter is non-certified or non-registered**, and any court use of said interpreter must comply with how courts currently use non-certified and non-registered interpreters – consistent with the above items. The new vendor agreement with Language Select does not alter our current obligations in that regard.

If you have any questions about this reminder memorandum, please contact either Scott Gardner, Senior Labor and Employee Relations Officer, at (415) 865-7545, or Angeline O'Donnell, Labor and Employee Relations Officer, at (415) 865-7521.

The Master Agreement can be found at: <http://www.courts.ca.gov/procurementservices.htm>. To start services with Language Select, please contact Stacey Whitmore, the account representative at 818-394-3403 or by email at: [stacey.whitmore@languageselect.com](mailto:stacey.whitmore@languageselect.com).

cc: AOC Regional Interpreter Coordinators  
Kenneth R. Couch, Director, Human Resources Services Office  
Michael Guevara, Senior Manager, Human Resources Services Office

JUDICIAL COUNCIL OF CALIFORNIA, ADMINISTRATIVE OFFICE OF THE COURTS  
**LEVERAGED PURCHASING AGREEMENT COVERSHEET** rev 04-10

**For Statewide Limited Telephonic Interpreter Services**

AGREEMENT NUMBER <b>MA-201301</b>
FEDERAL EMPLOYER ID NUMBER <b>26-4505092</b>


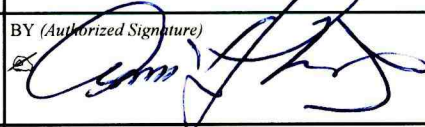
- In this agreement (the "Agreement"), the term "Contractor" refers to **LANGUAGE SELECT, LLC** and the term "AOC" refers to the **JUDICIAL COUNCIL OF CALIFORNIA, ADMINISTRATIVE OFFICE OF THE COURTS**.
- This Agreement becomes effective as of **July 1, 2013** the "Effective Date") and expires on **June 30, 2015**
- The title of this Agreement is: **Leveraged Purchasing Agreement for Statewide Limited Telephonic Interpreter Services**  
 [The title listed above is for administrative reference only and does not define, limit, or construe the scope or extent of the Agreement.]
- The parties agree to the terms and conditions of this Agreement and acknowledge that this Agreement (made up of this coversheet, the following exhibits and any attachments) contains the parties' entire understanding related to the subject matter of this Leveraged Purchasing Agreement.

Exhibit A – General Conditions

Exhibit B – Work to be Performed

Exhibit C – Payment Provisions

Exhibit D – Attachments, including: Attachment – 1, *Language Select LLC Key Personnel*; Attachment – 2, *Title Ten Rules 10.103*; Attachment – 3, *Title Ten Rules 10.104*; Attachment – 4, *JBE Purchasing Group Address List*.

AOC'S SIGNATURE	CONTRACTOR'S SIGNATURE
<b>JUDICIAL COUNCIL OF CALIFORNIA, ADMINISTRATIVE OFFICE OF THE COURTS</b>	CONTRACTOR'S NAME (if Contractor is not an individual person, state whether Contractor is a corporation, partnership, etc.) <b>LANGUAGE SELECT LLC</b>
BY (Authorized Signature) 	BY (Authorized Signature) 
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Grant Walker, Senior Manager, Business Services Unit</b>	PRINTED NAME AND TITLE OF PERSON SIGNING <i>Claudio Federico</i> <b>Director, Business Services</b>
ADDRESS <b>Attn: Fiscal Services Office 455 Golden Gate Avenue, 6th Floor San Francisco, CA 94102</b>	ADDRESS <b>Attn : Claudio Federico, Director, Business Services Language Select, LLC 7590 N. Glenoaks Blvd., Suite 100 Los Angeles, CA 91504</b>

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**EXHIBIT A  
GENERAL CONDITIONS**

This Leveraged Purchasing Agreement for Statewide Limited Telephonic Interpreter Services (collectively, "Leveraged Purchasing Agreement") is entered into as of July 1, 2013 ("Effective Date") between LANGUAGE SELECT, LLC ("Contractor") and the ADMINISTRATIVE OFFICE OF THE COURTS, the staff agency to the JUDICIAL COUNCIL OF CALIFORNIA ("AOC"), for the benefit of the 58 Superior Courts of California, the California Appellate Courts, which includes the Supreme Court of California, and the Administrative Office of the Courts (collectively, "JBES," and individually, "JBE").

**PURPOSE**

The purpose of this Leveraged Purchasing Agreement is to set forth the terms and conditions that apply to Contractor's Limited Telephonic Interpreter Services, as requested in RFP No. FIN032811CK ("RFP") and as further described in Exhibit B, Work to be Performed.

Contractor and the AOC agree as follows:

1. **TERM:** The initial term of this Leveraged Purchasing Agreement is two (2) years, commencing on the Effective Date with three (3) one-year options to extend the term, which options may be exercised by the AOC in its sole discretion any time prior to the expiration of the initial term. If the AOC elects to extend the term of this Leveraged Purchasing Agreement, the AOC may negotiate price adjustments applicable during the option period(s) and any agreed-upon price adjustments will be set forth in a written amendment to this Leveraged Purchasing Agreement. Any agreed-upon price adjustment (whether an increase or decrease in price) may not exceed during any one-year option period the previous 12 months' change in the San Francisco Bay Area Consumer Price Index as published by the U.S. Bureau of Labor Statistics.
2. **OBLIGATION:** This Leveraged Purchasing Agreement does not obligate the AOC or any JBE to place any orders under this Leveraged Purchasing Agreement and it does not guarantee Contractor a specific volume of orders under this Leveraged Purchasing Agreement. Contractor is obligated to furnish telephonic interpreter services to JBES at prices that are at least as low as those charged by Contractor for substantially comparable telephonic interpreter services under its contracts with other customers that are governmental entities or agencies, whether local, state or federal ("Government Contracts"). If Contractor enters into a Government Contract to furnish telephonic interpreter services that are substantially comparable to the telephonic interpreter services under this Agreement and the prices charged under such Government Contract are lower



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than those charged under this Agreement, Contractor must immediately (a) provide written notice to the AOC of such lower pricing, and (b) offer to the AOC and the other JBEs such lower pricing. At the request of the AOC, and no more often than once in a 12-month period, an officer of Contractor must certify in writing and warrant to the AOC that the prices paid by JBEs under this Agreement are the same or lower than prices paid under other Government Contracts for substantially comparable telephonic interpreter services. Any price adjustment will be set forth in a written amendment to this Leveraged Purchasing Agreement.

3. RELATIONSHIP OF PARTIES: The AOC has the authority to enter into Leveraged Purchasing Agreements for services for the AOC and on behalf of the other JBEs who are, and are intended to be, third party beneficiaries of this Leveraged Purchasing Agreement. Individual JBEs may elect to utilize this Leveraged Purchasing Agreement by placing orders, as set forth herein, in which case the terms and conditions of this Leveraged Purchasing Agreement govern such orders.
4. SCOPE OF WORK AND PRICE:
  - (a) Contractor shall provide and/or perform services (“Work”) pursuant to the terms and conditions of this Leveraged Purchasing Agreement. The descriptions and prices for the Work are set forth in Exhibit B, Work to be Performed and Exhibit C, Payment Provisions to this Leveraged Purchasing Agreement.
  - (b) Contractor’s prices/fees set forth in the Price Schedule for Statewide Limited Telephonic Interpreter Services in Exhibit C, Payment Provisions, of this Leveraged Purchasing Agreement, incorporate all charges, including but not limited to, cost of labor, materials, licenses, overhead, profits, travel and other costs or expenses related or incidental to the Work provided or performed by Contractor under this Leveraged Purchasing Agreement.
5. ORDERING:
  - (a) JBEs may place individual orders for telephonic interpreter services pursuant to this Leveraged Purchasing Agreement. Orders will be placed by issuing a Purchase Order. A “Purchase Order” is defined as an ordering document used by the JBEs to place an order for telephonic interpreter services under this Leveraged Purchasing Agreement. The form and format of an ordering document may vary. All Purchase Orders will reference this Leveraged Purchasing Agreement No. MA-201301. The terms and conditions of this Leveraged Purchasing Agreement No. MA-201301 are applicable to all Purchase Orders, regardless of the ordering document or the ordering process selected. The JBE placing the Purchase Order will be responsible for receipt and acceptance of

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services ordered and payment pursuant to the terms and conditions set forth in this Leveraged Purchasing Agreement.

(b) A Purchase Order placed by the JBEs constitutes and will be construed as a separate independent contract between Contractor and such JBE for purchase and payment of the Work, subject to the following limitation. Any additional or supplemental terms contained in the Purchase Order or in any invoice or confirmation of the Purchase Order that conflict with or materially alter any term or condition of this Leveraged Purchasing Agreement as it relates to a Purchase Order will not be deemed part of such contract.

(c) The individual JBE will be responsible for the receipt and acceptance of all Work that the JBE orders from Contractor and the individual JBE will be responsible for payment pursuant to the terms and conditions set forth in this Leveraged Purchasing Agreement.

(d) Each JBE placing a Purchase Order will include the name of a JBE contact person in the Purchase Order ("Purchase Order Project Manager"). Contractor shall contact the Purchase Order Project Manager regarding questions on any Purchase Order or payment status of any Purchase Order.

(e) Prior to a JBE issuing a Purchase Order to Contractor, the JBE will confirm the delivery of the Work, with Contractor; these dates will be included on the Purchase Order that is issued to Contractor. After a Purchase Order has been issued to Contractor by a JBE, Contractor shall provide the JBE with acknowledgement of the Purchase Order, within one (1) business day of receipt. The acknowledgement shall be submitted by facsimile or email, regardless of what method is used to place the order, and shall include: the services ordered the quote and approval of the quote. The Purchase Order is not binding until Contractor provides acknowledgement of the order and the quote for services, to the JBE placing the order.

6. INSPECTION AND ACCEPTANCE:

(a) Notwithstanding any prior inspection or payments, all services provided hereunder shall be subject to final acceptance or rejection by the JBE for compliance with the applicable specifications at any time within thirty (30) business days after services end. Payment shall not constitute an acceptance of noncompliant services, or impair the JBE's right to any of its remedies.

(b) A designated representative of the JBE ("Representative") will review any completed translated documents and approve by signing the Representative's Acceptance Documents.



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7. DISPUTE RESOLUTION:

(a) Informal Resolution:

1. Contractor and the AOC or, as applicable, Contractor and a JBE will attempt, in good faith, to resolve informally any disputes under this Leveraged Purchasing Agreement or a Purchase Order. If the dispute involves this Leveraged Purchasing Agreement, Contractor shall meet with the AOC Contract Manager to discuss the matter and any actions necessary to resolve the dispute informally. If the dispute involves a Purchase Order, Contractor shall meet with the Purchase Order Project Manager of the JBE to discuss the matter and any actions necessary to resolve the dispute informally.

2. If the Purchase Order Project Manager and Contractor are unable to resolve a Purchase Order dispute pursuant to paragraph 7(a)(1), then the Finance Director (or equivalent) of the JBE and Contractor shall meet to discuss the matter and any actions necessary to resolve the dispute informally.

3. If a JBE is one of the parties to the dispute, Contractor must inform the AOC Project Manager and AOC Contract Manager of the dispute with the JBE and any planned meetings between Contractor and the designated representative of the JBE (whether the designated representative is the Purchase Order Project Manager or the Finance Director, or equivalent), and provide the AOC Contract Manager an opportunity to attend any such meetings.

(b) Escalation:

1. If the dispute is not resolved informally by meeting pursuant to paragraph 7(a)(1) for a dispute under this Leveraged Purchasing Agreement or pursuant to paragraphs 7(a)(1) and 7(a)(2) for a dispute under a Purchase Order, then either party to the dispute may issue a written notice of dispute to the other party to the dispute. Following the issue of such notice, each party's designated representative will meet to exchange information and attempt resolution within fifteen (15) days of receipt of such notice. If a JBE is a party to the dispute, Contractor shall also provide a copy of such notice to the AOC Contract Manager.

