

NOTICE OF MEETING

**California Commission on the Status of Women and Girls
Business Meeting
Monday, August 8, 2016
11:00 a.m.
State Capitol, Room 2040, Sacramento, CA**

One or more of the Commissioner(s) will participate in this meeting at the teleconference sites listed below. Each teleconference location is accessible to the public and the public will be given an opportunity to address the Commission at each teleconference location.

The public teleconference site(s) for this meeting are as follows:

1210 Pacific Drive, Cayucos, California

Further Teleconference sites may be added. Public comments will be taken on agenda items at the time the specific item is raised, unless it is a closed session item. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. Please check the Commission's website for updates, as the meeting may be rescheduled. For verification of the meeting, access the Commission's website at www.women.ca.gov. Time limitations for discussion and comment will be determined by the Chair.

- I. Welcome and Call to Order – Chair
- II. Roll Call
- III. Establish Quorum – Approve Agenda
- IV. Approve Minutes of June 13, 2016 Commission Meeting
- V. Chair's Report
- VI. Executive Director's Report
- VII. Executive Committee 2016-2017 Fiscal Year elections

VIII. 2016 Program and Policy Priorities

- Pay Equity Taskforce
- Million Women Mentors
- Aging, Women and Poverty in California

IX. Commission Items

- Staff
- Internships
- Commission Financial, Budget and Accounting
 - a) Progress Report
 - b) Forecaster
 - c) Inter-Agency Agreements

X. Legislative Women's Caucus & Select Committee updates

XI. Public Comment – including matters not on the agenda*

XII. Closed Session if necessary

A. If necessary, consideration of personnel matters pursuant to Government Code section 11126(a) (1).

B. If necessary, consideration of potential litigation matters pursuant to Government Code section 11126(e) (1).

XIII. Adjourn

* In addition to public comment regarding each agenda item, the Commission affords an opportunity to members of the public to address the Commission on items of interest that are within the Commission's jurisdiction but are not on the noticed agenda. The Commission is not permitted to take action on items that are not on the noticed agenda, but may refer items for future consideration.

Disability Access

Any person with a disability who wishes to receive this Notice and Agenda in an alternative format, or who wishes to request auxiliary aids or services to participate in the meeting of the Commission, in accordance with State or Federal law, should contact Nancy Kirshner-Rodriguez at 916-651-5405 not later than five (5) business days before the noticed meeting day. The Commission and its subcommittees comply with the Americans with Disabilities Act by ensuring that the meeting facilities are accessible to persons with disabilities, and providing that this notice and information given to the members of the board is available to the public in appropriate alternative formats when requested.

Contact Information

Please contact Nancy Kirshner-Rodriguez at 916-651-5405 or nancy.kirshnerrodriguez@women.ca.gov to submit written material regarding an agenda item or to request special accommodations for persons with disabilities, or non-English language translations. Requests for information prior to the meeting may be directed to Bethany Renfree at the California Commission on the Status of Women and Girls at bethany.renfree@women.ca.gov or 916-651-5405.

To view this agenda online please visit our website at www.women.ca.gov.

California Commission on the Status of Women and Girls

Executive Committee Meeting

June 13, 2016

MINUTES

CALL TO ORDER: Chair Lupita Cortez Alcalá called the meeting to order at 10:38 a.m. A quorum was established. Those attending were Chair Alcalá, Vice Chair Assemblymember Cristina Garcia, and Commissioner Lauri Damrell.

AGENDA: The Agenda is reviewed and confirmed by Commissioners. Commissioner Garcia motions to approve the Agenda. Commissioner Damrell seconds. The Agenda is approved by a vote of 3 to 0.

MINUTES: The Minutes of the April 11, 2016 Executive Committee Meeting are considered. Commissioner Damrell motions to accept the minutes. Commissioner Garcia seconds. The Minutes are adopted by a vote of 3 to 0.

UPDATE: Chair Alcalá begins a discussion regarding the Commission's Budget and Personnel. Executive Director Nancy Kirshner-Rodriguez reports on the ongoing challenges with transitioning to the FISCAL system, and where progress has been made. Retired Annuitant Barbara Ruona has been assisting the Commission with the transition and accounting. The Commission is completely up-to-date with processing expenditures. Commission staff is working on current and anticipated expenditures and the encumbrances, which are listed on the Commission's accrual sheet. Expenditures will be reconciled fully into FISCAL.

Discussion: A discussion ensues regarding encumbrances and the Commission's budget of \$555,000. The Commission began the fiscal year with \$512,000 in addition to \$2,000 in reimbursables and \$41,000 in carryover. The 2016/2017 budget appropriation for the Commission is \$512,000. ED Kirshner-Rodriguez extends a thank you to the Senate and Assembly for their support.

A discussion ensues regarding an increased funding request from the Department of General Services (DGS) for fee-for-service support rendered. The funding request is in the amount of \$88,000. Once all ongoing expenses are rectified, the Commission does not have the available budget to pay another full-time Associate Governmental Program Analyst (AGPA) staff position. This position is to hire a staff member to take on the Commission's fiscal duties. The shortfall is about \$30,000. The Executive Committee directs Commission staff to move forward with hiring the AGPA position, and phase out the Retired Annuitant position once the new employee has made the transition to fiscal duties. Currently, Commission staff is inputting the fiscal information and DGS is doing all of the processing. Once internal processes and procedures are in place for fiscal duties, the Commission may be in a better position to reduce the DGS contract. In the meantime, the Commission should move forward with posting and filling the

full-time AGPA position, and, if needed, the Commission can fundraise to meet the \$30,000 shortfall.

A discussion ensues regarding the Interagency Agreements currently being drafted to encumber the remaining fiscal year 2015/16 budget funds of approximately \$232,000. The Commission has an ongoing appropriation, and therefore, does not have the ability to carry funds over. A majority of the funds will be used in furtherance of the Commission's new Pay Equity Task Force goals. Chair Alcalá briefly discusses the Inter-Agency Agreement with the California Department of Education. A portion of the \$50,000 will be used to create a curriculum to support STEM education for girls. This is a very good one-time use of the money, which will live on forever.

