**GovernmentJobs.com, Inc. dba NEOGOV MASTER AGREEMENT**

**FOR Internet-Based Employment Recruitment Software Solution & Maintenance Services**

**MASTER AGREEMENT USER INSTRUCTIONS**

These User Instructions are provided for the Internet-Based Employment Recruitment Software Solution & Maintenance Services with Neogov. Individual members of the Purchasing Group may place individual orders (Work Orders) for an internet-based recruitment software solution and support pursuant to the Master Agreement. A “Work Order” is defined as an ordering document (substantially in the form of Attachment No. 1- Work Order Form) used by a Purchasing Group member to place an order for Work under the Master Agreement. The Work Order will reference this Master Agreement No. MA-202101. Please carefully review these User Instructions. For detailed instructions about the Ordering process, please see below.

|  |
| --- |
| Judicial Council’s Staff Contact Information:  Marissa Smith  (916) 263-7949  Marissa.smith@jud.ca.gov |
| Judicial Council’s Project Manager:  Marichelle Alonzo  [Marichelle.Alonzo@jud.ca.gov](mailto:Marichelle.Alonzo@jud.ca.gov)  415-865-4572 |
| Neogov’ s Contact Information:  Name: Accounting Department - [billing@neogov.net](mailto:billing@neogov.net)  CC: Legal Department - legal@neogov.net  Customer Support Team - [customersupport@neogov.net](mailto:customersupport@neogov.net)  Address:  300 Continental Blvd., Suite 565  El Segundo, CA 90245 |
| Services:  Internet-Based Employment Recruitment Software Solution & Maintenance Services |
| Entities eligible to procure under the Master Agreement:  58 Superior Courts of California (collectively, “Superior Courts,” “trial courts” or “Purchasing Group,” and individually, a “member of the Purchasing Group” or “Purchasing Group member” |
| Contract Number:  *MA-202101* |
| Contract Term   * *Effective Date: 7/1/2021* * *Initial Term: 3 years* * *Initial Term Expiration Date: 6/30/2024* * *Options to Extend: 2 one-year options* * *Final Expiration Date: 6/30/2026* |

1. **Contract Terms and Conditions**

##### The court should review the entire contract and contact the Judicial Council Project Manager, Atul Bector with questions. Here’s Atul’s contact information: [atul.bector@jud.ca.gov](mailto:atul.bector@jud.ca.gov), Tel (916) 643-8057. The process, description of service and payment provisions are provided below.

1. **General Description**

Contractor will provide an internet-based employment recruitment software application as a means of publicizing job openings and receiving, storing, and processing applications for the fifty-eight (58) Superior Courts of California (as needed per court) (collectively, “Purchasing Group,” and individually, a “member of the Purchasing Group” or “Purchasing Group member”). All functions, features, reports, etc., will be accessed via the Internet. The individual Purchasing Group members will submit all required information online. Contractor will publicize and post the Purchasing Group member’s recruitments, collect and retain applications and make them available to the appropriate Purchasing Group member.

1. **General Requirements**

##### Contractor’s internet-based employment recruitment software solution will provide the following functionality:

##### **Recruitment**

* Customized online job application.
* Each applicant can complete the online application.
* Ability to upload application materials received outside of the system.
* Job posting on external sites will link and integrate with court website.
* Online job announcements and descriptions can be posted on internal and external sites.
* Ability to save job posting templates for various types of jobs such as professional, hourly, temporary and contractors.
* Attract “passive” applicants by requiring them to fill generic application with a desired position.
* Court employees have access to and can proactively search applicant database.
* Real-time database of all applicant information.
* Ability for the recruiter or the court staff to move applicants throughout the recruitment process steps such as “route,” “reject,” “interviews,” “references,” “offer” and “hired.”
* Update applicants on the status of their application, provide interview reminders, alert them to any next steps in the process via email or text message notifications.
* Central repository for court applicants statewide.
* Ability to upload historical data from existing HRIS or applicant tracking system.
* Ability to define security levels and access for hiring managers, directors, and Human Resources department.
* Ability to print or share application material with other interested parties.
* Ability to notify managers once the job is closed.
* Ability to enter notes for each applicant.
* Ability to link applicant’s application material to other jobs.
* Ability to send emails or messages to the applicants through the application.
* Ability to schedule or enter interviews in the application.
* Generate recruitment letters and emails (e.g. application acknowledgement, exam/interview appointments, letter of employment, regrets, etc.).