2. If the matter is not resolved as set forth in paragraph 7(b)(1), the aggrieved party will submit a second written notice to the other party to the dispute which will: (i) provide detailed factual information; (ii) identify the specific provisions in the Leveraged Purchasing Agreement or Purchase Order, as applicable, on which any demand is based; (iii) advise if the demand involves a cost adjustment

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and, if so, provide the exact amount, accompanied by all supporting records; and (iv) attach a declaration that the demand is made in good faith, the supporting data are accurate and complete, and the amount requested properly reflects the necessary adjustment. Notice must be signed by an authorized representative of the aggrieved party. If the aggrieved party is a JBE, the Chief Executive Officer or another member of the executive management team will submit the second written notice to Contractor. If a JBE is a party to the dispute, Contractor shall submit the second written notice to the Chief Executive Officer of the JBE and also provide a copy of such second notice to the AOC Contract Manager.

3. Each party to the dispute will comply with reasonable requests for additional information. Any additional information will be provided to the requesting party within fifteen (15) business days after receipt of a written request from the requesting party, unless otherwise agreed.

(c) Confidentiality During Dispute Resolution: All dispute resolution negotiations are considered confidential, and will be treated as compromise and settlement negotiations, to which California Evidence Code section 1152 applies.

(d) Performance During Dispute Resolution: Pending final resolution of any dispute, Contractor agrees to proceed diligently with the performance of the Work, including any Work under dispute, unless otherwise directed. Contractor's failure to diligently proceed with the Work will be considered a material breach of the Leveraged Purchasing Agreement.

8. FORCE MAJEURE:

- (a) Force Majeure events include, but are not limited to:
1. catastrophic acts of nature, or public enemy;
  2. civil disorder;
  3. fire or other casualty for which a party is not responsible; and
  4. quarantine or epidemic.

The party asserting a Force Majeure event will immediately provide written notice to the other party of the occurrence and nature of the Force Majeure event, and its expected impact on schedule. The party claiming Force Majeure will use best efforts to continue or resume performance, including alternate sources or means. Contractor shall have no right to additional payment for costs incurred as a result of a Force Majeure event.

(b) Any assertion of a Force Majeure event by Contractor's subcontractors shall be attributed to Contractor.



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9. WORK REPRESENTATIONS AND WARRANTIES:

(a) Contractor represents and warrants it can and shall provide and perform the Work with promptness and diligence in a manner consistent with the professional standards used in well-managed operations providing services similar to the Work and all applicable industry standards.

(b) Contractor warrants that the Work is and shall be compliant with Section 508 of the Rehabilitation Act of 1973, as amended.

(c) Except for the warranties set forth in this paragraph 9 and in paragraph 19, Contractor Obligations, Representations and Warranties Contractor does not make, and hereby disclaims, any express or implied warranty with respect to any Work provided or performed under this Leveraged Purchasing Agreement or any Purchase Order.

(d) Contractor represents and warrants that it has obtained from the Contractor or its Subcontractors of all services provided hereunder, and has the authority to and shall assign or pass through to the purchaser of such services, the following representations and warranties: that the Contractor or its Subcontractors shall at its own expense defend, indemnify and hold harmless Contractor, the Purchasing Group and each JBE from and against any claim, charge, demand, proceeding, suit, liability, loss, cost, expense, order, decree, attorneys fees, court costs, trial or appeal and judgments, including damages of any kind, resulting from, arising out of or in connection with any actual or claimed: (a) personal injury (including death), property damage or loss of any nature whatsoever alleged to have occurred as a result of the services covered by this Leveraged Purchasing Agreement, (b) defect in material, workmanship or design or (c) infringement of any patent, trademark, trade secret, or copyright by any of the services provided hereunder.

10. SCOPE OF WORK; ACCEPTANCE:

(a) Work to be Performed: Contractor shall perform and complete all Work described in Exhibit B, Work to be Performed in compliance with the requirements of this Leveraged Purchasing Agreement, and to the satisfaction of the JBE placing the Purchase Order.

(b) Acceptance:

1. All Work provided by Contractor under this Leveraged Purchasing Agreement is subject to written acceptance by the Purchase Order Project Manager for the JBE. The Purchase Order Project Manager of the JBE will apply the acceptance criteria set forth in the individual Purchase Order to determine acceptance or non-acceptance of the Work.

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2. If the Work is not acceptable, the Purchase Order Project Manager for the JBE will provide written detail why the Work does not meet the acceptance criteria detailed in the individual Purchase Orders. Contractor shall have ten (10) business days from receipt of notice to correct the failure(s) and conform to the acceptance criteria. Contractor shall redo or resubmit the Work and the Purchase Order Project Manager of the JBE will re-apply the acceptance criteria to determine its acceptance or non-acceptance. Thereafter, the parties shall repeat the process set forth in this subparagraph 2 until Contractor receives written notification of acceptance of such corrected Work; provided, however, that if the Work is rejected on at least two (2) occasions, the JBE may, at its option, terminate all or that portion of the Purchase Order which relates to the rejected Work at no expense to the JBE or the AOC.

(c) Non-Exclusivity:

This is a non-exclusive agreement. The AOC and the JBEs reserve the right to perform, or have others perform the Work of this Leveraged Purchasing Agreement. The AOC and the JBEs reserve the right to bid the Work to others or procure the Work by other means.

11. **INVOICES, PAYMENT AND SETOFF:** A member of the Purchasing Group placing a Purchase Order under this Leveraged Purchasing Agreement shall have no obligation to pay for any Work until acceptance of the Work and receipt of one (1) original and two (2) copies of a correct invoice. The JBEs will not make any advance payments for any Work. The invoice must be sent to the address shown on the individual Purchase Orders. Each invoice must be printed on Contractor's standard printed bill form, and must include at a minimum (a) the Purchase Order number, (b) Contractor's name and address, (c) the nature of the invoiced charge, (d) the description of Work provided, (e) the per unit amount charged, if applicable, (f) the extended price, with taxes itemized separately, and (g) each item on the invoice designated as taxable or nontaxable. Payment is due Net 45 from the date the JBE receives the invoice unless otherwise indicated on the Purchase Order. Amounts owed to a member of the Purchasing Group due to rejection of all or a portion of the Work in said invoices will be, at the JBE's option, fully credited against future invoices payable by the JBE, or paid by Contractor within thirty (30) days from Contractor's receipt of a debit memo or other written request for payment from the JBE. The JBE shall have the right at any time to set off any amount owing from Contractor to the JBE against any amount payable by the JBE pursuant to any Purchase Order or any other transaction or occurrence.
12. **REPORTS:** Contractor shall provide to the AOC Project Manager quarterly reports which include a list of all JBEs that have placed a Purchase Order under this Leveraged



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Purchasing Agreement. The report shall also contain a cumulative listing of all issues reported by a JBE, language of the service provided, the name of the requesting JBE, date of resolution and/or status of all pending issues. Additionally, the quarterly report shall provide a summary containing a breakdown of the number of JBEs and locations added to the list during the quarter reported.

13. **AUDIT RIGHTS:** Contractor agrees to maintain records relating to the Work and billing by Contractor under this Leveraged Purchasing Agreement and any Purchase Order for a period of five (5) years after final payment of any Purchase Order issued under this Leveraged Purchasing Agreement. During the period of time that Contractor is required to retain such records, the AOC Contract Manager, any JBE, or other authorized agent may, during normal business hours, Monday through Friday, from 8:00 a.m. and 5:00 p.m. PST, inspect and make extracts or copies of such records and other materials for purposes of confirming the accuracy of invoices relating to the Work. This Leveraged Purchasing Agreement may be subject to examinations and audit by the State Auditor for a period of three years after final payment.
14. **CHANGES AND AMENDMENTS:** Changes or amendments to any component of the Leveraged Purchasing Agreement can be made only with prior written approval from the AOC Contract Manager. Requests for changes or amendments must be submitted in writing and must be accompanied by a narrative description of the proposed change and the reasons for the change. Additional funds may not be encumbered under the Leveraged Purchasing Agreement or any subsequent Purchase Order due to an act of Force Majeure although the performance period of the Leveraged Purchasing Agreement or a Purchase Order, as applicable, may be amended due to an act of Force Majeure. After the AOC Contract Manager reviews the request, a written decision will be provided to Contractor. Amendments to the Leveraged Purchasing Agreement must be via bilateral execution by Contractor and the AOC of a State of California Standard Agreement form.
15. **AMENDMENT; WAIVER; SEVERABILITY:** No amendment to this Leveraged Purchasing Agreement will be effective unless it is in writing and signed by Contractor and the AOC Contract Manager. A party's waiver of enforcement of any of this Leveraged Purchasing Agreement's terms or conditions will be effective only if in writing. A party's specific waiver will not constitute a waiver by that party of any earlier, concurrent, or later breach or default. If any part of this Leveraged Purchasing Agreement is held unenforceable, all other parts remain enforceable.
16. **TERMINATION:**
  - (a) The AOC Contract Manager may terminate this Leveraged Purchasing Agreement without cause by providing Contractor with thirty (30) business day's prior written

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notice. If necessary, AOC Contract Manager and the affected JBEs will discuss payment and performance of any Purchase Orders outstanding at the proposed date of termination.

(b) Any JBE may terminate a Purchase Order for cause immediately if (1) the Work is rejected on at least two (2) occasions as described in paragraph 10, subparagraph (b), *Acceptance*, above, or (2) Contractor is otherwise in breach of the terms of such Purchase Order or this Leveraged Purchasing Agreement and such breach is not cured within ten (10) business days of written notice, or is not capable of cure. Whether or not any breach by Contractor is capable of cure, or is cured, is within the sole discretion of the JBE who placed the Purchase Order.

(c) The AOC Contract Manager may terminate this Leveraged Purchasing Agreement for cause immediately. Termination may be made for cause if any of the representations or warranties set forth in paragraphs 9, *Work Representations and Warranties* and paragraph 19, *Contractor Obligations, Representations and Warranties* become untrue at any time during the term of this Leveraged Purchasing Agreement, or if Contractor fails or is unable to meet or perform any of its duties under this Leveraged Purchasing Agreement, and such failure is not cured within ten (10) business days of written notice, or is not capable of cure. Whether or not any failure by Contractor is capable of cure, or is cured, is within the sole discretion of the AOC Contract Manager. If necessary, the affected JBE, AOC Contract Manager, and Contractor shall discuss performance of any Purchase Orders outstanding at the date of termination.

(d) A JBE's obligations under a Purchase Order are subject to the availability of funds authorized for the purchase. Expected or actual funding may be withdrawn, reduced, or limited prior to the fulfillment of the Purchase Order. Upon written notice, a JBE may terminate a Purchase Order, in whole or in part, without prejudice to any right or remedy, for lack of appropriation of funds. Upon termination, the JBE will pay Contractor for the Work delivered or completed prior to the date of termination.

17. GENERAL INDEMNITY: Contractor shall indemnify, defend (with counsel satisfactory to the AOC) and hold the AOC and the JBEs and their respective officers, agents, and employees harmless from any and all losses, costs (including reasonable attorneys' fees), liabilities, damages and deficiencies, including interest, penalties and settlement amounts entered into, in each case, with respect to any and all third party claims (i) directly caused by or resulting in whole or in part from Contractor's acts or omissions constituting bad faith, willful misconduct, negligence or reckless disregard of its duties under this Leveraged Purchasing Agreement or any Purchase Order, (ii) arising out of Contractor's breach of its confidentiality obligations under this Leveraged Purchasing Agreement, or (iii) arising out of or related to a breach of any of Contractor's representations and warranties set forth in this Leveraged Purchasing Agreement or any Purchase Order.