ADJOURNMENT. Upon motion duly made, seconded, and unanimously passed, Chair Alcalá adjourned the meeting of the Executive Committee at 11:03 a.m.

California Commission on the Status of Women and Girls

Commission Business Meeting

June 13, 2016

MINUTES

CALL TO ORDER: Chair Lupita Cortez Alcalá called the meeting to order at 11:05 a.m. Role was called and a quorum was not established. Those attending were Chair Alcalá, Vice Chair Assemblymember Cristina Garcia, Commissioner Lauri Damrell, Commissioner Assemblymember Jacqui Irwin, Commissioner Alisha Wilkins, Commissioner Marina Illich, Commissioners attending via teleconference from the public teleconference sites were Commissioner Kafi Blumenfeld. Commissioners General Ophelia Álvarez-Willis, M.D. and Senator Carol Liu joined from teleconference locations and a quorum was established at 11:51 a.m. Also present was Commission staff Executive Director Nancy Kirshner-Rodriguez, Policy Director Bethany Renfree, and Communications and Outreach Adviser Stephanie Flores.

AGENDA: The Agenda is reviewed and confirmed by Commissioners. The Agenda is approved by a unanimous vote of 9 to 0.

MINUTES: The Minutes of the March 8, 2016 Business meeting are considered. Commissioner Damrell motions to accept the minutes. Vice Chair Garcia seconds. The Minutes are adopted by a vote of 9 to 0.

CHAIR'S REPORT: Chair Alcalá provides a report and update on the Commission's staffing and expenditures. The Commission has been concentrating on hiring staff and expending funds. Commission staff and Chair Alcalá have worked extensively together to complete the Interagency Agreements with various state agencies in furtherance of the Commission's goals. Commission staff is working closely with the Chair to establish internal processes and protocols to complete tasks efficiently and effectively.

Discussion: Interagency Agreements. A discussion ensues regarding the Interagency Agreements with the California Department of Education. The money encumbered will be applied toward creating educational curriculum to support the participation of girls in STEM, as well as a town hall hearing to coincide with the annual STEM symposium in Anaheim this October.

Commissioner Marina Illich motions to approve the Interagency Agreements with the Department of Education, UC Davis, the Department of Industrial Relations/Division of Labor Standards Enforcement, the California State Library, and the Department of Technology. Commissioner Alisha Wilkins seconds. The Interagency Agreements are approved by a vote of 9 to 0.

Discussion: STEM. Chair Alcalá briefly discusses the Commission's Million Women Mentors California initiative, a partnership with UC Davis. The quantifiable goal of the initiative is to

enroll 50,000 STEM mentors statewide. The current honorary chair, Linda Katehi, is on administrative leave and a search is in progress for a new honorary chair. The qualifications include a background in STEM, and someone with strong initiative who is active, available, and has the prestige to be visible.

EXECUTIVE DIRECTOR'S REPORT: Executive Director Nancy Kirshner-Rodriguez provides a summary on the recent projects the Commission has been involved in. The Commission's Gender Equity in the Workplace and Employment subcommittee is working closely with Commission staff in the creation and planning of the California Pay Equity Task Force. Applications have been submitted by a good showing of candidates with diverse perspectives. Pay equity is a priority of the Commission and the creation of the Task Force is very timely. The Task Force can provide a nationwide example on how to move forward with this type of law.

Discussion: **Code of Conflict.** Commission Legal Counsel Marian Johnston has drafted a Code of Conflict policy for the Commission. The policy is provided to each Commissioner. Commissioners who are Senators and Assemblymembers are not subject to the Commission's Code of Conflict policy, each member of the Legislature is subject to a separate Code of Conflict policy. Chair Alcalá reads the policy aloud. The Commission is duly made aware of the Code of Conflict policy.

Discussion: **Aging, Women and Poverty.** Commission partnered with the California Commission on Aging and the California Women's Law Center to present the Aging, Women and Poverty Forum at the Skirball Cultural Center in Los Angeles on June 3rd. Commissioner Kafi D. Blumenfield moderated the panel Elder Justice: Leveling the Playing Fields for our Mothers and Grandmothers. Commissioner Carol Liu was recognized and honored for her work in the Senate and Assembly and for her lifetime of public service and focus on issues facing aging Californians. Commissioner Senator Liu is the founding chair of the Senate Select Committee on Aging and Long Term Care. Women live longer, but in more poverty because women's wages are not the same as men's.

LEGISLATIVE WOMEN'S CAUCUS UPDATE. Vice Chair Assemblymember Garcia discusses the progress and success of the LWC's legislative priorities, including a rate increase for Early Childhood Education providers and 100,000 additional slots. Repealing the CalWORKs Maximum Family Grant rule was a priority of the LWC and it is very exciting that this is the year it will finally be repealed. Currently, Senate Bill 878 is the only LWC priority bill to not make it out of committee.

CLOSING: Chair Alcalá announces that the Free Application for Federal Student Aid (FAFSA) is starting early this year on October 1st. In past years, prior tax information was required; this year 2015 tax information is required. If students file October 1 and the California Student Aid Commission (CSAC) has their GPA/grades they can notify students by November whether or not they qualify. This is a great opportunity to plan earlier. Students can call the CSAC customer service number at (888) 224-7268 if they need help or are experiencing problems.

PUBLIC COMMENT: Connie Valentine, M.S., Policy Director at California Protective Parents Association addresses the Commission about eliminating inequities and ensuring safety in California's family courts. She urges the Commission to make this a priority issue in the coming year. She says for the past decade and half children have been taken from the parent trying to protect them. 90% of the protective parents are domestic violence victims. She asks the Commission to consider advancing legislation to ensure a full evidentiary hearing using the preponderance of the evidence standard prior to making any custody or visitation decision when allegations of violence or sexual abuse arise.

ADJOURNMENT. Upon motion duly made, seconded, and unanimously passed, Chair Alcalá adjourned the meeting of the Commission at 12:16 p.m.