##### **Selection**

* Create, store, and re-use customized supplemental questions.
* Screen applicants automatically as they apply.
* Provide scoring plan options per recruitment or copy existing scoring plans.
* Automatic test processing.
* Test analysis and passpoint setting.
* Score, rank, and refer applicants.
* Create and maintain certification/eligibility lists.
* Ability to save old or new examination material.

##### **Applicant Tracking**

* Automatic notification to the applicants confirming their application has been received.
* Track applicants based on their skillset/education/experience and match them with the associated classification and salary range.
* Track applicant status throughout the steps of the recruitment process.
* Track completion of written and oral exams.
* Track interview logistics.
* Detailed applicant history record.
* Track background check authorization and results.
* Track new hire orientation, on-boarding and I-9 form completion for all associated new hires.
* Send confirmation emails to the courts and the applicants when new hire orientation, on-boarding and I-9 forms are completed.
* Ability to track all messages sent to the applicants.

##### **Reporting and Analysis**

* Collect and report on Equal Employment Opportunity (EEO) data
* Analyze and report on applicant flow
* Track and analyze data such as time-to-hire, recruitment costs, staff workload, applicant quality, etc.
* Operational reporting

##### **Internal Human Resource Automation**

* Create and route job requisitions
* Refer and certify applicants electronically
* Scan paper application materials

##### **Software Solution Upgrades**

Software application Updates to purchased features and functionality are required. Updates must be automatic and available upon the next login following an Update rollout.

##### **Implementation**

Prior to a Purchasing Group member’s implementation of the internet-based employment recruitment software application, Contractor will provide an implementation plan that includes, but is not limited to, kick off/program meetings, identification of court responsibilities, pre-implementation activities, and follow-on training and support.

Completion of each court’s implementation will occur within ninety (90) days of receipt of the court’s order unless otherwise noted in the court’s order.

##### **Technical Requirements**

* Contractor must provide secured access and a controlled environment.
* Contractor must use the most up to date secure authentication application.
* Application must require minimal local information technology (IT) support.
* Contractor must host the application.
* Application must be compatible with SAP (file exportable into SAP) and other HRIS systems (please provide names of compatible systems).
* Application must be fully web-based.
* Contractor must be able to provide all technical support.
* Data back-up must use a multifaceted disaster recovery model.
* Web pages must be customizable.
* Application must be compatible with multiple browsers.
* Contractor must provide a separate environment for testing so that live data is not manipulated.
* Application must operate on a multi-tiered load balanced architecture and modular design to add new users and products without interruption.

##### **Customer Support**

* Provide call in help desk support Monday through Friday, 7:00 a.m. through 6:00 p.m. Pacific Standard Time.
* Provide on-line help desk capabilities for logging issues 24/7.
* Issue tracking system capabilities.
* Acknowledgement to initiator < 20 minutes of logging issue electronically.
* Resolve or update, as applicable, logged issues within seventy-two (72) business hours.
* Prior notification of scheduled system down time.
* Notification including estimated resolution time for unplanned system outages within 30 minutes of occurrence.
* The Contractor’s customer service process shall ensure that all customer service issues are addressed in a consistent and expeditious manner, including problem escalation and resolution of maintenance and service issues. The customer service process includes, but is not limited to:
  + Customer service organizational structure.
  + Contact process and contact person identified by position in the company (phone, email, fax, etc.).
  + Follow up process.
  + Internal procedures to track customer service contact and resolution.
  + Escalation process to resolve outstanding customer service issues.
* Purchasing Group members will receive all product upgrades to purchased software. Product upgrade rollouts are generally released every three months and are automatic.

##### **Training**

* Contractor will provide instructor lead on-site or web-based training, tutorials and other training resources including but not limited to, e-mails, reference manuals, conference calls, seminars, etc.

##### **Security**

* Applications will be password protected with user level permissions.
* On-site internet security and systems personnel to manage firewalls and servers 24/7.
* Contractor will have no ownership rights to data provided by the Purchasing Group member and must be exportable by its members.