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18. INSURANCE:

(a) General Insurance Requirements: Contractor shall obtain and maintain the minimum insurance set forth in subparagraph (b), below, with reputable insurer(s), covering the loss of property in Contractor's possession, including theft and destruction in the amount of the declared value under policy terms consistent with customary industry practice. By requiring such minimum insurance, the AOC will not be deemed or construed to have assessed the risks applicable to Contractor. Contractor shall assess its own risks, and if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage. For full coverage, each insurance policy shall be written on an "occurrence" form; excepting that insurance for professional liability, when required, may be acceptable on a "claims made" form. If coverage is approved and purchased on a "claims made" basis, Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, for three years from the date of termination of the Leveraged Purchasing Agreement.

(b) Minimum Scope and Limits of Coverage: Contractor shall maintain the following minimum coverages:

1. Workers' Compensation at statutory requirements of the state of residency.
2. Employers' Liability with minimum limits of \$1,000,000.00 for each accident.
3. Commercial General Liability Insurance with minimum limits of \$1,000,000.00 for each occurrence, Combined Single Bodily Injury and Property Damage and Personal Injury. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit.
4. Business Automobile Liability Insurance with minimum limits of \$1,000,000.00 for each occurrence, Combined Single Limit Bodily Injury and Property Damage, including owned and non-owned and hired automobile coverage, as applicable.
5. Excess coverage, at the same limits specified for Comprehensive General Liability: Contractual Liability, Independent Contractor, Broadform Property Damage, and Personal Injury, Product, and Completed Operation coverage.
6. Claims Made" Coverage. If any required insurance is written on a "claims made" form, Contractor shall maintain the coverage continuously throughout the

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term of this Agreement, and, without lapse, for three years beyond the termination or expiration of this Agreement and our acceptance of all Work provided under this Agreement. The retroactive date or "prior acts inclusion date" of any "claims made" policy must be no later than the date that the Work commences under this Agreement.

7. Umbrella Policies. Contractor may satisfy basic coverage limits through any combination of basic coverage and commercial umbrella liability insurance.

8. Aggregate Limits of Liability. The basic coverage limits of liability may be subject to annual aggregate limits. If this is the case the annual aggregate limits of liability must be at least two times the limits required for each policy, or the aggregate may equal the limits required but must apply separately to this Agreement.

(c) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to, and approved by, the AOC. The deductible and/or self-insured retentions will not limit or apply to Contractor's liability to any member of the Purchasing Group and shall be the sole responsibility of Contractor.

Contractor shall declare to the JBE all deductibles and self-insured retentions that exceed \$100,000 per occurrence. Any increases in deductibles or self-insured retentions that exceed \$100,000 per occurrence are subject to our approval.

(d) Endorsements; Additional Insureds: The General Liability policy will contain, or be endorsed to contain, the following provisions:

1. Judicial Branch Entities, as defined in California Government Code section 900.3, and their respective officers, officials, employees and agents shall be covered as additional insureds for liability arising out of activities performed by, or on behalf of, Contractor.

2. To the extent of Contractor's negligence or misconduct, Contractor's insurance coverage shall be primary insurance with respect to a Judicial Branch Entity, its officers, officials, employees and agents. Any insurance and/or self-insurance maintained by a Judicial Branch Entity its officers, officials, employees or agents will not contribute with the insurance, or benefit Contractor in any way.

3. Contractor's insurance shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.



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4. Contractor shall provide the AOC (and on request, any other JBE) certificates of insurance satisfactory to the AOC, evidencing all required coverages before Contractor begins any Work, and provide complete copies of each policy upon the AOC's request.

5. If at any time, the foregoing policies become unsatisfactory to the AOC, as to form or substance, or if a company issuing any such policy becomes unsatisfactory to the AOC, Contractor shall, upon written notice from the AOC, promptly obtain a new policy, and submit the same to the AOC, with the appropriate certificates and endorsements, for approval.

6. All of Contractor's policies will be endorsed to provide written notice to the AOC of cancellation in coverage within thirty (30) business days, mailed to the AOC Contract Manager. Such notice will reference the relevant project, and Leveraged Purchasing Agreement number. Contractor shall provide AOC with thirty (30) business day's written notice of any non-renewal or reduction in coverage with respect to these policies.

(e) Waiver of Subrogation: Contractor and its insurance carrier waive any and all rights of subrogation against a JBE. This waiver will be reflected on the Certificate of Insurance provided by Contractor. If Contractor fails to obtain the appropriate waivers of subrogation, additional insured status, or certificates of insurance from carrier, Contractor shall indemnify the Judicial Branch Entity from all costs and liability caused by Contractor's breach.

19. **CONTRACTOR OBLIGATIONS, REPRESENTATIONS AND WARRANTIES.** At all times during the term of this Leveraged Purchasing Agreement, and in the performance of the Work hereunder or under any Purchase Order:

(a) Contractor shall observe and comply with all applicable federal, state, and local laws, rules, and regulations affecting the Work provided or performed under this Leveraged Purchasing Agreement or any Purchase Order.

(b) During the performance of this Leveraged Purchasing Agreement and any Purchase Order, Contractor and its Subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical or mental disability, request for family or medical care leave, medical condition, marital status, age (over 40), sex, or sexual orientation. Contractor shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor has notified in writing each labor organization with which Contractor has a collective bargaining or other agreement of Contractor's obligations of non-discrimination. Contractor and its subcontractors shall

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not engage in unlawful harassment, including sexual harassment, with respect to any persons with whom Contractor or its subcontractors interact in the performance of this Leveraged Purchasing Agreement or any Purchase Order. Contractor and its Subcontractors shall take all reasonable steps to prevent harassment from occurring.

(c) Contractor shall comply with applicable provisions of the Fair Employment and Housing Act, California Government Code section 12900 et seq., and the applicable regulations promulgated under California Code of Regulations, title 2, section 7285 et seq.

(d) Contractor shall comply with applicable provisions of the Americans with Disabilities Act ("ADA") of 1990 (42 U.S.C. § 12101 et seq.), which prohibits discrimination on the basis of disability, as well as with all applicable regulations and guidelines issued pursuant to the ADA.

(e) Contractor represents and warrants:

1. That no gratuities, in the form of entertainment, gifts, or otherwise, were offered by Contractor or any agent, director, or representative of Contractor, to any officer, official, agent, consultant, or employee of the AOC or of a JBE, with a view toward securing this Leveraged Purchasing Agreement or any Purchase Order or securing favorable treatment with respect to any determinations concerning the performance of this Leveraged Purchasing Agreement or any Purchase Order; and

2. That Contractor shall comply with all of the obligations set forth in this paragraph 19 at all times during the term of this Leveraged Purchasing Agreement.

3. No more than one, final unappealable finding of contempt of court by a federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a federal court requiring Contractor to comply with an order of the National Labor Relations Board. Contractor swears under penalty of perjury that this representation is true.

4. Contractor is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of California Public Contract Code 10286.1, and is eligible to contract with the AOC or JBE.

5. No funds received under this Leveraged Purchasing Agreement or any Purchase Order will be used to assist, promote or deter union organizing during



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the term of this Leveraged Purchasing Agreement (including any extension or renewal term).

6. Contractor is, and will remain for the term of this Leveraged Purchasing Agreement, in compliance with California Public Contract Code 10295.3, which places limitations on contracts with contractors who discriminate in the provision of benefits regarding marital or domestic partner status. Contractor recognizes the importance of child and family support obligations and fully complies with (and will continue to comply with during the term of this Leveraged Purchasing Agreement) all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Family Code section 5200 et seq. Contractor provides the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

7. Contractor shall give priority consideration in filling vacancies in positions funded by this Leveraged Purchasing Agreement to qualified recipients of aid under Welfare and Institutions Code section 11200 in accordance with California Public Contract Code 10353.

8. Contractor either (i) it is not on the current list of persons engaged in investment activities in Iran ("Iran List") created by the California Department of General Services pursuant to California Public Contract Code 2203(b), and is not a financial institution extending \$20,000,000 or more in credit to another person, for forty-five (45) days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the Iran List, or (ii) it has received written permission from the JBE to enter into this Leveraged Purchasing Agreement pursuant to California Public Contract Code 2203(c).

9. Contractor shall assign to the AOC all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by Contractor for sale to the AOC or a JBE. Such assignment shall be made and become effective at the time the AOC or a JBE tenders final payment to the Contractor. If the AOC or a JBE receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this section, the Contractor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the AOC or a JBE any portion of the recovery, including treble damages, attributable to overcharges that were paid by the Contractor but were not paid by the AOC or a JBE as part of the bid price, less the expenses incurred in obtaining

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that portion of the recovery. Upon demand in writing by the Contractor, the AOC or a JBE shall, within one year from such demand, reassign the cause of action assigned under this part if the Contractor has been or may have been injured by the violation of law for which the cause of action arose and (a) the AOC or a JBE has not been injured thereby, or (b) the AOC or a JBE declines to file a court action for the cause of action.

10. If Contractor is a corporation, LLC or LP, Contractor is, and will remain for the term of this Leveraged Purchasing Agreement, qualified to do business and in good standing in California.

20. CONFIDENTIALITY: All financial, statistical, personal, technical and other data and information which are designated confidential by Contractor, the AOC, or a JBE (each a "Disclosing Party"), or, if not so designated, is nonpublic information that under the circumstances surrounding disclosure ought to be treated as confidential, and made available by the Disclosing Party to the other party (or to a JBE as a third party beneficiary of this Leveraged Purchasing Agreement) (each, a "Receiving Party") in order to carry out this Leveraged Purchasing Agreement or any Purchase Order, or which become available to the Receiving Party in carrying out this Leveraged Purchasing Agreement or any Purchase Order ("Confidential Information") will remain the property of the Disclosing Party. The Receiving Party shall protect the Confidential Information of the Disclosing Party from unauthorized use and disclosure and shall use at least the same degree of care, but no less than a reasonable degree of care, to safeguard the Confidential Information of the Disclosing Party as Receiving Party employs with respect to its own information of a similar nature. Notwithstanding any other provision of this Leveraged Purchasing Agreement, with respect to disclosures to the AOC or any member of the Purchasing Group, the AOC's and such JBE's compliance with this paragraph 20 will (a) be subject to compliance with all applicable laws, and (b) only apply if the AOC's Contract Manager consents in writing in advance, on a disclosure-by-disclosure basis, that the disclosure will be protected as set forth in this paragraph 20, which consent shall not be unreasonably withheld. The Receiving Party shall require that its employees, agents and subcontractors comply with the confidentiality restrictions of this Leveraged Purchasing Agreement. The obligations in this paragraph 20 will not restrict any disclosure pursuant to any applicable law or by order of any court or government agency (provided that the Receiving Party shall endeavor to give prompt notice to the Disclosing Party of such order in such time as to permit the Disclosing Party to participate in the response to any such order) and shall not apply with respect to information that (1) is independently developed by the Receiving Party without violating the Disclosing Party's proprietary rights as shown by the Receiving Party's written records, (2) is or becomes publicly known (other than through unauthorized disclosure), (3) is disclosed by the owner of such information to a third party free of any obligation of confidentiality, (4) is already known by the Receiving Party at the time of disclosure, as shown by the



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Receiving Party's written records, and the Receiving Party has no obligation of confidentiality other than pursuant to this Leveraged Purchasing Agreement or any confidentiality agreements entered into before the Effective Date between AOC and Contractor, (5) is rightfully received by the Receiving Party free of any obligation of confidentiality, or (6) with respect solely to a particular disclosure, such disclosure is approved in writing by the Disclosing Party.