The Nominating Committee (Chair Alcalá, Commissioner Damrell and Commissioner Wilkins) met on Thursday July 21st and voted to recommend the following individuals for CCSWG Executive Committee positions for FY 2016-2017 which began on July 1, 2016 and will end June 30, 2017.

Chair: Lupita Cortez Alcalá

1st Vice Chair: Assemblymember Cristina Garcia

2nd Vice Chair Lauri Damrell

Member at Large Karen Nelson

Member at Large Alisha Wilkins

In accordance with our bylaws, additional nominations may be submitted by any member of the Commission. However, they must be submitted in writing to both the Commission Chair and the Nominating Committee Chair no less than (7) Days prior to the August 8th election meeting of the Commission. Nominations may also be made from the floor at the meeting if two-thirds of those Commissioners present vote to open the meeting to nominations from the floor.

Commission By-Laws state that "No later than June 30 of any fiscal year of the Commission, the Chairperson shall appoint a nominating committee ("Nominating Committee") which shall be comprised of no less than three (3) nor more than five (5) Commissioners. A minimum of one member of such Nominating Committee shall be a member of the current Executive Committee (as hereinafter defined). The Nominating Committee shall select a slate of officers." The By-Laws sections are included for your review.

V. ELECTION OF OFFICERS

5.2 Nominations. No later than June 30 of any fiscal year of the Commission, the Chairperson shall appoint a nominating committee ("Nominating Committee") which shall be comprised of no less than three (3) nor more than five (5) Commissioners. A minimum of one member of such Nominating Committee shall be a member of the current Executive Committee (as hereinafter defined). The Nominating Committee shall select a slate of officers. The Nominating Committee's suggested slate of officers shall be made available to each member of the Commission no less than two (2) weeks prior to the Election Meeting. Additional nominations may be submitted by any member of the Commission; provided, however, that any such additional nomination(s) shall be submitted in writing to the current Chairperson and to the chairperson of the Nominating Committee no less than seven (7) days prior to the Election Meeting. Notwithstanding any other provision contained herein, however, nominations may be made from the floor at any Election Meeting if two-thirds (2/3) of those Commissioners present at such meeting vote to open such meeting to nominations from the floor.

VI. COMMITTEES

6.2 Executive Committee. The Executive Committee shall be comprised of the elected officers of the Commission. At no time, however, shall the Executive Committee consist of less than three (3) or more than five (5) members. The Executive Committee shall make recommendations to the Commission and shall implement policies set by the full Commission.

IV. OFFICERS AND DUTIES

4.1 Officers. The officers of the Commission shall be a chairperson, ("Chairperson"), a vice-chairperson ("Vice Chairperson"), a second vice-chairperson, ("Second Vice Chairperson"), a member-at-large ("Member-at-Large"), and a second member-at-large ("Member-at-Large").

4.3 Duties of the Chairperson. The Chairperson shall:

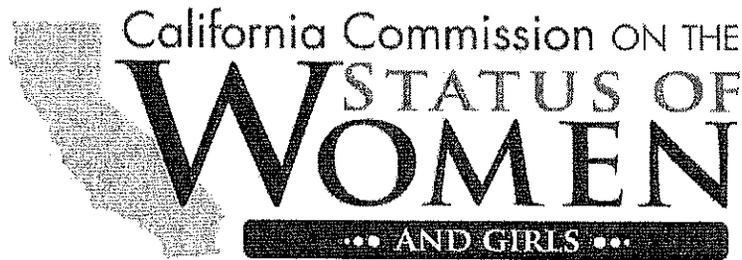
- a. Preside at all meetings of the Commission;
- b. Appoint the members of all committees of the Commission, except the Executive Committee (as hereinafter defined);
- c. Designate the chairperson of each committee other than the Executive Committee;
- d. Provide leadership in fulfilling the Commission's mandate;
- e. Work regularly with the Executive Director;
- f. Work with the Legislature and the Governor's office to maintain lines of communication;
- g. Serve as liaison with the public; and
- h. Serve as the chairperson of the Executive Committee (as hereinafter defined) and as an ex-officio, non-voting, member of all committees.

4.4 Duties of the Vice-Chairpersons. The Vice-Chairpersons shall:

- a. In the absence of the Chairperson, preside at Commission meetings and perform such additional duties as are required by the Commission and necessitated by the absence of the Chairperson;
- b. Serve as acting Chairperson in the event of a vacancy in the office of Chairperson;
- c. Serve as members of the Executive Committee (as hereinafter defined); and
- d. Perform such other duties as the Chairperson may deem necessary and may request to facilitate the conduct of the Commission's business.

4.5 Duties of the Members-at-Large. The Members-at-Large shall:

- a. Serve as members of the Executive Committee (as hereinafter defined); and
- b. Perform such other duties as the Chairperson may deem necessary and may request to facilitate the conduct of the Commission's business.



August 2, 2016

Executive Director Report to the Commission

LUPITA CORTEZ ALCALÁ
Commission Chair

ASSEMBLYMEMBER
CRISTINA GARCIA
First Vice-Chair

ASSEMBLYMEMBER
NORA CAMPOS
Second Vice-Chair

LAURI DAMRELL
Member at Large

KAREN NELSON
Member at Large

KAFI BLUMENFIELD
Commissioner

KATIE BUCKLAND
Commissioner

GEENA DAVIS
Commissioner

SENATOR (ret.)
MARTHA ESCUTIA
Commissioner

MARINA ILLICH
Commissioner

SENATOR
HANNAH-BETH
JACKSON
Commissioner

SENATOR CAROL LIU
Commissioner

SENATOR
HOLLY MITCHELL
Commissioner

ASSEMBLYMEMBER
JACQUI IRWIN
Commissioner

JULIE SU
Commissioner

ALISHA WILKINS
Commissioner

OFELIA ALVAREZ-
WILLIS, MD
Commissioner

Lucy Kirshner-
Rodriguez,
Executive Director

Two years ago this week the Commission held final interviews to select a new executive director. It was my honor to join the Commission staff on Women's Equality Day 2014. Today due to collaborative work with each of you and the new staff team we have now put in place, we are on the right track; able to focus on implementing policies and programs seeking to improve the status of women and girls.