**4. Certifications and Verifications**

All solutions provided by Contractor to the Purchasing Group members under this Master Agreement must be compliant with all standards and regulations required by all federal agencies and state and local governmental entities.

**5. Ordering Process**

* Orders against this Master Agreement will be made using a Work Order substantially in the form of Attachment No. 1 – Work Order Form.
* Contractor will establish an individual customer account for any member of the Purchasing Group that makes an order under this Master Agreement.
* Contractor will coordinate the implementation dates for all aspects of the specifications with the Purchasing Group member prior to finalizing the order.
* Contractor will provide the Purchasing Group member with an immediate acknowledgement of the order. The acknowledgement will be submitted by facsimile or email, regardless of what method is used to place the order, and will include: the products and services ordered, implementation (see above) dates, and contact information.
* Contractor is required to maintain a toll-free number for ordering, inquiries, and customer service.

**6. Reports**

Contractor shall provide monthly reports to the designated Judicial Council Project Manager no later than thirty (30) days after the end of each quarter and shall include a list of Purchasing Group members along with the names and addresses of the locations serviced. The report will also contain a cumulative listing of all issues reported, date of resolution and/or detailed status of all pending issues. Additionally, the monthly report will provide a summary containing a breakdown of the number of Purchasing Groups and locations added during the month reported.

**7. Estimated Volumes**

No minimum ordering estimate is stated in this Agreement. The Purchasing Group members will not be required to use any Master Agreement. Purchasing decisions will be based on what is in the best interest of the Purchasing Group member.

**8. Procurement Process**

After award of a Master Agreement or Master Agreements, requests for implementation of an internet-based employment recruitment application will be made by the Purchasing Group member through the issuance of a Work Order or Purchase Order. The Work Order or Purchase Order will reference the Master Agreement number and will list and describe all the requested services. The terms and conditions of the Master Agreement shall take precedence over the terms and conditions of any Work Order or Purchase Order, contract, or terms and conditions included on an invoice or like document unless changes are made by reference to specific provisions of the Master Agreement.

**9. Pricing and Payment (Exhibit B)**

##### **Pricing**

The price schedule is set forth below:

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Description | Pricing  Software Price: | |
| Online Employment Recruitment Software and Support | Software Application | Court Size (# of EE’s) | Governmentjobs.com Subscription Annual License |
| 0-49 | $525.00 |
| 50-150 | $1,270.50 |
| 151-300 | $1,270.50 |
|  |  | 301-499 | $1,270.50 |
|  |  | 500-749 | $1,981.98 |
|  |  | 750-999 | $1,981.98 |
|  |  | 1000-1999 | $2,998.38 |
|  |  | 2000-4499 | $5,031.18 |
|  |  | 4500+ | $5,031.18 |
|  |  |  |  |
|  |  | Court Size (# of EE’s) | Insight Annual License |
|  |  | 0-49 | $2,993.49 |
|  |  | 50-150 | $3,847.51 |
|  |  | 151-300 | $6,457.63 |
|  |  | 301-499 | $8,962.83 |
|  |  | 500-749 | 11,025.82 |
|  |  | 750-999 | 12,600.51 |
|  |  | 1000-1999 | 19,841.57 |
|  |  | 2000-4499 | 29,613.31 |
|  |  | 4500+ | 31,188.99 |
|  |  |  |  |
|  |  | Court Size (# of EE’s) | Onboard Annual License |
|  |  | 0-49 | $2,619.31 |
|  |  | 50-150 | 3,366.58 |
|  |  | 151-300 | 5,650.42 |
|  |  | 301-499 | 7,842.47 |
|  |  | 500-749 | 9,647.59 |
|  |  | 750-999 | 11,025.45 |
|  |  | 1000-1999 | 17,361.37 |
|  |  | 2000-4499 | 25,911.65 |
|  |  | 4500+ | 27,290.37 |
|  |  |  |  |
|  | Implementation: | Implementation Process: (One-Time Cost) | |
|  |  | Court Size (# of EE’s) | Insight Setup |
|  |  | 0-49 | $1,500.00 |
|  |  | 50-150 | $2,000.00 |
|  |  | 151-300 | $2,500.00 |
|  |  | 301-499 | $2,500.00 |
|  |  | 500-749 | $3,500.00 |
|  |  | 750-999 | $3,500.00 |
|  |  | 1000-1999 | $5,000.00 |
|  |  | 2000-4499 | $7,500.00 |
|  |  | 4500+ | $7,500.00 |
|  |  |  |  |
|  |  | Court Size (# of EE’s) | Onboard Setup |
|  |  | 0-49 | $1,500.00 |
|  |  | 50-150 | $1,500.00 |
|  |  | 151-300 | $1,500.00 |
|  |  | 301-499 | $1,500.00 |
|  |  | 500-749 | $2,000.00 |
|  |  | 750-999 | $2,000.00 |
|  |  | 1000-1999 | $4,000.00 |
|  |  | 2000-4499 | $5,000.00 |
|  |  | 4500+ | $5,000.00 |
|  |  |  |  |
|  | Training: | Training price (if applicable): (One-Time Cost) | |
|  |  | Court Size (# of EE’s) | Insight Online Training |
|  |  | 0-49 | $1,500.00 |
|  |  | 50-150 | $2,000.00 |
|  |  | 151-300 | $2,500.00 |
|  |  | 301-499 | $2,500.00 |
|  |  | 500-749 | $2,500.00 |
|  |  | 750-999 | $2,500.00 |
|  |  | 1000-1999 | $2,500.00 |
|  |  | 2000-4499 | $5,000.00 |
|  |  | 4500+ | $5,000.00 |
|  |  |  |  |
|  |  | Court Size (# of EE’s) | Onboard Online Training |
|  |  | 0-49 | $1,000.00 |
|  |  | 50-150 | $1,500.00 |
|  |  | 151-300 | $1,500.00 |
|  |  | 301-499 | $1,500.00 |
|  |  | 500-749 | $2,000.00 |
|  |  | 750-999 | $2,000.00 |
|  |  | 1000-1999 | $2,000.00 |
|  |  | 2000-4499 | $3,000.00 |
|  |  | 4500+ | $3,000.00 |
|  |  |  |  |
|  | Software Maintenance/Support: | Software Maintenance/Support:  Included in Annual License Cost | |
|  |  |  |  |
|  | Other Applicable Costs: Indicate whether or not there are any other applicable costs (please itemize) | Other applicable costs: N/A | |
| Other features available at additional cost above and beyond the core software application | Description | Pricing | |
| Background check services | Employment background check for selected applicants | **Background check cost:**  Pricing will vary based on selected background check vendor. | |
| Text Messaging Services | Text messaging to support recruitment activities: | |  |  |  | | --- | --- | --- | | **Text Messaging App Cost:** | | | | **Court Size (# of EE's)** | **CTM Annual License** | | **0--49** | **$ 149.67** | | **50--150** | **$ 192.38** | | **151--300** | **$ 322.88** | | **301--499** | **$ 448.14** | | **500--749** | **$ 551.29** | | **750--999** | **$ 630.03** | | **1000--1999** | **$ 992.08** | | **2000--4499** | **$ 1,480.67** | | **4500+** | **$ 1,559.45** | | |
| Supplemental On-site Training\* | **Supplemental on-site training following Go-Live**  \*On-site training offerings only to be provided if conditions permit. | **$5,000 for one day**  **$2,500/day for additional, sequential days** | |

Please see the **NEOGOV Price Book - Judicial Council of California** for full tiers breakdown.

Pricing model based on individual Purchasing Group member employee count.

\*EE = Employee count which includes the annual total of full-time, part-time, seasonal, and temporary staff.

The prices schedules set forth above are valid for the initial term of this Master Agreement, as set forth in Exhibit C, paragraph 1 (Term). If the Judicial Council elects to extend the term of this Master Agreement, pursuant to Exhibit C, paragraph 1 (Term), the Judicial Council 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 Master Agreement.

##### **Payment Schedule**

Non-Recurring Costs

Non-recurring costs for implementation (Provisioning) and training are due and payable after successful delivery and acceptance of the agency web pages by the Purchasing Group member pursuant to Exhibit C, paragraph 10 (Scope of Work; Acceptance).

Software Subscription License **(**TBD)

Software Subscription License (**[TBD])** fees are due and payable as set forth below:

Initial Annual License Fee (After Installation and Acceptance) - One hundred percent of the annual license fee is due and payable after successful delivery and acceptance of agency web pages by the Purchasing Group member, pursuant to Exhibit C, paragraph 10 (Scope of Work; Acceptance).