21. STATUS AS INDEPENDENT CONTRACTOR AND SUBCONTRACTS: Contractor is an independent contractor and while performing the Work on or off the premises of the JBEs, neither it nor any of its agents or employees shall be considered agents or employees of such JBEs. Contractor shall not subcontract or delegate its obligations under this Leveraged Purchasing Agreement without the prior written consent of the AOC, which consent shall not be unreasonably delayed or withheld.
22. REQUESTS; COMMUNICATION; NOTICE:

(a) All requests, communications and notices concerning this Leveraged Purchasing Agreement must be made through the AOC Contract Manager. Notice to the AOC must be in writing and be delivered to the AOC Contract Manager at the following address by depositing in the U.S. Mail or commercial express mail, first-class and pre-paid with return receipt requested:

AOC Contract Manager Address:	<b>Grant Walker, Senior Manager</b> Fiscal Services Office Judicial Council of California Administrative Office of the Courts 455 Golden Gate Avenue, 6th Floor San Francisco, CA 94102
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(b) Any notice or information that is required to be delivered to the AOC Project Manager will be delivered to the following address:

AOC Project Manager Address:	<b>Bonnie Hough, Managing Attorney</b> Center for Families, Children & the Courts Judicial Council of California Administrative Office of the Courts 455 Golden Gate Avenue, 6th Floor San Francisco, CA 94102
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(c) Notice to Contractor concerning this Leveraged Purchasing Agreement or any Purchase Order must be in writing and be delivered to the following address by

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depositing in the U.S. Mail or commercial express mail, first-class and pre-paid with return receipt requested:

Contractor Contract Manager    **Claudio Federico, Director**  
Address:                              Business Services Team  
   Language Select, LLC  
   7590 N. Glenoaks Blvd., Suite 100  
   Los Angeles, CA 91504

(d) Any notice or information that is required to be delivered to the Contractor Project Manager will be delivered to the following address:

Contractor Project Manager    **Stacey Whitmore, Manager**  
Address:                              Customer Care Team  
   Language Select, LLC  
   7590 N. Glenoaks Blvd., Suite 100  
   Los Angeles, CA 91504r

(e) Notice concerning this Leveraged Purchasing Agreement or any Purchase Order is effective on receipt; however, any correctly addressed written notice that is refused, unclaimed, or undeliverable because of an act or omission of the party notified will be deemed effective as of the first date that the notice was refused, unclaimed or deemed undeliverable.

(f) Except as otherwise provided in paragraph 7, *Dispute Resolution*, all requests, communications and notices concerning a Purchase Order between Contractor and a JBE must be made through the Purchase Order Project Manager for the JBE.

23. ASSIGNMENT: Neither the AOC nor Contractor shall assign this Leveraged Purchasing Agreement, either in whole or in part, without the prior written consent of the other party in the form of a written amendment signed by the AOC and Contractor. Such consent shall not be unreasonably withheld. However, the parties agree that in the event the AOC is required by law, statute, or regulation to assign this Leveraged Purchasing Agreement to another government entity for administrative or other purposes, Contractor's consent is not required. This Leveraged Purchasing Agreement shall be binding upon and inure to the benefit of successors and assigns of the parties.
24. PUBLICITY: Following execution of this Leveraged Purchasing Agreement, AOC and Contractor may issue a press release, the form and substance of which must be mutually agreeable to the parties, announcing the relationship created by this Leveraged Purchasing Agreement. Except as expressly contemplated by this paragraph 24, neither the AOC nor Contractor shall issue any additional press release which mentions the other



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party or the transactions contemplated by this Leveraged Purchasing Agreement without the prior written consent of the other party which consent will not be unreasonably withheld.

25. **GOVERNING LAW, VENUE:** The formation, interpretation and performance of this Leveraged Purchasing Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provision. Venue for all litigation relative to the formation, interpretation and performance of this Leveraged Purchasing Agreement shall be in the City and County of San Francisco.
26. **CONTRACT CONSTRUCTION:** Headings or captions to the provisions of this Leveraged Purchasing Agreement are solely for the convenience of the parties, are not part of the Leveraged Purchasing Agreement, and shall not be used to interpret or determine the validity of this Leveraged Purchasing Agreement. Any ambiguity in this Leveraged Purchasing Agreement or any Purchase Order shall not be construed against the drafter, but rather the terms and provisions hereof shall be given a reasonable interpretation as if both parties had in fact drafted this Leveraged Purchasing Agreement or the Purchase Order.
27. **SURVIVAL:** Terms which shall survive any termination or expiration of this Leveraged Purchasing Agreement include, but are not limited to, General Indemnity, Work Representations and Warranties, Audit Rights, and Assignment.
28. **SIGNATURE AUTHORITY:** The parties signing this Leveraged Purchasing Agreement certify that they have proper authorization to do so.
29. **ENTIRE AGREEMENT:** This Leveraged Purchasing Agreement constitutes the entire agreement and final understanding of the parties with respect to the subject matter hereof and supersedes and terminates any and all prior and/or contemporaneous negotiations, representations, understandings, discussions, offers, proposals, or agreements between the parties, whether written or oral, express or implied, relating in any way to the subject matter hereof. No subsequent amendment to this Leveraged Purchasing Agreement will be effective unless in writing signed by properly authorized representatives of AOC and Contractor.

***END OF EXHIBIT A***

**EXHIBIT B**  
**WORK TO BE PERFORMED**

**1.0 General Description**

The objective of this Leveraged Purchasing Agreement is to contract for services capable of providing competent telephonic language interpretation services in such settings, as customer service counters, self help centers, and other areas where interpreter services are needed by the public. Use of telephonic interpreters shall be consistent with the law including, but not limited to, the Trial Court Interpreter Employment and Labor Relations Act (Gov. Code, §§ 71800-71829) and any applicable memoranda of understanding between the Court Interpreter Collective Bargaining Regions and recognized employee organizations. The telephonic interpretation service, as described below, shall be provided on-demand to the AOC and JBEs.

**2.0 Interpretation Languages:**

2.1 Contractor shall provide telephonic interpretation services in multiple languages, including but not limited for these Core Languages:

- Arabic (CA designated)
- Armenian (Eastern and Western) (CA designated)
- Cantonese (CA designated)
- Farsi
- Hmong
- Japanese (CA designated)
- Khmer (CA designated)
- Korean (CA designated)
- Laotian
- Mandarin (CA designated)
- Mien
- Portuguese (CA designated)
- Punjabi (CA designated)
- Russian (CA designated)
- Spanish (CA designated)
- Tagalog (CA designated)
- Vietnamese (CA designated)

**3.0 Interpretation Services**

3.1 Telephonic Language Interpretation Services Requirements:

3.1.1 A single, toll-free number to access all services.

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- 3.1.2 Conference-calling services and capabilities for interpreted calls.
- 3.1.3 Contractor shall provide all language interpretation services for Core Languages at the rates as provided within Exhibit C, *Payment Provisions*.
- 3.1.4 In certain instances, time is of the essence and the AOC and JBEs may reserve an interpreter by telephone forty-five (45) minutes in advance of the actual time it is needed. Contractor shall provide its typical response rate for advance notice.
- 3.1.5 Contractor shall not require the AOC and JBEs to purchase or obtain a specific type of equipment to access telephonic interpreter services.
- 3.1.6 Contractor shall provide the list of languages and the time frame which they can have an interpreter available for the work and what percent of the times that this commitment can likely be achieved.
- 3.1.7 Contractor may not charge the AOC and JBEs a minimum use fee for the non-usage of services.
- 3.1.8 The AOC and JBEs will not pay or reimburse for any expenses incurred by Contractor for scheduled quarterly meetings or for any meetings relating to unsatisfactory performance issues.
- 3.1.9 The AOC and JBEs have the right to affirm and/or decline the usage of a particular interpreter.
- 3.1.10 Contractor shall provide training, assessment, and ongoing monitoring of interpreters' understanding and compliance with standard court interpreter protocols and ethical canons as stated in the *Professional Standards and Ethics for California Court Interpreters* (<http://www.courts.ca.gov/documents/CIP-Ethics-Manual.pdf>).
- 3.1.11 Contractor shall ensure through training, assessment, and ongoing performance monitoring that interpreters have the ability to anticipate and recognize misunderstandings arising from the differing cultural assumptions and expectations, or regional language differences and dialects, and that interpreters have training to respond to such issues appropriately, including criteria for recusal.
- 3.1.12 Contractor shall detail training requirements to ensure its interpreters understand the ethical protocols of court interpretation, including the maintenance of register. Contractor shall ensure that interpreters are aware of and sign an agreement to abide by the *Professional Standards and Ethics for California Court Interpreters* (<http://www.courts.ca.gov/documents/CIP-Ethics-Manual.pdf>).



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- 3.1.13 Contractor shall ensure that during the interpretation sessions, interpreters only respond in the first person, maintain accuracy at all times, and avoid omission or embellishment of the source message.
- 3.1.14 To the extent possible, Contractor shall verify the competency of interpreters and maintain documentation of the testing and certification on file, to be made available at AOC or JBE's request. Documentation should include:
- i. Verification of California court interpreter certified or registered status, if applicable;
  - ii. The level and type of competency tested and verified (e.g., general conversational, legal, etc.) and the score or rating assigned to identify the interpreter's level of oral proficiency skills, including listening and speaking skills in English and the target foreign language;
  - iii. The level and individual ratings for interpreter's interpreting abilities, including the assessment of accuracy, maintenance of register, and the ability to perform the consecutive mode of interpretation;
  - iv. The level and individual ratings for interpreter's understanding of pertinent legal and other subject-specific vocabulary;
  - v. The date the interpreter's fluency was tested and verified;
  - vi. The language(s) in which the interpreter is qualified;
  - vii. That the interpreter has a minimum of two (2) years of professional experience using a wide range of vocabulary and language skills. In the case of rare languages, this requirement may be waived by agreement of both parties before work begins;
  - viii. That the interpreter has engaged in continuous education and training that includes vocabulary, grammar, pronunciation, etymology, ethics and cultural awareness; and
  - ix. Information that specifies how the interpreter's language and fluency are tested and verified and information that specifies how the interpreter's knowledge, skills, and abilities are monitored on a continuous basis;

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- 3.1.15 Contractor shall ensure that interpreters providing interpretation services adhere to a professional code of ethics no less than the following:
- i. Render a complete and accurate interpretation by reproducing in the target language the closest natural equivalent of the source language messages, without altering, omitting, or adding anything to the meaning of what is stated or written, and without explanation.
  - ii. Be impartial and unbiased, and shall refrain from conduct that may give an appearance of bias. Interpreters shall disclose any real or perceived conflict of interest.
  - iii. Protect the confidentiality of all privileged and other confidential information.
  - iv. Not publicly discuss, report, or offer an opinion concerning a matter in which they are or have ever been engaged, even when that information is not privileged or required by law to be confidential, except to facilitate training and education.

#### **4.0 Reporting Services**

4.1 Contractor shall provide AOC with quarterly reports at no further cost in conjunction with invoicing, indicating services provided for that quarter. Reports should include, at a minimum, the language of the service provided; the name of the requesting court; the length of the proceeding or service provided, and the credentials and/or certifications of the interpreter provided.

*END OF EXHIBIT B*



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**EXHIBIT C  
PAYMENT PROVISIONS**

**1. Price Schedule**

1.1 The prices/ fees for Contractor’s Statewide Limited Telephonic Interpreter Services is set forth in Table 1: *Price Schedule for Statewide Limited Telephonic Interpreter Services*, below:

**Table 1: Price Schedule for Statewide Limited Telephonic Interpreter Services**

<b>Language Minimum Fee</b>	<b>Cost Per Minute Certified</b>	<b>Cost Per Minute Non-Certified</b>	<b>Rush Fee Certified</b>	<b>Rush Fee Non-Certified</b>	<b>Standard Turnaround Time or Advance Notice Required</b>	<b>Service Dates</b>
Arabic to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Armenian (Eastern and Western) to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Cantonese to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Farsi to English	N/A	\$0.99	\$0	\$0	On-Demand	24/7/365
Hmong to English	N/A	\$0.99	\$0	\$0	On-Demand	24/7/365
Japanese to English (CA designated)	\$1.99	\$0.99	\$0	\$0	On-Demand	24/7/365
Khmer to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Korean to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Laotian to English	N/A	\$0.99	\$0	\$0	On-Demand	24/7/365
Mandarin to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Mien to English	N/A	\$0.99	\$0	\$0	On-Demand	24/7/365
Portuguese to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Punjabi to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Russian to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Spanish to English (CA designated)	\$0.99	\$0.79	\$0	\$0	On-Demand	24/7/365
Tagalog to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365
Vietnamese to English (CA designated)	\$1.49	\$0.99	\$0	\$0	On-Demand	24/7/365

1.2 This fee schedule for telephone interpreting services applies twenty-four (24) hours a day, every day of the year during the term of Master Agreement No. MA-201301.