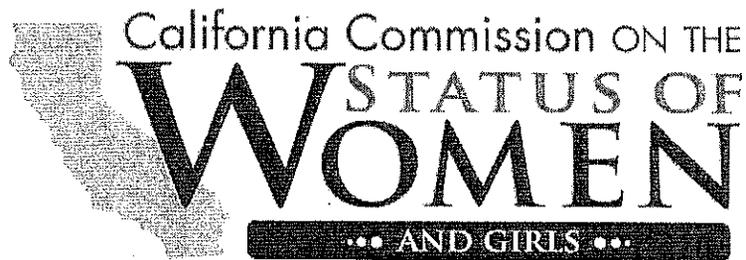
In just the last 60 days we have launched the CA Pay Equity Task Force and co-sponsored the 1st Aging, Women and Poverty Forum. A top priority, in addition to staffing and fiscal prudence has been rebuilding relationships with numerous past allies while also cultivating new partners. On behalf of the entire staff team, I want to express our sincere gratitude to the Commissioners for your strong support and vision.

We can confidently say we are going to make a significant impact on the implementation of new California laws and current public policy debates as well serve as a catalyst for greater focus on key issues for both women and girls in this great state.

Administration and Personnel

Staffing and Volunteer Support

Our final full time hire, Emily Van Atta, is an AGPA focusing on Budget, Operations (including meeting planning, commissioner paperwork and travel), Human Resources and Contract Management. She joins us from the Department of General Services where she held positions in the Procurement Division and the Real Estate Services Division over the past 8 years. Described by each of her references as a change agent, she has worked on a number of complex multi-year state projects and has also been a front line liaison to small businesses and disabled veteran owned businesses seeking certification to participate in CA programs. She is extremely detail oriented and passionately committed to enhancing opportunities for women and girls. Emily graduated from Sacramento State University with a degree in Economics, participates in the Junior League's legislative advocacy team and through her own initiative has creatively sought to provide support for other moms working in state service by creating a Facebook group where peers can give each other advice on maneuvering through state requirements for Paid Family Leave and other programs. I know you will all enjoy working with Emily. Her start date is August 8, 2016.



In addition, we have two terrific summer interns Jonar Bocalbos and Chloe Kuske working with us. Jonar has worked with Bethany on numerous projects including developing an up-to-date list of Title IX coordinators at our California universities and Chloe has been working with me on Million Women Mentors, drafting memos for the Association of California Commissions for Women and sorting and archiving past Commission materials. Before she returns to American University in Washington DC for her fall semester she will be using the tracking framework she's created to get us ready to draft our report on new CA laws impacting women and girls from the 2015-2016 session that we will complete this fall.

Budget 2015-2016

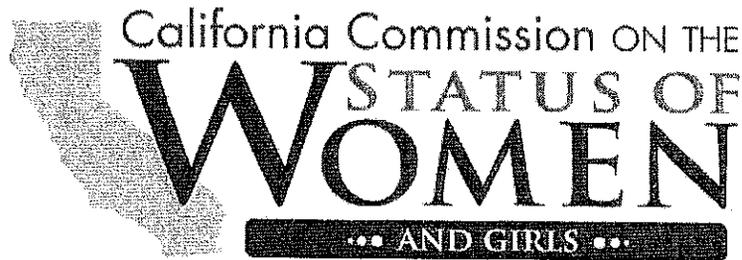
Barbara Ruona and I continue to work with the DGS to rectify our year-end 2015-2016 accounting and ensure funds from 2014-2015 that were carried over to 2015-2016 are correctly processed. In this first year of FISCAL there continue to be numerous areas where the funding and expenses are not matching up between FISCAL, DGS accounting, DGS Budgeting and the Controller. As of June 30th, the Commission staff documented close to 323,000 in expenses and 230,000 in approved IAA's and spending for which funds were encumbered. Since July 15th we have been going back and forth with various DGS staff regarding their data and whether our 14-15 funds were correctly allocated. We will keep the Chair and Vice Chair updated each week as we work to close out our 2015-2016 books and will forward the completed information to each of you.

Budget 2016-2017

The final Budget allocation for 2016-2017 is \$512,000 in General Fund dollars and 374,000 in authority to raise funds and receive reimbursements from other agencies for programmatic work. The DGS budget office is currently working with us to put together a 2016-2017 forecaster for our expenditures and Emily Van Atta, Barbara and I will be working with the Budget team to ensure we are mapping out our expenditures correctly. Should we want to continue or expand some of our current interagency partnerships, we will need to begin fundraising and/or identify a potential funding stream for the Women and Girls Fund. Emily, Bethany, Barbara and I will begin discussing options to present to the Commission leadership this month.

Interagency Contracts (IAA) 2016-2017 Fiscal Year -At our Commission meeting you will be reviewing and voting on 2 IAA's.

- **Department of General Services \$88,000** This contract mirrors the 2015-2016 contract. The Department of Finance requested that the Commission maintain this level of support during the transition year as we finalized our staff team of four recognizing that we will begin to identify DGS roles that can be modified by a CCSWG staff member taking on the responsibilities. Emily, Barbara Ruona and I will review the DGS contract line by line to develop a plan of action for August and September. Our goal is to reduce this contract for future fiscal years.
- **CA State Library \$14,088** The State Library contract also mirrors the 2015-2016 contract. We are very appreciative of the partnership and strong support we receive from the library staff. We invited Library Director Greg Lucas to open the first meeting of the CA Pay Equity Task Force and he provided a quick history of the magnificent Room 500 in the Main building. I would like to especially recognize James Crudup, Glen Smith, Leslie Humphrey and Carley Herron for their regular help with office and meeting needs.



Regular meetings with Chair and Vice Chair (or Staff designee)-We instituted weekly meetings of our Administrative Sub-Committee with Chair Alcalá and Vice Chair García's designee Elizabeth Fuller during the recess. I will continue these meetings as a way to ensure we have clear open communications regarding all Commission operations, administrative and budgetary program and policy items.