Subsequent Annual License Fees – The annual license fee is due each year on the anniversary date of the initial license fee. Contractor will invoice the Purchasing Group member for the annual license fee (see Exhibit C, paragraph 11, Invoices, Payment and Setoff).

##### Payment will be provided to Contractor by the Purchasing Group member within 45 days of receipt of a correct invoice as described in Exhibit C, paragraph 11 (Invoices, Payment and Setoff).

##### Members of the Purchasing Group are exempt from federal excise taxes and no payment will be made for any taxes levied on the Contractor’s or any subcontractor employee’s wages. Purchasing Group members will pay for any applicable State of California or local sales or use taxes on the products provided or the services rendered. Contractor must indicate if it collects State of California taxes on the products provided or the services rendered. All tax must be included as a separate line item on Contractor’s invoice.

**10. Term**

The initial term of this Master Agreement is three (3) years, commencing on the Effective Date, July 1, 2021 with two (2) one-year options to extend the term, which options may be exercised by the Judicial Council in its sole discretion any time prior to the expiration of the initial term.  If the Judicial Council elects to extend the term of this Master Agreement, any agreed upon price adjustment (whether an increase or decrease) may not exceed the percentage change in the 12-month average of the Consumer Price Index (CPI), below.

<http://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_12mths>

Consumer Price Index - All Urban Consumers

12-Month Percent Change

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

**11. Scope of Work**

(a) Contractor shall provide and/or perform products and/or services (“Work”) pursuant to the terms and conditions of this Master Agreement. The descriptions and prices for the Work are set forth in Exhibits A and B to this Master Agreement.

(b) Prices set forth in Exhibit B to this Master Agreement, include all charges, including but not limited to, cost of labor, licenses, overhead, profits, and other costs or expenses related or incidental to the Work provided or performed by Contractor under this Master Agreement.

(c) [Contractor shall](https://www.lawinsider.com/clause/travel-expenses) not be allowed or paid travel expenses or reimbursement unless set forth in this Agreement.

**12. Ordering**

(a) Individual members of the Purchasing Group may place individual orders (Work Orders) for an internet-based recruitment software application and support pursuant to this Master Agreement. A “Work Order” is defined as an ordering document (substantially in the form of Attachment No. 1- Work Order Form) used by a Purchasing Group member to place an order for Work under this Master Agreement. The Work Order will reference this Master Agreement No. MA- 202101. The terms and conditions of this Master Agreement No. MA-202101 are applicable to all Work Orders, regardless of the ordering document or the ordering process selected. The terms and conditions of the Master Agreement shall take precedence over the terms and conditions of any Work Order, purchase order, contract, or terms and conditions included on an invoice or like document unless changes are made by reference to specific provisions of the Master Agreement.

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

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

(d) Each Purchasing Group member placing a Work Order will provide the name of its contact person (“Work Order Project Manager”). Contractor shall contact the Work Order Project Manager regarding questions on any Work Order or payment status of any Work Order.

(e) After a Work Order has been placed by any Purchasing Group member, Contractor shall provide that Purchasing Group member with the lead time required for the Work ordered. The total cost will itemize the cost of each of the components of the Work, including any training. Contractor shall coordinate the training date(s) with the Work Order Project Manager. Contractor shall provide the Purchasing Group member with an immediate acknowledgement of the Work Order. The acknowledgement will be submitted by facsimile or email to the Work Order Project Manager for the Purchasing Group member, regardless of what method is used to place the Work Order, and will include: the components of Work ordered, training dates, and contact information.  The Work Order is not binding until Contractor provides acknowledgement of the Work Order, including the Work ordered, training dates, and contact information.

(f) Contractor shall maintain a toll-free number for inquiries and customer service.

**13. Scope of Work: Acceptance**

(a) Scope of Work: Contractor will perform and complete all Work described in Exhibit A—Statement of Work in compliance with the requirements of this Master Agreement, and to the satisfaction of the Purchasing Group member placing the Work Order.

(b) Acceptance:

1. All Work provided by Contractor under this Master Agreement is subject to written acceptance by the Work Order Project Manager for the Purchasing Group member. The Work Order Project Manager of the Purchasing Group member will apply the acceptance criteria set forth in Exhibit A—Statement of Work and any additional acceptance criteria set forth in the Work Order to determine acceptance or non-acceptance of the Work.