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1.3 There are no setup charges, minimum fees, maintenance charges or any fees for non-use of telephonic interpreter services. Additional fees may be incurred if a JBE requests domestic and/or international third party dial outs.

1.4 During the initial two (2) year term, all prices shall remain fixed. The AOC may negotiate price adjustments applicable during the option period(s) and any agreed upon price adjustments will be set forth in a written amendment to this Leveraged Purchasing Agreement.

*END OF EXHIBIT C*



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**EXHIBIT D  
ATTACHMENTS**

This exhibit includes the following attached documents:

- Attachment – 1: Language Select, LLC Key Personnel
- Attachment – 2: Title Ten Rules 10.103
- Attachment – 3: Title Ten Rules 10.104
- Attachment – 4: JBE Purchasing Group Address List

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**ATTACHMENT – 1**

**Language Select, LLC Key Personnel**

**Stacey Whitmore** is the primary point of contact for the Judicial Council of California. She will be in charge of high level contract management and will be the dedicated primary account manager. She has over 5 years of experience in the language industry providing account management and support with a focus on government markets. Stacey's Customer Care Team will support her in day to day liaison duties.

Stacey Whitmore  
Customer Care Manager  
voice: 800.200.7901 ext 3403  
fax: 818.768.1811  
email: [swhitmore@languageselect.com](mailto:swhitmore@languageselect.com)

**Robert Palmer** is the secondary point of contact for the Judicial Council of California. He will support Stacey with contract management and day to day liaison duties. Robert has several years of experience in the language industry providing account management and support, including FEMA, Social Security Administration and other government agencies.

Robert Palmer  
Customer Team Lead  
voice: 800.200.7901 ext 4931  
fax: 818.768.1811  
email: [robert.palmer@languageselect.com](mailto:robert.palmer@languageselect.com)

**Claudio Federico** is the Director of the Business Services Team. He is in charge of day-to-day operations at Language Select with over 25 years of experience in the language services industry. He and his team will ensure excellent interpreting services for the Judicial Council of California's staff and limited English-speaking constituents.

Claudio Federico,  
Director, Business Services Team  
voice: 800.200.6692 ext 3001  
fax: 818.768.1817  
email: [cfederico@languageselect.com](mailto:cfederico@languageselect.com)

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**Alen Keshishyan** is the Director of the Information Technology Team. He oversees the Network Administration, Telecom, and Software Development Teams. Alen is responsible for the continued reliability, accuracy, and efficiency of Language Select's state-of-the-art technology.

Alen Keshishyan  
Director, Information Technology Team  
voice: 800.200.6692 ext 4970  
fax: 818.768.2380  
email: [ak@languageselect.com](mailto:ak@languageselect.com)

**Eddie Soto** is the Controller for Language Select. He oversees the Finance Team and will be the main point of contact for the Judicial Council of California in regards to billing and invoicing matters.

Eddie Soto  
Controller  
voice: 800.200.7901 ext 3050  
fax: 818.394.4988  
email: [esoto@languageselect.com](mailto:esoto@languageselect.com)

Additional Team Members within the Finance Team, Information Technology Team, and Business Services Team will be assigned to the Judicial Council of California

*END OF ATTACHMENT – 1*



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**ATTACHMENT – 2**  
**Title Ten Rules 10.103**

**2011 California Rules of Court**

**Rule 10.103. Limitation on intrabranh contracting**

**(a) Definitions**

For purposes of this rule, "judicial branch entity" includes a trial court, a Court of Appeal, the Supreme Court, and the Administrative Office of the Courts.

**(b) Application**

This rule is not applicable to:

- (1) Part-time commissioners, with respect to services as a commissioner;
- (2) Part-time court interpreters who are not subject to the cross-assignment system under Government Code section 71810, with respect to interpreter services provided to a court; and
- (3) Court reporters, with respect to reporter services provided to a court.

*(Subd (b) amended effective January 1, 2007.)*

**(c) Intrabranh limitations**

An employee of a judicial branch entity must not:

- (1) Engage in any employment, enterprise, or other activity from which he or she receives compensation or in which he or she has a financial interest and that is sponsored or funded by any judicial branch entity through or by a contract for goods or services for which compensation is paid, unless the activity is required as a condition of his or her regular judicial branch employment; or
- (2) Contract with any judicial branch entity, on his or her own behalf, to provide goods or services for which compensation is paid.

*(Subd (c) amended effective January 1, 2007.)*

**(d) Multiple employment**

This rule does not prohibit any person from being employed by more than one judicial branch entity.

*END OF ATTACHMENT – 2*

**ATTACHMENT – 3**

**Title Ten Rules 10.104**

**2011 California Rules of Court**

**Rule 10.104. Limitation on contracting with former employees**

**(a) Trial and appellate court contracts with former employees**

A trial or appellate court may not enter into a contract for goods or services for which compensation is paid with a person previously employed by that court or by the Administrative Office of the Courts:

- (1) For a period of 12 months following the date of the former employee's retirement, dismissal, or separation from service, if he or she was employed in a policymaking position in the same general subject area as the proposed contract within the 12-month period before his or her retirement, dismissal, or separation; or
- (2) For a period of 24 months following the date of the former employee's retirement, dismissal, or separation from service, if he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by the court or the Administrative Office of the Courts.

**(b) Administrative Office of the Courts contracts with former employees**

The Administrative Office of the Courts may not enter into a contract for goods or services for which compensation is paid with a person previously employed by it:

- (1) For a period of 12 months following the date of the former employee's retirement, dismissal, or separation from service, if he or she was employed in a policymaking position at the Administrative Office of the Courts in the same general subject area as the proposed contract within the 12-month period before his or her retirement, dismissal, or separation; or
- (2) For a period of 24 months following the date of the former employee's retirement, dismissal, or separation from service, if he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by the Administrative Office of the Courts.

*(Subd (b) amended effective January 1, 2007.)*

**(c) Policymaking position**

"Policymaking position" includes:

- (1) In a trial court, the court's executive officer and any other position designated by the court as a policymaking position;

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- (2) In an appellate court, the clerk/administrator and any other position designated by the court as a policymaking position; and
- (3) In the Administrative Office of the Courts, the Administrative Director of the Courts, the Chief Deputy Director, any director, and any other position designated by the Administrative Director as a policymaking position.

**(d) Scope**

This rule does not prohibit any court or the Administrative Office of the Courts from (1) employing any person or (2) contracting with any former judge or justice.

*END OF ATTACHMENT – 3*



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**ATTACHMENT – 4**

**JBE PURCHASING GROUP ADDRESS LIST**

<b>Superior Court (starting with "Alameda")</b>	<b>Purchasing Group Member (other than Law Libraries)</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>
	Supreme Court	350 McAllister Street	San Francisco	CA	94102
	First Appellate District	350 McAllister Street	San Francisco	CA	94103
	Second Appellate District	300 South Spring Street	Los Angeles	CA	90013
	Second Appellate District	200 East Santa Clara Street	Ventura	CA	93001
	Third Appellate District	914 Capitol Mall	Sacramento	CA	95814
	Third Appellate District	900 N. Street, Suite 400	Sacramento	CA	95814
	Fourth Appellate District	750 B Street, Suite 300	San Diego	CA	92101
	Fourth Appellate District	925 North Surgeon Street	Santa Ana	CA	92701
	Fourth Appellate District	3389 Twelfth Street	Riverside	CA	92501
	Fifth Appellate District	2525 Capitol Street	Fresno	CA	93721
	Sixth Appellate District	333 West Santa Clara, #1060	San Jose	CA	95113
	Administrative Office of the Courts	455 Golden Gate Avenue	San Francisco	CA	94102
	Administrative Office of the Courts	2880 Gateway Oaks, Suite 300	Sacramento	CA	95833
	Administrative Office of the Courts	2860 Gateway Oaks, Suite 400	Sacramento	CA	95833
	Administrative Office of the Courts	2850 Gateway Oaks, Suite 300	Sacramento	CA	95833
	Administrative Office of the Courts	770 L. Street, Suite 700	Sacramento	CA	95814
	Administrative Office of the Courts	2255 N. Ontario, Suite 200	Burbank	CA	91504
Alameda	Rene C. Davidson Courthouse	1225 Fallon Street	Oakland	CA	94612
	County Administration Building (Level 1)	1221 Oak Street	Oakland	CA	94612
	U.S. Post Office Building (Level 1)	201 13th Street	Oakland	CA	94612
	County Probation Center (Level 1)	400 Broadway	Oakland	CA	94607
	Allen E. Broussard Justice Center	600 Washington Street	Oakland	CA	94607
	Wiley W. Manuel Courthouse	661 Washington Street	Oakland	CA	94607
	John George Psychiatric Pavilion (Level 1)	2060 Fairmont Drive	San Leandro	CA	94578
	County Juvenile Hall (Level 1)	2200 Fairmont Drive	San Leandro	CA	94578
	Hayward Hall of Justice	24405 Amador Street	Hayward	CA	94544
	Winton Building (Level 1)	24405 Amador Street	Hayward	CA	94544
	Gale/Schenone -HOJ	5672 Stoneridge Drive	Pleasanton	CA	94588
	George E. McDonald-HOJ	2233 Shoreline Drive	Alameda	CA	94501
	Berkeley Courthouse	2120 Martin Luther King, Jr. Way	Berkeley	CA	94704
	Berkeley Leased Space (Level 1)	2000 Center Street	Berkeley	CA	94704
	Fremont Hall of Justice	39439 Paseo Padre Parkway	Fremont	CA	94538
Alpine	Alpine County Courthouse	99 Water St	Markleeville	CA	96120
Amador	Amador County Courthouse	108 Court Street	Jackson	CA	95642
Butte	Butte County Courthouse	1 Court Street	Oroville	CA	95965
	Family Law Mediation-Level 1 Survey	1931 Arlin Rhine Drive	Oroville	CA	95965

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Superior Court (starting with "Alameda")	Purchasing Group Member (other than Law Libraries)	Street	City	State	ZIP Code
	Juvenile Hall-Level 1 Survey	41 County Center Drive	Oroville	CA	95965
	Downtown Courthouse	1931 Arlin Rhine Drive	Oroville	CA	95965
	Gridley Courthouse	239 Sycamore	Gridley	CA	95948
	Chico Courthouse	655 Oleadner Ave.	Chico	CA	95926
	Paradise Courthouse	7474 Elliot Road	Paradise	CA	95969
Calaveras	Legal Building	891 Mountain Ranch Road	San Andreas	CA	95249
Colusa	Historic Courthouse - Level 1	547 Market Street	Colusa	CA	95932
	Courthouse Annex	532 Oak Street	Colusa	CA	95932
Contra Costa	Finance Building - (Level One)	625 Court Street	Martinez	CA	94553
	Old Courthouse	725 Court Street	Martinez	CA	94553
	Bray Courts	1020 Ward Street	Martinez	CA	94553
	Jail Annex	1010 Ward Street	Martinez	CA	94553
	Executive Administration - (Level One)	649 Main Street	Martinez	CA	94553
	Storage Facility - (Level One)	727 Marina Vista	Martinez	CA	94553
	Collections - (Level One)	727 Marina Vista	Martinez	CA	94553
	Family Court Services - (Level One)	751 Pine Street	Martinez	CA	94553
	Health Department Storage - (Level One)	100 37th Street	Richmond	CA	94804
	Archival Records - (Level One)	815 Court street	Martinez	CA	94553
	Archival Records - (Level One)	636 Ward Street	Martinez	CA	94553
	Equipment Storage - (Level One)	628 & 630 Escobar Street	Martinez	CA	94553
	Juvenile Hall - (Level One)	202 Glacier Drive	Martinez	CA	94553
	Lions Gate - (Level One)	100 Glacier Drive to 202 Glacier Drive	Martinez	CA	94553
	Danville District Courthouse	640 Ygnacio Valley Road	Walnut Creek	CA	94596
	Storage - (Level One)	2020 North Broadway	Walnut Creek	CA	94596
	Concord-Mt. Diablo District	2970 Willow Pass Road	Concord	CA	94519
	Pittsburg-Delta	45 Civic Drive	Pittsburg	CA	94565
	Richmond-Bay District	100 37th street	Richmond	CA	94805
	Archival Storage - (Level One)	620 Court Street	Martinez	CA	94553
Del Norte	Del Norte County Superior Court	450 'H' Street	Crescent City	CA	95531
	Sheriff's Office "Level 1 Survey Only"	650 5th Street	Crescent City	CA	95531
El Dorado	Main Street Courthouse	495 Main Street	Placerville	CA	95667
	Building "C"	2850 Fairlane Court	Placerville	CA	95667
	Superior Court	3321 Cameron Park Drive	Cameron Park	CA	95682
	El Dorado Center	3368 Lake Tahoe Boulevard	South Lake Tahoe	CA	96150
	Johnson Building	1354 Johnson Boulevard	South Lake Tahoe	CA	96150
Fresno	Fresno County Courthouse.	1100 Van Ness Ave.	Fresno	CA	93701
	North Annex Jail	1255 M Street	Fresno	CA	93721
	Juvenile Delinquency Court	742 South Tenth Street	Fresno	CA	93702