Nominating committee - Chair Alcalá named Commissioners' Damrell and Wilkins to join her on the Nominating committee. The Committee met on July 21st and voted to put forward a complete slate of recommendations for the executive committee positions for the full fiscal year. The Commission will be taking action at the August 8, 2016 meeting.

Staff Work Priorities:

CA Pay Equity Task Force

As you are aware Policy Director Bethany Renfree has been working tirelessly with Dr. Tonya Lindsey and the Task Force Co-Chairs Julie Su and Lauri Damrell on the CA Pay Equity Task force. The documents provided to the Task Force are included in your meeting binder and they are also available on our website. The first meeting of this distinguished group of leaders was held on July 22nd and our second full task force meeting will take place in Sacramento August 19th.

The mission of the taskforce is to engage diverse interests and facilitate an ongoing dialogue about and support for the implementation of SB 358 between employees and their advocates, small and large employers, policymakers, legislators, experts in human resources and compensation practices, industrial organizational psychologists, labor economists, social scientists, and legal and other experts in the public and private sectors.

Communications and Outreach Adviser Stephanie Flores developed a social media strategy before the meeting and coordinated the press release distribution. The Task Force received a brief write up in the Sacramento Bee on the day of the first meeting and Commissioners Su and Damrell were interviewed by Capitol Television News Services a "satellite feed which is picked up by 28 stations around the state. It is at their discretion when they run the story." We had an aggressive social media strategy. Prior to the launch of the Task Force Jennifer Barrera with the Cal Chamber mentioned the importance of the Task Force effort during her testimony at an Assembly Labor Committee bill hearing.

Women and Girls in STEM

MWM- Million Women Mentors is gaining steam and we have launched an online Mentor Pilot with UC Davis students and MENTOR CLOUD. Again, please go to www.mwm-ca.org to review the team we've put together and the path we are charting along with many partners including UC Davis, TechNet, PayPal, AAUW, and more than 30 other organizations, business and non-profit partners. The statewide STEM Symposium will take place October in Anaheim. We will launch the CDE/CCSWG IAA program at this meeting. We also plan to hold a Commission meeting in conjunction with the Symposium if we can work out the scheduling details.



Media Outreach and Website:

Stephanie Flores developed our new Commission Newsletter with input from the staff team. She did the layout and content development from scratch and will produce it every month on the 2nd Thursday of the Month. Stephanie will also develop at least one monthly press release on a Commission priority and develop social media strategies to complement the focus of the release. In July the Task Force was the focus and in August we will again produce a press release that provides information on events across the state on Women's Equality Day.

Stephanie is also working to develop materials that are consistent and have a distinct layout and graphics. You will see from the binder materials prepared for the Task Force meeting what we are working to accomplish. Please provide her with suggestions.

In addition Stephanie is beginning to work with other Commission subcommittees and partners. She is playing a key role in the development of the Million Women Mentors CA newsletter and will be updating many of the materials. We will also be incorporating STEM generally and MWM into our website for easy access.

Both Bethany and Stephanie are continuing to update the website. Stephanie has been working on updating each Commissioner's pages with updated information and biographies.

Bethany created the Pay Equity Task Force page and you can find a lot of information there. It is a model for what we want with each page.

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER
REGISTRATIONS NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Commission on the Status of Women and Girls

CONTRACTOR'S NAME

Department of General Services

2. The term of this Agreement is: July 1, 2016 through JUNE 30, 2017

3. The maximum amount of this Agreement is: \$88,000
 Eighty-eight thousand dollars

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

The Department of General Services and Commission on the Status of Women and Girls enter into this agreement, which includes the following.

Exhibit A – Scope of Work	7 pages
Exhibit B – Budget Detail and Payment Provisions	2 pages
Exhibit C – General Terms and Conditions	GIA 610*

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)		
Department of General Services		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
		
PRINTED NAME AND TITLE OF PERSON SIGNING		
Miles Burnett, Deputy Director		
ADDRESS		
Administration Division 707 3 rd Street, 8 th Floor, West Sacramento, CA 95605		
STATE OF CALIFORNIA		
AGENCY NAME		
Commission on the Status of Women and Girls		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
		
PRINTED NAME AND TITLE OF PERSON SIGNING		
Nancy Kirshner-Rodriguez, Executive Director		
ADDRESS		
900 N Street, Suite 390 Sacramento, CA 95814		
		<input checked="" type="checkbox"/> Exempt per: SCM § 4.04.A.5

**EXHIBIT A
 SCOPE OF WORK**

Department of General Services (DGS) will provide fiscal, human resources, and information technology services to the Commission on the Status of Women and Girls (CSWG). DGS provides fiscal, human resources, and information technology services on a full cost recovery basis to state entities that do not have the staff or the expertise to perform these functions and find it cost effective to use DGS' services.

1. AGREEMENT SUMMARY

DGS will provide fiscal (accounting and budgeting), human resources, and information technology services for Commission on the Status of Women and Girls (CSWG) for the period of July 1, 2016 through June 30, 2017.

2. AGREEMENT TERM AND EXTENSION OPTION

The term of this Agreement is one year. Upon mutual agreement, the parties may amend this contract.

3. PROJECT REPRESENTATIVES

The project representatives during the term of this Agreement will be:

COMMISSION ON THE STATUS OF WOMEN AND GIRLS	
CONTRACT ADMINISTRATOR	FISCAL OFFICE CONTACT
Nancy Kirshner-Rodriguez Executive Director CCSWG 900 N Street, Suite 390 Sacramento, CA 94129 Phone – (916) 651-5405 Nancy.Kirshnerrodriguez@women.ca.gov	Nancy Kirshner-Rodriguez Executive Director CCSWG 900 N Street, Suite 390 Sacramento, CA 94129 Phone – (916) 651-5405 Nancy.Kirshnerrodriguez@women.ca.gov