2. The Work Order Project Manager of the Purchasing Group member shall use Attachment No. 2 - Acceptance and Signoff Form to notify Contractor of acceptance or non-acceptance.

3. If the Work is not acceptable, the Work Order Project Manager for the Purchasing Group member shall provide detail to the Contractor why the Work does not meet the acceptance criteria. Contractor shall have ten (10) business days from receipt of notice to correct the failure(s) and conform to the acceptance criteria. Contractor will redo or resubmit the Work and the Work Order Project Manager of the Purchasing Group member 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 3 until Contractor’s receipt of written acceptance of such corrected Work; provided, however, that if the Work is rejected on at least two (2) occasions, the Purchasing Group member may, at its option, terminate all or that portion of the Work Order which relates to the rejected Work at no expense to the Purchasing Group member or the Judicial Council.

(c) Non-Exclusivity:  This is a non-exclusive agreement. The Judicial Council and the members of the Purchasing Group reserve the right to perform, or have others perform the Work of this Master Agreement. The Judicial Council and the members of the Purchasing Group reserve the right to bid the Work to others or procure the Work by other means.

**14. Invoices, Payment and Setoff**

A member of the Purchasing Group placing a Work Order under this Master Agreement shall have no obligation to pay for any Work until acceptance of the Work and receipt of one original and two copies of a correct invoice.  The invoice must be sent to the address shown on the Work Order.  Each invoice must be printed on Contractor’s standard printed bill form, and must include at a minimum (a) the Work 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.  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 Purchasing Group member’s option, fully credited against future invoices payable by the Purchasing Group member, or paid by Contractor within thirty (30) days from Contractor’s receipt of a debit memo or other written request for payment from the Purchasing Group member. The Purchasing Group member shall have the right at any time to set off any amount owing from Contractor to the Purchasing Group member against any amount payable by the Purchasing Group member pursuant to any Work Order or any other transaction or occurrence.

**ATTACHMENT NO. 1 – SAMPLE WORK ORDER FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Purchasing Group Member: | | Bill To: | |
| COURT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| PROJECT MANAGER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |  | |
|  | |  | |
| Quote Date: | TBD | Revision: |  |
|  |  | Purchase Order Number: |  |
|  |  |
| Requested Service Date: | TBD | Initial Term: |  |

Order Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Line** | **Description1** | **Annual Recurring Cost** | **Non-Recurring Cost** |
| 1.0 | Pricing Model: |  |  |
| 1.1 | Subscription License | See Below1 |  |
| 1.2 | Provisioning |  | $ TBD |
| 1.3 | Training |  | $ TBD |
| Sub Total: | | $00.00 | $ TBD |
| **Order Total:** | | $00.00 | |

1Pricing model based on individual Purchasing Group member employee count.

|  |  |
| --- | --- |
| Court Size (# of EE’s) | Annual License |
| 0 – 249 | **$ TBD** |
| 250 – 499 | **$ TBD** |
| 500 – 999 | **$ TBD** |
| 1000 – 2499 | **$ TBD** |
| 2499 - 4999 | **$ TBD** |
| 5000 + | **$ TBD** |

Order Detail

The annual license for the Software includes all features, functionality and support as included in the Master Agreement.

**Work Order Form Terms and Conditions:**

This order is placed pursuant to the Terms and Conditions of Master Agreement MA- 202101.

**Additional Information:**

***End of the Work Order Form***

ATTACHMENT NO. 2 - Acceptance AND Sign-off Form

Description of Work provided by Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_

Work is:

1) Submitted on time: [ ] yes [ ] no. If no, please note length of delay and reasons.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Complete: [ ] yes [ ] no. If no, please identify incomplete aspects of the Work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Technically accurate: [ ] yes [ ] no. If no, please note corrections required.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note level of satisfaction:

[ ] Poor [ ] Fair [ ] Good [ ] Very Good [ ] Excellent

Comments, if any:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acceptance status:

[ ] Unacceptable, as noted above.

[ ] Substantial Completion is granted; issues to be addressed in Punch List.