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Superior Court (starting with "Alameda")	Purchasing Group Member (other than Law Libraries)	Street	City	State	ZIP Code
	Juvenile Dependency.	1255 Fulton Mall	Fresno	CA	93721
	Family Support.	Fresno Court Plaza, 2220 Tulare St.	Fresno	CA	93721
	Family Law Facilitator-Level 1 Facility	255 North Fulton	Fresno	CA	93721
	Reedley Court	815 G street	Reedley	CA	93654
	Clovis Court- Level 1 Survey Only	1011 5th street	clovis	CA	93612
	Sanger Court- Level 1 Survey Only	619 N Street	Sanger	CA	93657
	Selma Court- Level 1 Survey Only	2117 Selma Street	Selma	CA	93662
	Coalinga Court- Level 1 Survey Only	160 West Elm Street	Coalinga	CA	93210
	Firebaugh Court- Level 1 Survey Only	1325 O Street	Firebaugh Court	CA	93622
	Kerman Court-Level 1 Survey Only	719 S. Madera Ave	Kerman	CA	93630
	Kingsburg Court- Level 1 Survey Only	1600 California Street	Kingsburg	CA	93631
	Fowler Court- Level 1 Survey Only	127 E. Merced	Fowler	CA	93625
Glenn	Historic Courthouse	526 Sycamore Street	Willows	CA	95988
	Annex -Level 1	526 Sycamore Street	Willows	CA	95988
	Conciliator's Office (Level 1)	112 N. Lassen Street	Willows	CA	95988
	Orland Superior Court	821 East South Street	Orland	CA	95963
Humboldt	Humboldt County Courthouse (Eureka)	825 Fifth Street	Eureka	CA	95501
	Garberville Courthouse	483 Conger Street	Garberville	CA	95542
	Veteran's Memorial	1018 H Street	Eureka	CA	95501
	Juvenile Courtroom (Level 1)	2002 Harrison Avenue	Eureka	CA	95501
	Hoopa Courthouse	Highway 96	Hoopa	CA	95546
Imperial	Imperial County Courthouse	939 West Main Street	El Centro	CA	92243
	Jail Court-El Centro - Level 1	328 Applestill Road	El Centro	CA	92243
	Juvenile Court - Level 1	324 Applestill Road	El Centro	CA	92243
	Calexico Court - Level 1	415 Fourth St	Calexico	CA	92231
	Winterhaven Court - Level 1	2124 Winterhaven Drive	Winterhaven	CA	92283
	Brawley Department - Level 1	383 Main Street	Brawley	CA	92227
Inyo	Independence Superior Court	168 N. Edwards Street	Independence	CA	93526
	Independence Division 2	346 South Clay Street	Independence	CA	93526
	Bishop County Courthouse	301 West Line	Bishop	CA	93514
Kern	Bakersfield Superior Court	1415 Truxtun Avenue	Bakersfield	CA	93301
	Bakersfield Justice Building	1215 Truxtun Avenue	Bakersfield	CA	93301
	Bakersfield Juvenile Center	2100 College Avenue	Bakersfield	CA	93301
	Delano/North Kern Court	1122 Jefferson Street	Delano	CA	93215
	Shafter/Wasco Courts Building	325 Central Valley Highway	Shafter	CA	93263
	Taft Courts Building	311 Lincoln Street	Taft	CA	93268
	East Kern Court-Lake Isabella Branch	7046 Lake Isabella Blvd.	Lake Isabella	CA	93240



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	Arvin/ Lamont Branch	12022 Main Street	Lamont	CA	93241
	Mojave-Main Court Facility	1773 Highway 58	Mojave	CA	93501
	Mojave-County Administration Building	1775 Highway 58	Mojave	CA	93501
	Ridgecrest-Main Facility	132 East Coso Street	Ridgecrest	CA	93555
	Ridgecrest-Division B courtroom	132 East Coso Street	Ridgecrest	CA	93555
Kings	Hanford Municipal Court	1400 West Lacey Boulevard	Hanford	CA	93230
	Hanford New Superior Court	1400 West Lacey Boulevard	Hanford	CA	93230
	Hanford Old Superior Court	1400 West Lacey Boulevard	Hanford	CA	93230
	Hanford Juvenile Court	1400 West Lacey Boulevard	Hanford	CA	93230
	Lemoore Municipal Court	449 C Street	Lemoore	CA	93245
	Avenal Municipal Court	501 E. Kings Street.	Avenal	CA	93204
	Corcoran Municipal Court	1000 Chittanden Ave.	Corcoran	CA	93212
Lake	Courthouse	255 North Forbes Street	Lakeport	CA	95453
	Family Law Center (Level 1)	904 North Forbes Street	Lakeport	CA	95453
	South Civic Center	7000 A South Center Drive	Clearlake	CA	95422
Lassen	Lassen County Court	220 South Lassen Street	Susanville	CA	96130
	Lassen County Courthouse Annex	220 South Lassen Street	Susanville	CA	96130
Los Angeles	Huntington Park Branch-SE Municipal Court	6548 Miles Avenue	Huntington Park	CA	90255
	Catalina Court - Level 1	215 Sumner Avenue	Avalon	CA	90704
	Beacon Street Building	638 South Beacon Street	San Pedro	CA	90731
	San Fernando Court	900 Third Street	San Fernando	CA	91340
	San Fernando Courthouse Annex	919 First Street	San Fernando	CA	91340
	NewHall Municipal Court	23747 West Valencia Boulevard	Valencia	CA	91355
	Newhall Municipal Court Annex	23747 Valencia Boulevard	Valencia	CA	91355
	Lancaster Courthouse Main Building	1040 West Avenue J	Lancaster	CA	93534
	Lancaster Courthouse Annex	1040 West Avenue J	Lancaster	CA	93534
	Juvenile Delinquency(Old Sheriff's Sta) Level 1	1010 West Avenue J	Lancaster	CA	93534
	Jury Assembly-Level 1	1040 Avenue J	Lancaster	CA	93534
	Dependency Court - Level 1	1000 West Avenue J	Lancaster	CA	93534
	San Fernando Valley Juvenile Court	16350 Filbert Street	Sylmar	CA	91342
	Compton Courthouse	200 West Compton Boulevard	Compton	CA	90220
	Lynwood Regional Justice Court	11701 Alameda Street	Lynwood	CA	90262
	Los Padrinos Juvenile Court	7281 East Quill Drive	Downey	CA	90242
	Mira Loma Detention Facility - Level 1	45100 North 60th Street West	Lancaster	CA	93536
	Norwalk Courthouse	12720 Norwalk Boulevard	Norwalk	CA	90650
	Los Cerritos Judicial Center	10025 Flower Street	Bellflower	CA	90706
	Downey Court	7500 Imperial Highway	Downey	CA	90242
	David M. Kenyon Juvenile Justice	7625 South Central Avenue	Los Angeles	CA	90001

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	Ctr Level1				
	Whittier Court	7339 Painter Avenue	Whittier	CA	90602
	Santa Monica Court	1725 Main Street	Santa Monica	CA	90401
	Court Trailer - Div. J, K & L- Level 1	1725 Main Street	Santa Monica	CA	90401
	Beverly Hills Court	9355 Burton Way	Beverly Hills	CA	90210
	West Los Angeles Courthouse	1633 Purdue Avenue	Los Angeles	CA	90025
	Jury Assembly Trailer- Level 1	1633 Purdue Avenue	Los Angeles	CA	90025
	Former Jury Assembly Trailer(vacant)-Level 1	1633 Purdue Avenue	Los Angeles	CA	90025
	Small Claims Court - 99A - Level 1	1633 Purdue Avenue	Los Angeles	CA	90025
	West Los Angeles Court Annex - Level 1	1645 Corinth Avenue	Los Angeles	CA	90401
	Malibu Civic Center Building	23525 Civic Center Way	Malibu	CA	90263
	Calabasas Municipal Court	5030 North Parkway Calabasas	Calabasas	CA	91302
	Airport Court	11701 South La Cienega Boulevard	Los Angeles	CA	90045
	Hall of Records	320 Temple Street	Los Angeles	CA	90012
	Culver Court	4130 Overland Avenue	Culver City	CA	90231
	Van Nuys Courthouse	6230 Sylmar Avenue	Van Nuys	CA	91401
	Van Nuys Branch Court	14400 Erwin Street Mall	Van Nuys	CA	91411
	Van Nuys Civil Trailer- Level 1	6230 Sylmar Avenue	Van Nuys	CA	91401
	Van Nuys Small Claims Court - Level 1	6230 Sylmar Avenue	Van Nuys	CA	91401
	Southgate Branch-Southeast Municipal Court	8640 California Avenue	South Gate	CA	90280
	South Bay Courthouse Superior and Municipal	825 Maple Drive	Torrance	CA	90503
	South Bay Courthouse Annex- Municipal	3221 Torrance Boulevard	Torrance	CA	90503
	South Bay Muni Court Jury Assembly Trlr Lvl 1	825 Maple Drive	Torrance	CA	90503
	South Bay Muni Traffic Court Trailer Level 1	825 Maple Drive	Torrance	CA	90503
	South Bay Muni Court Beach Cities Branch	117 W. Torrance Blvd.	Redondo Beach	CA	90277
	Inglewood Juvenile Court-Superior	110 Regent Street	Inglewood	CA	90301
	Inglewood Municipal Court	110 Regent Street	Inglewood	CA	90301
	Burbank Superior and Municipal Courthouse	300 E. Olive Avenue	Burbank	CA	91502
	Glendale Superior and Municipal Courthouse	600 East Broadway	Glendale	CA	91206
	Alhambra Superior and Municipal Court	150 West Commonwealth Ave.	Alhambra	CA	91801
	Pasadena Superior Courthouse	300 E. Walnut Street & 200 N. Garfield Ave.	Pasadena	CA	91101