DEPARTMENT OF GENERAL SERVICES	
OFFICE OF FISCAL SERVICES (OFS) CONTRACT ADMINISTRATOR	OFS ACCOUNTING CONTACT
Lydia Hui CFS – Accounting Administrator III Contracted Fiscal Services 707 3 rd Street, 6 th Floor West Sacramento, CA 95605 Phone – (916) 441-9681 Fax – (916) 376-5218 Lydia.Hui@dgs.ca.gov	Eugene Louie CFS- Accounting Administrator II OFS - Contracted Fiscal Services 707 3 rd Street, 6 th Floor West Sacramento, CA 95605 Phone – (916) 376-5262 Fax – (916) 376-5218 Eugene.Louie@dgs.ca.gov

DEPARTMENT OF GENERAL SERVICES	
OFS BUDGET CONTACT	HUMAN RESOURCES CONTACT
Justin Smith Budget Manager OFS - Budget and Planning Section 707 3 rd Street, 9 th Floor West Sacramento, CA 95605 Phone – (916) 376-5133 Fax – (916) 376-5151 Justin.Smith@dgs.ca.gov	Lisa York Classification and Pay Manager Office of Human Resources 707 3 rd Street, 7 th Floor West Sacramento, CA 95605 Phone – (916) 376-5428 Fax – (916) 376-5390 Lisa.York@dgs.ca.gov
INFORMATION TECHNOLOGY CONTACT	
Jayna Toyama Enterprise Business Manager Enterprise Technology Solutions 707 3 rd Street, 3 rd Floor West Sacramento, CA 95605 Phone – (916) 375-4813 Jayna.Toyama@dgs.ca.gov	

4. CANCELLATION PROVISION

This Agreement may be cancelled at any time by either party, in writing, within thirty (30) days advance notice. If cancelled, payment shall be made only for performance authorized up to the date of cancellation. In the case of early termination, a final payment will be made by CSWG upon receipt of an invoice covering all costs incurred which were previously authorized prior to notice of cancellation or termination.

5. DETAIL OF SERVICES - DGS' CONTRACTED FISCAL SERVICES (CFS)

The specific services provided by DGS - CFS through this Agreement are for accounting and budgeting services as described below:

A. BUDGET

- a. Prepare budget
- b. Prepare schedules and budget package for Governor's Budget
- c. Maintain budget balances and monitor budget
- d. Prepare budget revisions
- e. Project appropriation balances
- f. Prepare monthly forecasters of year-end expenditure projections

Note: DGS does not attend budget hearings or prepare budget change proposals.

B. CONTRACTS AND PURCHASE DOCUMENTS

- a. Maintain payment records
- b. Review and certify availability of funding

C. ACCOUNTS PAYABLE

- a. Review and input claims into accounting system
- b. Audit Vendor Invoices and Travel Expense Claims with Client Agency
- c. Maintain Claims Filed Register
- d. Maintain Vendor Payment File
- e. Prepare, if necessary, late payment penalty reports
- f. Reimburse Revolving Fund
- g. Maintain 1099s
- h. Maintain and keep a copy of Document Approvals and Security Authorizations Forms (DGS-1)
- i. Maintain and keep a copy of the Claim Schedule Authorization Signature Card

D. REVOLVING FUND

- a. Review and release Revolving Fund checks
- b. Maintain outstanding Revolving Fund advance
- c. Issue Revolving Fund checks

E. LABOR/PAYROLL

- a. Disbursements of master payroll
- b. Prepare salary advance checks
- c. Pick up payroll checks (warrants) at State Controller's Office (SCO)
- d. Record Payroll Expenditures

F. RECEIPTS (CASHIERING)

- a. Receive, code, and input receipts into FI\$Cal System
- b. Make deposits
- c. Prepare remittance to State Treasurer Office (STO)
- d. Perform bank reconciliation
- e. Follow-up on dishonored checks

G. ASSET MANAGEMENT

- a. Process Asset Depreciation
- b. Process Asset Month-End and Post to General Ledger (GL)

H. GENERAL LEDGER AND FINANCIAL REPORTING

- a. Review, code and input journal entries
- b. Contact with State Controller's Office Staff
- c. Archive accounting records in accordance with Client Agency's record retention schedule
- d. Reconcile various accounts with SCO records
- e. Analyze and input adjustment journal entries
- f. Produce monthly reports and annual financial statements
- g. Reconcile Subsidiary Records
- h. Prepare accruals for year-end reports with Client Agency
- i. Monitor cash balance
- j. Maintain and post Employee Accounts Receivable (Employee A/Rs)

I. FISCAL SYSTEMS

- a. Maintain Chart of Accounts in FISCAL System
- b. Maintain and update accounting tables to reflect changes
- c. Perform Year End Close (YEC) and Year End Open (YEO) process

6. DETAIL OF SERVICES - DGS' OFFICE OF HUMAN RESOURCES (OHR)

The DGS provides advice on a wide range of human resources management issues, including personnel policy interpretation and development, labor relations, classification and pay (both civil service and exempt) and many other aspects of personnel management. The specific services provided through this Agreement are analytical and consultative as described below.

A. CLASSIFICATION AND PAY

- a. Interpret policy, classification and pay (both civil service and exempt) and advise on a wide range of personnel management issues.
- b. Act as liaison with control agencies (i.e., California Department of Human Resources (CalHR), State Controller's Office (SCO), and Department of Finance) on matters pertaining to personnel management.
- c. Assist with workforce planning, succession planning and upward mobility.
- d. Review and provide advice on staff organization and allocations.
- e. Review and provide advice on organization structure, allocation guidelines, layoff process and various recruitment options.
- f. Process documentation to establish, reclassify and abolish budgeted positions; and establish, increase or decrease temporary help/overtime funds.
- g. Review and make decisions on requests to fill vacancies; and reclassify or transfer positions.
- h. Develop and propose new classifications or revision to existing classifications.
- i. Maintain records on position history.

B. LABOR RELATIONS

- a. Provide contract interpretation and consultation with Union representatives.
- b. Process grievance and Unfair Labor Practice responses.
- c. Conduct meet/discuss and meet/confer sessions.
- d. Assist with development of proposed language and representation during collective bargaining.