[ ] Acceptance is granted.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

***End of Acceptance and Signoff Form***

**ATTACHMENT NO. 3 – PURCHASING GROUP MEMBER LOCATION LISTING**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **TRIAL COURT LOCATIONS** |  |  |
| **Court Name** | **Address** | **City** |
| **Superior Court of Alameda County** |  |  |
| Alameda County Courthouse | 1225 Fallon St. | Oakland |
|  |  |  |
| **Superior Court of Alpine County** |  |  |
| Alpine County Courthouse | 14777 State Route 89 | Markleeville |
|  |  |  |
| **Superior Court of Amador County** |  |  |
| Amador County Courthouse | 500 Argonaut Ln | Jackson |
|  |  |  |
| **Superior Court of Butte County** |  |  |
| Butte County Courthouse | 1 Court Street | Oroville |
|  |  |  |
| **Superior Court of Calaveras County** |  |  |
| Calaveras County Courthouse | 400 Government Center Dr. | San Andreas |
|  |  |  |
| **Superior Court of Colusa County** |  |  |
| Courthouse Annex | 532 Oak Street | Colusa |
|  |  |  |
|  |  |  |
| **Superior Court of Contra Costa County** |  |  |
| Old Court House | 725 Court Street | Martinez |
| Fiscal Unit | 649 Main St. Ste 101 | Martinez |
|  |  |  |
| **Superior Court of Del Norte County** |  |  |
| Del Norte County Superior Court | 450 'H' Street | Crescent City |
|  |  |  |
| **Superior Court of El Dorado County** |  |  |
| Main Street Courthouse | 495 Main Street | Placerville |
|  |  |  |
| **Superior Court of Fresno County** |  |  |
| Fresno County Courthouse. | 1100 Van Ness Ave. | Fresno |
|  |  |  |
| **Superior Court of Glenn County** |  |  |
| Historic Courthouse | 526 Sycamore Street | Willows |
|  |  |  |
| **Superior Court of Humboldt County** |  |  |
| Humboldt County Courthouse (Eureka) | 825 Fifth Street | Eureka |
|  |  |  |
| **Superior Court of Imperial County** |  |  |
| Imperial County Courthouse | 939 West Main Street | El Centro |
|  |  |  |
| **Superior Court of Inyo County** |  |  |
| Independence Superior Court | 168 N. Edwards Street | Independence |
|  |  |  |
| **Superior Court of Kern County** |  |  |
| Main Courthouse | 1415 Truxtun Ave. | Bakersfield |
|  |  |  |
| **Superior Court of Kings County** |  |  |
| Hanford Courthouse | 1640 Kings County Drive | Hanford |
|  |  |  |
| **Superior Court of Lake County** |  |  |
| Courthouse | 255 North Forbes Street | Lakeport |
| **Superior Court of Lassen County** |  |  |
| Lassen County Courthouse | 2610 Riverside Drive | Susanville |
|  |  |  |
| **Superior Court of Los Angeles County** |  |  |
| Los Angeles County Superior/Municipal Court | 110 N. Grand Avenue | Los Angeles |
|  |  |  |
| **Superior Court of Madera County** |  |  |
| Madera Courthouse | 209 W. Yosemite Avenue | Madera |
|  |  |  |
| **Superior Court of Marin County** |  |  |
| Civic Center Courthouse | 3501 Civic Center Drive | San Rafael |
|  |  |  |
| **Superior Court of Mariposa County** |  |  |
| Mariposa Courthouse | 5088 Bullion Street | Mariposa |
|  |  |  |
| **Superior Court of Mendocino County** |  |  |
| County Courthouse | 100 N. State Street | Ukiah |
|  |  |  |
| **Superior Court of Merced County** |  |  |
| Adobe Building | 627 West 24th Street | Merced |
|  |  |  |
| **Superior Court of Modoc County** |  |  |
| Barkley Justice Center | 205 East Street | Alturas |
|  |  |  |
| **Superior Court of Mono County** |  |  |
| Mono Superior Courthouse | 100 Thompson Way | Mammoth Lakes |
|  |  |  |
| **Superior Court of Monterey County** |  |  |
| Main | 240 Church St. | Salinas |
| **Superior Court of Napa County** |  |  |
| Historical Courthouse | 825 Brown Street | Napa |
|  |  |  |