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	Pasadena Municipal Courthouse	301 E. Walnut Street & 200 N. Garfield Ave.	Pasadena	CA	91101
	Los Angeles County Superior/Munil Court	110 N. Grand Avenue	Los Angeles	CA	90012
	Criminal Courts Building	210 W. Temple St.	Los Angeles	CA	90012
	Central Civil West	600 South Commonwealth Avenue	Los Angeles	CA	90005
	Santa Anita Court	300 W. Maple Ave.	Monrovia	CA	91016
	Rio Hondo Court	11234 E. Valley Blvd.	EL Monte	CA	91731
	Mental Health Court	1150 North San Fernando Road	Los Angeles	CA	90065
	Children's Court	201 Centre Plaza Drive	Monterey Park	CA	91754
	Eastlake Juvenile Court	1601 Eastlake Avenue	Los Angeles	CA	90033
	Hollywood Branch Court	5925 Hollywood Blvd.	Los Angeles	CA	90028
	Metropolitan Court	1945 South Hill Street	Los Angeles	CA	90007
	Central Arraignment Court	429 E. Bauchet Street	Los Angeles	CA	90012
	East Los Angeles Municipal Court	214 South Fetterly Ave.	Los Angeles	CA	90022
	Pomona Superior Court	400 Civic Center Plaza	Pomona	CA	91766
	2 Pomona Courthouse N (formally Muni Court)	350 West Mission Boulevard	Pomona	CA	91766
	Citrus Municipal Court	1427 West Covina Parkway	West Covina	CA	91790
	Long Beach Court	415 West Ocean Boulevard	Long Beach	CA	90802
	San Pedro Branch Court	505 South Centre Street	San Pedro	CA	90731
Madera	Madera Courthouse	209 W. Yosemite Avenue	Madrea	CA	93637
	Borden Courthouse	14241 Road 28	Madrea	CA	93638
	Chowchilla Courthouse	141 S. 2nd Street	Chowchilla	CA	93610
	Sierra Courthouse	40601 Road 274	Bass Lake	CA	93604
Marin	Civic Center Courthouse	3501 Civic Center Drive	San Rafael	CA	94903
	Juvenile Detention Level 1	16 Jeanette Prandi Way	San Rafael	CA	94903
Mariposa	Mariposa Courthouse	5088 Bullion Street	Mariposa	CA	95338
Mendocino	County Courthouse	100 N. State Street	Ukiah	CA	95482
	Justice Center	700 S. Franklin Street	Fort Bragg	CA	95437
	Justice Court	VFW Hall, 24000 South Highway 1	Point Arena	CA	95468
	Anderson Branch	14470 Highway 128	Boonville	CA	95415
	Superior Court (Willits)	125 East Commercial	Willits	CA	95490
	Superior Court (Level 1)	Drive Thru Three Way	Leggett	CA	95585
	Justice Center	76270 Grange Street	Covelo	CA	95428
Merced	New Courts Building	627 West 24th Street	Merced	CA	95340
	Adobe Building	627 West 24th Street	Merced	CA	95340
	Civil and Small Claims	627 West 24th Street	Merced	CA	95340
	Jury Assembly	627 West 24th Street	Merced	CA	95340
	Department 7& 8 Courtroom	627 West 24th Street	Merced	CA	95340
	Department 5 Courtroom	627 West 24th Street	Merced	CA	95340
	Muni Criminal Courts	627 West 24th Street	Merced	CA	95340
	Family Law Facilitator	1901 G Street	Merced	CA	95340



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	Juvenile Hall	1480 "G" Street	Merced	CA	95340
	Los Banos Judicial Center	445 "I" Street	Los Banos	CA	93635
Modoc	Barkley Justice Center	205 East Street	Alturas	CA	96101
	Modoc County Courthouse	205 South Court Street	Alturas	CA	96101
Mono	Bridgeport County Courthouse	North County Branch State Hwy 395 North	Bridgeport	CA	93517
	Mono Superior Courthouse	452 Old Mammoth Road	Mammoth Lakes	CA	93546
Monterey	Salinas Courthouse- North Wing	240 Church Street	Salinas	CA	93901
	Salinas Courthouse- East Wing	240 Church Street	Salinas	CA	93901
	Salinas Courthouse- West Wing	240 Church Street	Salinas	CA	93901
	Salinas Annex (Level One)	240 Church Street	Salinas	CA	93901
	Marina Courthouse	3180 Del Monte Boulevard	Monterey	CA	93940
	Monterey Courthouse	1200 Aguajito Road	Monterey	CA	93940
	King City Courthouse	250 Franciscan Way	King City	CA	93930
	Juvenile Courthouse (Level One)	1422 Natividad Rd.	Salinas	CA	93906
Napa	Napa County Criminal Courthouse	1111 Third Street	Napa, California	CA	94559
	Historical Courthouse	825 Brown Street	Napa	CA	94559
	Juvenile Hall (Level One)	2350 Old Sonoma Road	Napa	CA	94559
	Family Services (Level One)	1710 Soscol Avenue #5	Napa	CA	94559
Nevada	Courthouse	201 Church Street	Nevada City	CA	95959
	Annex	201 Church Street	Nevada City	CA	95959
	Superior Court in Truckee	10075 Lavone Ave	Truckee	CA	96160
Orange	Central Justice Center	700 Civic Center Drive	Santa Ana	CA	92701
	Central Justice Annex	909 North Main St.	Santa Ana	CA	92701
	Complex Civil Center	751 West Santa Ana Blvd	Santa Ana	CA	92701
	Lamoreaux Justice Center	341 The City Drive	Orange	CA	92868
	Computer Systems Trailer	331 The City Drive, South	Orange	CA	92868
	North Justice Center	1275 North Berkeley Avenue	Fullerton	CA	92832
	West Justice Center	8141 13th Street	Westminster	CA	92683
	Harbor Justice Center	4601 Jamboree	Newport Beach	CA	92660
	South Justice Center	30143 Crown Valley Parkway	Laguna Niguel	CA	92677
	Trailer	30143 Crown Valley Parkway	Laguna Niguel	CA	92677
	Jury Assembly Building	30143 Crown Valley Parkway	Laguna Niguel	CA	92677
	South Justice Annex	23141 Moulton Parkway	Laguna Hills	CA	92653
Placer	Historic Courthouse	101 Maple Ave	Auburn	CA	95603
	Superior Court DeWitt Center	11542 'B' Ave	Auburn	CA	95603
	County Jail	2775 Richardson Dr	Auburn	CA	95603
	Juvenile Hall	11270 'B' Ave	Auburn	CA	95603
	Superior Court in Roseville	300 Taylor Street	Roseville	CA	95678
	Superior Court in Lincoln-"A Level 1 Facility"	434 'G' Street	Lincoln	CA	95648
	Superior Court in Colfax	10 Culver St	Colfax	CA	95713
	Superior Court and Government	2501 North Lake Boulevard	Tahoe City	CA	96145

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Superior Court (starting with "Alameda")	Purchasing Group Member (other than Law Libraries)	Street	City	State	ZIP Code
	Center				
Plumas	Courthouse	520 Main Street	Quincy	CA	95971
	Court Facility	161 Nevada Street	Portola	CA	96122
	Chester Civic Complex	222 First and Willow Street	Chester	CA	96020
	Justice Court	115 Hwy 89	Greenville	CA	95947
Riverside	Family Law Court	4175 Main Street	Riverside	CA	92501
	1903/33 Courthouse	Downtown Riverside in Justice Center area	Riverside	CA	92501
	Hall of Justice	4100 Main Street	Riverside	CA	92501
	Executive Offices- Level One Facility	4075 Main Street, Suite 310	Riverside	CA	92501
	Bar Association- Level One Facility	4129 Main Street, 2nd Floor	Riverside	CA	92501
	Old Courthouse Annex- Level One Facility	3609 11th Street	Riverside	CA	92501
	Old Riverside Muni Court- Level One Facility	Downtown Riverside in Justice Center area	Riverside	CA	92501
	Riverside Juvenile Court	9991 County Farm Road	Riverside	CA	92503
	Larson Justice Center (Indio)	46-200 Oasis Street	Indio	CA	92201
	Annex Justice Center (Indio)	46-200 Oasis Street	Indio	CA	92201
	Blythe Courthouse - Superior Court	265 N. Broadway	Blythe	CA	92225
	Palm Springs Courts	3255 E. Tahquite Canyon Way	Palm Springs	CA	92262
	Hemet	880 N. State St.	Hemet	CA	92543
	Banning	I-55 E. Hays St.	Banning	CA	92220
	Temecula	41002 County Center Drive	Temecula	CA	92591
	Moreno Valley- Level One Facility	13800 Heacock Blvd.	Moreno Valley	CA	92553
	Corona	505 S. Buena Vista	Corona	CA	92879
	Perris Building A	227 North "D" Street	Perris	CA	92570
	Perris Building B	227 North "D" Street	Perris	CA	92570
	Lake Elsinore Courts/Sheriff	117 S. Langstaff	Lake Elsinore	CA	92530
	Juvenile Justice Center	46-200 Oasis Street	Indio	CA	92201
Sacramento	Gordon D. Schaber Courthouse	720 9th Street	Sacramento	CA	95814
	Erickson Building (Level 1)	520 9th Street	Sacramento	CA	95814
	Credit Union Bldg. (Level 1)	800 H Street	Sacramento	CA	95814
	800 9th Street (Level 1)	800 9th Street	Sacramento	CA	95814
	Lorenzo Patino Hall of Justice (Level 1)	651 I Street	Sacramento	CA	95814
	Records Center (Level 1)	3460 Business Drive	Sacramento	CA	95820
	B.T. Collins Juvenile Court	9601 Kiefer Boulevard	Sacramento	CA	95814
	Carol Miller Justice Center	301 Bicentennial Circle	Sacramento	CA	95826
	William Ridgeway Family Relations Courthouse	3341 Power Inn Road	Sacramento	CA	95826
	Elk Grove Court	8978 Elk Grove Boulevard	Elk Grove	CA	95624
	Walnut Grove Court	14177 Market Street	Walnut Grove	CA	95690
	Galt Court (Level 1)	380 Civic Drive	Galt	CA	95632



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San Benito	San Benito Courthouse	440 Fifth Street	Hollister	CA	95023
	Juvenile Courtroom (Level One)	708 Flyn Road	Hollister	CA	95023
San Bernardino	Central Courthouse	351 North Arrowhead Ave	San Bernardino	CA	92415
	Central Courthouse - Annex	351 North Arrowhead Ave	San Bernardino	CA	92415
	Consolidated Courts Admin. Hdqtrs - Level 1	172 W. 3rd St., 2nd Floor	San Bernardino	CA	92415
	Appellate & Appeals Division - level 1	401 North Arrowhead	San Bernardino	CA	92415
	Juvenile Court	900 East Gilbert St.	San Bernardino	CA	92415
	Juvenile Court Trailer Level 1	900 East Gilbert St.	San Bernardino	CA	92415
	Juvenile Traffic Court - San Bernardino level 1	175 West Fifth Street	San Bernardino	CA	92415
	Fontana Court	17780 Arrow Highway	Fontana	CA	92335
	Fontana Jury Assembly Room- level 1	17830 Arrow Avenue	San Bernardino	CA	92335
	Redlands Court	216 Brookside Avenue	Redlands	CA	92373
Joshua Tree Court	6527 White Feather Road	Joshua Tree	CA	92252	
Rancho Cucamonga Courthouse	8303 Haven Ave.	Rancho Cucamonga	CA	91730	
Juvenile Traffic Court level 1	9567 Arrow Highway, Suite E, Building 1	Rancho Cucamonga	CA	91730	
Chino Court	13260 Central Avenue	Chino	CA	91710	
Twin Peaks Court	26010 State Highway	Twin Peaks	CA	92391	
Big Bear Court	477 Summit Blvd.	Big Bear	CA	92315	
Barstow Court	235 E. Mountain View Avenue	Barstow	CA	92311	
Needles Court	1111 Bailey Street Civic Center Complex	Needles	CA	92363	
Victorville Court	14455 Civic Dr	Victorville	CA	92392	
Court Mental Health Division - level 1	400 N. Pepper Ave.	Colton	CA	92324	
Court Records Center- level 1	790 South Gifford Street	San Bernardino	CA	92415	
Court Records Center - level 1	791 South Gifford Street	San Bernardino	CA	92415	
Court Records Center - level 1	776 South Gifford Street	San Bernardino	CA	92415	
San Diego	County Courthouse	220 West Broadway	San Diego	CA	92101
	Hall of Justice	330 West Broadway	San Diego	CA	92101
	Madge Bradley Building	1409 Fourth Ave	San Diego	CA	92101
	Kearny Mesa Court	8950 Clairemont Mesa Blvd.	San Diego	CA	92123
	Traffic Court KM3 Trailer- Level 1	8950 Clairemont Mesa Blvd.	San Diego	CA	92123
	Traffic Court KM4 -Trailer -level 1	8950 Clairemont Mesa Blvd.	San Diego	CA	92123
	Family Court	1501-1555 Sixth Ave	San Diego	CA	92101
	Juvenile Court	2851 Meadowlark Drive	San Diego	CA	92123
	Department A Trailer - Level 1	2851 Meadowlark Drive	San Diego	CA	92123
	Department 9 Trailer - Level 1	2851 Meadowlark Drive	San Diego	CA	92123
Department 10 Trailer - Level 1	2851 Meadowlark Drive	San Diego	CA	92123	