C. TESTING

- a. Plan and process online examinations (cost is included only if client participates in the initial planning stages with DGS and SPB; and if not, additional costs are incurred directly to the client by SPB).
- b. Prepare examination bulletins.
- c. Review applications.
- d. Collaborate with departmental consultants on examination development and administration.

D. CONSTRUCTIVE INTERVENTION

- a. Provide advice on appropriate action related to medical cases, adverse actions, workplace violence, leave of absence requests and employee issues in general.
- b. Consult on disciplinary issues that may lead to adverse actions (writing actions and representing the agency for adverse action appeals before the State Personnel Board must be performed by the agency or contracted out by the agency to the Attorney General's Office or the CalHR Legal Services Office).
- c. Consult and assist in the processing of Absent Without Leave letters.

E. TRANSACTIONS

- a. Process appointments, promotions, transfers and other changes affecting employee status.
- b. Audit the Monthly Retroactivity Report from the SCO.
- c. Respond to employment verification requests.
- d. Provide payroll related services such as:
 - Post, reconcile and audit attendance records to assure proper payment to all employees.
 - Request and process intermittent employee and overtime pay.
 - Determine proper salary rates upon employee's appointment, promotion, range change or transfer.
 - Process garnishments.
- e. Process employee benefits such as:
 - Provide information on (and enroll employees in) health, vision and dental plans.
 - Maintain and verify vacation and sick leave balances for all employees.
 - Process disability leave, workers' compensation and retirement claims.
 - Verify employment information relevant to employment claims filed by former employees with the Employment Development Department.
 - Determine CalPERS membership eligibility.

- f. Provide CLAS (California Leave Accounting System) related services as a client entity covered in the DGS contract with SCO.

F. RETURN TO WORK

- a. Provide liaison services between State Compensation Insurance Fund and Board/Commission regarding worker's compensation claims.
- b. Provide advice with regard to worker's compensation, Family Medical Leave Act (FMLA), and Reasonable Accommodations.
- c. Handle requests with regard to reasonable accommodation matters.
- d. Provide appropriate forms for FMLA requests.
- e. Provide training for reasonable accommodation, worker's compensation and FMLA.

7. DETAIL OF SERVICES - DGS' ENTERPRISE TECHNOLOGY SOLUTIONS (ETS)

DGS' ETS provides information technology services such as server administration, network administration, data backup, data maintenance, and data monitoring, programming and application support, reporting services, and website management and maintenance. The specific services provided through this Agreement for support of CSWG's information technology requirements are described below:

- A. Provide desktop support for workstations, standard applications, and network printers configured per ETS standards by Help Desk and/or on-site technicians available at the time of the request. ETS actively provides virus protection software, system and application patching, security updates, and monitors workstations for viruses and malware. In addition, ETS ensures information security is maintained per DGS and State of California ISO requirements and Department of Technology policy.
- B. CSWG workstations will be included with ETS' refresh lifecycle, but CSWG is responsible for the cost of the hardware replacement.
- C. Provide email support and administration via California Email Services (CES).
- D. Provide support for file shares and electronic storage on the DGS Network.
- E. Provide server administration, backup and recovery, maintenance, and monitoring to ensure that CSWG's services are at acceptable levels of accessibility.
- F. Provide network and Internet connectivity and support on the DGS network.
- G. Technical Liaison with the Department of Technology and/or vendors for the Wide Area Network (WAN).
- H. Provide mobile device support and Active Sync over CSWG approved personal devices.
- I. Provide surplus equipment services.

- J. IT purchasing/procurement responsibilities, utilizing CSWG billing code(s).
- K. IT oversight reporting in partnership with CSWG including all Department of Technology reports.

Note: ETS will make every effort to notify and accommodate CSWG when making changes that may impact CSWG network/Internet connectivity.

CSWG agrees to reimburse DGS for other support services not specified above if the parties mutually agree in advance to the services and reimbursement rate to be applied.

8. RESOLUTION OF CONTRACT DISPUTES

- A. In the event of a dispute, the parties will attempt resolution with the Project Representatives identified herein, with a written explanation of the situation. If no resolution is found, CSWG will file of "Notice of Dispute" with DGS within ten (10) days of the failed resolution at the following address:

Attn: Deputy Director, Administration Division
Department of General Services
707 Third Street, 8th Floor
Sacramento, CA 95605

The Deputy Director, Administration Division, or designee shall meet with CSWG for purposes of resolving the dispute. The decision of the Deputy Director, Administration Division, or the designee shall be final. In the event of a dispute, the language contained within this agreement and its attendant Exhibits shall prevail over any other language.

- B. Neither the pendency of a dispute nor its consideration by the Deputy Director, Administration Division, will excuse the parties from full and timely performance in accordance with the terms of the agreement.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. BUDGET DETAIL

For FY 2016/17, the DGS is authorized to expend up to \$88,000 to perform the fiscal (accounting and budgeting), human resources, and information technology services described in Exhibit A. CSWG will be billed in equal amounts on a quarterly basis via direct transfers of \$22,000 per quarter.

DGS' Contracted Fiscal Services estimates to expend \$60,000 to provide accounting and budgeting services for CSWG.

DGS' Office of Human Resources estimates to expend \$8,000 to provide human resources services for CSWG.

DGS' Enterprise Technology estimates to expend \$20,000 to provide information technology services for CSWG.

2. INVOICING AND PAYMENT

- A. CSWG's use of services provided by DGS constitutes an obligation. CSWG agrees to compensate DGS for actual expenditures incurred and will authorize the payments to be made by direct transfer (DT).
- B. CSWG will provide DGS with the appropriate customer account number to process the DT. DGS will charge in arrears for above stated service periods using the DT process. The charges will be reflected on DT invoices and such invoices shall be submitted to CSWG for review.
- C. Upon receipt of a confirming invoice that provides DT detail, DGS will be notified within seven (7) working days of any dispute related to the transfer. CSWG will inform DGS in writing of the reason for the dispute and the requested action. In turn, DGS shall respond in writing to CSWG's written request for action within seven (7) working days.
- D. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.
- E. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.