| **Superior Court of Nevada County** |  |  |
| Courthouse | 201 Church Street | Nevada City |
|  |  |  |
| **Superior Court of Orange County** |  |  |
| Central Justice Center | 700 Civic Center Drive | Santa Ana |
|  |  |  |
| **Superior Court of Placer County** |  |  |
| Superior Court in Roseville | 10820 Justice Center Drive | Roseville |
|  |  |  |
| **Superior Court of Plumas County** |  |  |
| Courthouse | 520 Main Street | Quincy |
|  |  |  |
| **Superior Court of Riverside County** |  |  |
| 1903/33 Courthouse | Downtown Riverside, Justice Center | Riverside |
|  |  |  |
| **Superior Court of Sacramento County** |  |  |
| Gordon D. Schaber Courthouse | 720 9th Street | Sacramento |
|  |  |  |
| **Superior Court of San Benito County** |  |  |
| San Benito Courthouse | 450 Fifth Street | Hollister |
|  |  |  |
| **Superior Court of San Bernardino County** |  |  |
| Central Courthouse - Annex | 351 North Arrowhead Ave | San Bernardino |
|  |  |  |
| **Superior Court of San Diego County** |  |  |
| Hall of Justice | 330 West Broadway | San Diego |
|  |  |  |
| **Superior Court of San Francisco County** |  |  |
| Civic Center Courthouse | 400 McAllister Street | San Francisco |
|  |  |  |
| **Superior Court of San Joaquin County** |  |  |
| Main Courthouse | 222 East Weber Avenue, Rm 303 | Stockton |
|  |  |  |
| **Superior Court of San Luis Obispo County** |  |  |
| San Luis Obispo Government Center | 1035 Palm Street | San Luis Obispo |
|  |  |  |
| **Superior Court of San Mateo County** |  |  |
| Hall of Justice | 400 County Center | Redwood City |
|  |  |  |
| **Superior Court of Santa Barbara County** |  |  |
| Santa Barbara County Courthouse | 1100 Anacapa Street | Santa Barbara |
|  |  |  |
| **Superior Court of Santa Clara County** |  |  |
| Downtown Superior Courthouse | 191 North First Street | San Jose |
|  |  |  |
| **Superior Court of Santa Cruz County** |  |  |
| County Administration Building (Level 1) | 701 Ocean Street | Santa Cruz |
|  |  |  |
| **Superior Court of Shasta County** |  |  |
| Main Courthouse | 1500 Court Street | Redding |
|  |  |  |
| **Superior Court of Sierra County** |  |  |
| Courthouse/Sheriff Station-Jail | 100 Courthouse Square | Downieville |
|  |  |  |
| **Superior Court of Siskiyou County** |  |  |
| Siskiyou (Yreka) | 311-4th Street | Yreka |
|  |  |  |
| **Superior Court of Solano County** |  |  |
| Hall of Justice - Fairfield | 600 Union Avenue | Fairfield |
|  |  |  |
| **Superior Court of Sonoma County** |  |  |
| Hall of Justice | 600 Administration Dr. | Santa Rosa |
|  |  |  |
| **Superior Court of Stanislaus County** |  |  |
| Courthouse | 800 11th Street | Modesto |
|  |  |  |
| **Superior Court of Sutter County** |  |  |
| Sutter County Courthouse | 1175 Civic Center Blvd. | Yuba City |
|  |  |  |
| **Superior Court of Tehama County** |  |  |
| Historic Courthouse | 633 Washington Street | Red Bluff |
|  |  |  |
| **Superior Court of Trinity County** |  |  |
| Trinity County Courthouse | 11 Court Street | Weaverville |
|  |  |  |
| **Superior Court of Tulare County** |  |  |
| Visalia Superior Court | 221 S. Mooney Blvd | Visalia |
| **Superior Court of Tuolumne County** |  |  |
| Historic Courthouse | 41 W Yaney | Sonora |
|  |  |  |
| **Superior Court of Ventura County** |  |  |
| Hall of Justice | 800 South Victoria Avenue | Ventura |
|  |  |  |
| **Superior Court of Yolo County** |  |  |
| Courthouse | 725 Court Street | Woodland |
|  |  |  |
| **Superior Court of Yuba County** |  |  |
| Yuba County Courthouse | 215 5th Street | Marysville |

***End of Purchasing Group Member Location Listing***