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	North County Regional Center - South	325 South Melrose	Vista	CA	92083
	North County Regional Center - North	325 South Melrose	Vista	CA	92083
	Annex	325 South Melrose	Vista	CA	92083
	Department H Trailer - Level 1	325 South Melrose	Vista	CA	92083
	Department L Trailer -Level 1	325 South Melrose	Vista	CA	92083
	Department M Trailer - Level 1	325 South Melrose	Vista	CA	92083
	Department N Trailer - Level 1	325 South Melrose	Vista	CA	92083
	San Marcos Traffic Court	338 Via Vera Cruz	San Marcos	CA	92069
	South County Regional Center	500 Third Avenue	Chula Vista	CA	91910
	East County Regional Center	250 East Main Street	El Cajon	CA	92020
	Ramona Courthouse	1425 Montecito Road	Ramona	CA	92065
San Francisco	Civic Center Courthouse	400 McAllister Street	San Francisco	CA	94102
	Polk Street Annex (Level 1)	575 Polk Street	San Francisco	CA	94102
	Hall of Justice	850 Bryant Street	San Francisco	CA	94103
	Youth Guidance Center	375 Woodside Avenue	San Francisco	CA	94127
San Joaquin	Administration and Courts Building	222 East Weber Avenue	Stockton	CA	95202
	The Market Place (Level 1)	302 East Main Street	Stockton	CA	95202
	Juvenile Justice Center	535 West Mathews Road	French Camp	CA	95231
	Manteca Branch Court	315 East Center Street	Manteca	CA	95336
	Modular A: Office (Level 1)	315 East Center Street	Manteca	CA	95336
	Modular B: Courtroom (Level 1)	315 East Center Street	Manteca	CA	95336
	Residence: Records (Level 1)	205 Sherman Avenue	Manteca	CA	95336
	Lodi Branch- Dept. 1	230 West Elm Street	Lodi	CA	95240
	Lodi Branch- Dept. 2	315 West Elm Street	Lodi	CA	95240
	Tracy Branch Courthouse	475 East Tenth Street	Tracy	CA	95376
	Modular 1: Support (Level 1)	475 East 10th Street	Tracy	CA	95376
	Modular 2: Courtroom (Level 1)	475 East 10th Street	Tracy	CA	95376
	Agriculture Dept. (Non-Courts)	503 East 10th Street	Tracy	CA	95376
San Luis Obispo	San Luis Obispo Government Center	1035 Palm Street	San Luis Obispo	CA	93408
	Veterans Memorial Building-Level One Facility	801 Grand Avenue	San Luis Obispo	CA	93401
	Juvenile Services Center-Level One Facility	1065 Kansas Avenue	San Luis Obispo	CA	93401
	Paso Robles Branch-Level One Facility	549 Tenth Street	Paso Robles	CA	93446
	Grover Beach Branch-Level One Facility	214 S 16th Street	Grover Beach	CA	93433
San Mateo	Hall of Justice	400 County Center	Redwood City	CA	94063
	Traffic/ Small Claims Annex	500 County Center	Redwood City	CA	94063
	Redwood City Warehouse - Level 1	602 Middlefield Road	Redwood City	CA	94063

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	Central Branch	800 North Humbolt Street	San Mateo	CA	94401
	Central Records Storage - Level 1	1133 Industrial Road	San Carlos	CA	94401
	Northern Branch	1050 Mission Road	South San Francisco	CA	94080
	Northern Branch Jail Annex	1050 Mission Road	South San Francisco	CA	94080
	Juvenile Branch	21 Tower Road	San Mateo	CA	94402
Santa Barbara	Santa Barbara County Courthouse	1100 Anacapa Street	Santa Barbara	CA	93101
	Santa Barbara Municipal Court	118 E. Figueroa Street	Santa Barbara	CA	93101
	Santa Barbara Juvenile Court	4500 Hollister Ave.	Santa Barbara	CA	93436
	Lompoc Municipal Court	115 Civic Center Plaza	Lompoc	CA	93436
	Solvang Superior Court	1745 Mission Drive	Solvang	CA	93464
	Santa Maria Courts Complex	312 East Cook Street	Santa Maria	CA	93455
	Santa Barbara Jury Assembly Building	1108 Santa Barbara	Santa Barbara	CA	93251
	Santa Maria Juvenile Court- Level One Facility	812-B West Foster Road	Santa Maria	CA	93455
Santa Clara	Hall of Justice	190 West Hedding	San Jose	CA	95110
	San Jose Municipal Court	200 West Hedding	San Jose	CA	95110
	Probation Building - Level One	840 Guadalupe Parkway	San Jose	CA	95110
	Downtown Superior Courthouse	191 North First Street	San Jose	CA	95113
	Old County Courthouse	161 North First Street	San Jose	CA	95113
	Probate Investigators - Level One	111 North Market Street	San Jose	CA	95113
	Superior Court Administration - Level One	191 North First Street	San Jose	CA	95113
	Criminal Courts Annex	115 Terraine Street	San Jose	CA	95110
	Palo Alto Facility	270 Grant Street	Palo Alto	CA	94306
	Family Court Facility	170 Park Center Plaza	San Jose	CA	95113
	Sunnyvale Facility	605 W. El Camino Real	Sunnyvale	CA	94087
	Santa Clara Municipal Courts	1095 Homestead Road	Santa Clara	CA	95050
	South County Facility (Level One)	12425 Monterey Road	San Martin	CA	95046
	Los Gatos Facility	14205 Capril Drive	Los Gatos	CA	95030
	Traffic Facility (Level One)	935 Ruff Drive	San Jose	CA	95110
	Record Storage - Level One Bldg.	1553 Berger Drive	San Jose	CA	95112
	Record Storage-Level 1 Bldg.	774 North 9th Street	San Jose	CA	95112
Santa Cruz	Main Courthouse	701 Ocean Street	Santa Cruz	CA	95060
	County Administration Building (Level 1)	701 Ocean Street	Santa Cruz	CA	95060
	Modular Buildings (Level 1)	701 Ocean Street	Santa Cruz	CA	95060
	Watsonville Courthouse	1430 Freedom Boulevard	Watsonville	CA	95076
	Jail Courtroom (Level 1)	259 Water Street	Santa Cruz	CA	95060
	Juvenile Court (Level 1)	3650 Graham Hill Road	Santa Cruz	CA	95060
Shasta	Main Courthouse	1500 Court Street	Redding	CA	96001
	Justice Center	1655 West Street	Redding	CA	96001
	Court Reporter's Office	1388 Court Street, Suite E	Redding	CA	96001



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	Family Court Services-"A Level 1 Facility"	1640 West Street	Redding	CA	96001
	Court Collections Office -"A Level 1 Facility"	1610 West Street	Redding	CA	96001
	Jury Assembly Hall	1451 Court Street	Redding	CA	96001
	Burney Branch Court	20509-C Shasta Street	Burney	CA	96013
	Juvenile Hall	2680 Radio Lane	Redding	CA	96001
Sierra	Courthouse/Sheriff Station-Jail	100 Courthouse Square	Downieville	CA	95936
Siskiyou	Siskiyou (Yreka)	311-4 th Street	Yreka	CA	96097
	Dorris	324 N. Pine Street	Dorris	CA	96023
	Weed Satellite Court "Level 1 Survey Only"	550 Main Street	Weed	CA	96094
	Tulelake Satellite Court "Level 1 Survey Only"	Tulelake City Hall	Tulelake	CA	96134
	Happy Camp "Level 1 Survey Only"	4th Street	Happy Camp	CA	96039
	Family Courthouse "Level 1 Survey Only"	500 Main Street	Yreka	CA	96097
Solano	Hall of Justice - Fairfield	600 Union Avenue	Fairfield	CA	94533
	Law and Justice Center - Fairfield (Level 1)	530 Union Avenue	Fairfield	CA	94533
	Hall of Justice - Vallejo		Vallejo	CA	94589
Sonoma	Hall of Justice	600 Administration Dr.	Santa Rosa	CA	95403
	Empire Annex	3035 Cleveland Avenue	Santa Rosa	CA	95403
	Coddington Annex Level One	1450 Guerneville Road	Santa Rosa	CA	95403
	Coddington Annex B2 Level One	1450 Guerneville Road	Santa Rosa	CA	95403
	LG Juvenile Court	133 Pythian Road	Santa Rosa	CA	95409
	City Hall Annex - Level 1	100 Santa Rosa Avenue	Santa Rosa	CA	95404
	Police Annex-Level One	965 Sonoma Avenue	Santa Rosa	CA	95404
Stanislaus	Modesto Main Courthouse	1100 I Street	Modesto	CA	95354
	Modesto Juvenile court.	2215 Blue Gum	Modesto	CA	95358
	Ceres Municipal Court.	2744 2nd Street	Ceres	CA	95307
	Turlock Municipal Court.	300 Starr Avenue	Turlock	CA	95380
	Department 16 - Level 1 Survey Only	948 11th street.	Modesto	CA	95354
	Modesto Traffic Court - Level 1 Survey Only	2260 Floyd Avenue	Modesto	CA	95355
Sutter	Courthouse West	446 Second Street	Yuba City	CA	95991
	Courthouse East	463 2nd Street	Yuba City	CA	95993
	Family Court Facility "Level 1 Survey Only"	430 Center Street	Yuba City	CA	95993
Tehama	Historic Courthouse	633 Washington Street	Red Bluff	CA	96080
	Annex No. 1 "Level 1 Survey Only"	633 Washington Street	Red Bluff	CA	96080
	Annex No. 2	633 Washington Street	Red Bluff	CA	96080
	Family Law "A Level 1 Facility"	633 Washington Street	Red Bluff	CA	96080



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	Superior Court at Corning	720 Hoag Street	Corning	CA	96021
Trinity	Trinity County Courthouse	101 Court Street	Weaverville	CA	96093
	Courthouse "Level 1 Survey Only"	Tulecreek Road	Hayfork	CA	96041
	Trinity Center "Level 1 Survey Only"	Rt 3	Trinity Center	CA	96091
Tulare	Visalia Superior Court	2300 West Burrel Avenue	Visalia	CA	93291
	Tulare-Pixley Municipal Court	425 E. Kern Street	Tulare	CA	93274
	Porterville Government Center	87 E. Morton Avenue	Porterville	CA	93257
	Tulare Co. Juvenile Facility	11200 Ave. 368	Visalia	CA	93291
	Dinuba Courthouse	640 South Aita Avenue	Dinuba	CA	93291
	Adult Pre-Trial Court (Level 1)	36650 Road 112	Visalia	CA	93291
Tuolumne	Historic Courthouse	41 W Yaney	Sonora	CA	95370
	Washington Street Branch	60 Washington Street	Sonora	CA	95370
Ventura	Hall of Justice	800 South Victoria Avenue	Ventura	CA	93006
	East County Courthouse	3855F Alamo Street	Simi Valley	CA	93063
	Ralston Avenue Storage Facility - level 1	5122 Ralston Avenue	Ventura	CA	93003
Yolo	Courthouse	725 Court Street	Woodland	CA	95695
	Family Support	238 West Beamer Street	Woodland	CA	95695
	Traffic Court	601 Court Street	Woodland	CA	95695
Yuba	Yuba County Courthouse	215 5th Street	Marysville	CA	95901

*END OF ATTACHMENT – 4*