3. NON-PAYMENT CLAUSES

- A. Pursuant to Government Code Section 11255, departments that provide services to another department may recover outstanding receivables by initiating a Transaction Request (TR) with the State Controller's Office (SCO) to transfer funds from the debtor department. The option shall be used on a limited basis and only when the following conditions are met: (1) the invoice was not paid by the requested due date; (2) non-payment provisions are included in the interagency agreement between the departments; (3) the invoice has not been disputed; and (4) a 30-day notice has been provided to the debtor department that a transfer of funds will be initiated for non-payment.
- B. Consistent with Department of Finance Budget Letter No. 10-10, the department receiving the services (or debtor department) shall provide the appropriation to charge if payment is not made timely. The appropriation data must include: fund number, organization code, fiscal year, reference, and category or program. If applicable, also include element, component, and task. It is the responsibility of the department providing the services to ensure that no disputes exist prior to submitting a TR to the SCO.

4. BUDGET CONTINGENCY CLAUSES

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

5. RATE ADJUSTMENTS

Upon mutual agreement of the parties hereto, contracted rates may be adjusted and this Agreement amended to reflect a rate change.

AGREEMENT SUMMARY

STD 215 (REV. 1-2014)

AGREEMENT NUMBER	AMENDMENT NUMBER
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CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

1. CONTRACTOR'S NAME Department of General Services (DGS)	2. FEDERAL I.D. NUMBER 94-6001347
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3. AGENCY TRANSMITTING AGREEMENT Commission on the Status of Women and Girls (CSWG)	4. DIVISION, BUREAU, OR OTHER UNIT	5. AGENCY BILLING CODE 069100
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6. NAME AND TELEPHONE NUMBER OF CONTRACT ANALYST FOR QUESTIONS REGARDING THIS AGREEMENT
Nancy Kirshner-Rodriguez, CSWG, (916) 651-5405

7. HAS YOUR AGENCY CONTRACTED FOR THESE SERVICES BEFORE?
 NO YES (If YES, enter prior contractor name and Agreement Number) Department of General Services' Contracted Fiscal Services, CSWG15-DGS

8. BRIEF DESCRIPTION OF SERVICES - LIMIT 72 CHARACTERS INCLUDING PUNCTUATION AND SPACES
Interagency agreement for fiscal, human resources, and information technology services.

9. AGREEMENT OUTLINE (Include reason for Agreement: Identify specific problem, administrative requirement, program need or other circumstances making the Agreement necessary; include special or unusual terms and conditions.)
The Department of General Services (DGS) will provide fiscal (accounting and budgeting), human resources, and information technology services to the Commission on the Status of Women and Girls (CSWG) for the period of July 1, 2016 through June 30, 2017.

10. PAYMENT TERMS (More than one may apply.)
 MONTHLY FLAT RATE QUARTERLY ONE -TIME PAYMENT PROGRESS PAYMENT
 ITEMIZED INVOICE WITHHOLD _____ % ADVANCED PAYMENT NOT TO EXCEED
 REIMBURSEMENT/REVENUE \$ _____ or _____ %
 OTHER (Explain)

11. PROJECTED EXPENDITURES FUND TITLE	ITEM	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
General Fund	8820-001-0001	16/17	TBD	TBD	\$ 88,000
					\$

OBJECT CODE AGREEMENT TOTAL \$ 88,000

OPTIONAL USE AMOUNT ENCUMBERED BY THIS DOCUMENT
\$ 88,000
 I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above. PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT
\$

ACCOUNTING OFFICER'S SIGNATURE DATE SIGNED TOTAL AMOUNT ENCUMBERED TO DATE
 \$ 88,000

12. AGREEMENT	TERM		TOTAL COST OF THIS TRANSACTION	BID, SOLE SOURCE, EXEMPT
	From	Through		
Original	07/01/16	06/30/17	\$ 88,000	EXEMPT
Amendment No. 1			\$	
Amendment No. 2			\$	
Amendment No. 3			\$	
TOTAL			\$ 88,000	

(Continue)

AGREEMENT SUMMARY

STD. 215 (REV. 1-2014)

13. BIDDING METHOD USED:

- REQUEST FOR PROPOSAL (RFP) INVITATION FOR BID (IFB) USE OF MASTER SERVICE AGREEMENT
(Attach justification if secondary method is used)
- SOLE SOURCE CONTRACT EXEMPT FROM BIDDING OTHER *(Explain)*
(Attach STD. 821) *(Give authority for exempt status)* SCM1;Ch3.03.B.2

NOTE: *Proof of advertisement in the State Contracts Register or an approved form STD. 821, Contract Advertising Exemption Request, must be attached*

14. SUMMARY OF BIDS *(List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)*

N/A

15. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, PLEASE EXPLAIN REASON(S) *(If an amendment, sole source, or exempt, leave blank)*

N/A

16. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?

DGS is a fee for service agency.

17 (a) JUSTIFICATION FOR CONTRACTING OUT *(Check one)*

- Contracting out is based on cost savings per Government Code 19130(a). The State Personnel Board has been so notified. Contracting out is justified based on Government Code 19130(b). Justification for the Agreement is described below.

Justification:

N/A

17 (b) EMPLOYEE BARGAINING UNIT NOTIFICATION

- By checking this box, I hereby certify compliance with Government Code section 19132(b)(1).

AUTHORIZED SIGNER:**DATE:**

FOR AGREEMENTS IN EXCESS OF \$5,000, HAS THE LETTING OF THE AGREEMENT BEEN REPORTED TO THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING?

NO YES N/A

19. HAVE CONFLICT OF INTEREST ISSUES BEEN IDENTIFIED AND RESOLVED AS REQUIRED BY THE STATE CONTRACT MANUAL SECTION 7.10?

NO YES N/A

20. FOR CONSULTING AGREEMENTS, DID YOU REVIEW ANY CONTRACTOR EVALUATIONS ON FILE WITH THE DGS LEGAL OFFICE?

NO YES NONE ON FILE N/A

21. IS A SIGNED COPY OF THE FOLLOWING ON FILE AT YOUR AGENCY FOR THIS CONTRACTOR?

- A. CONTRACTOR CERTIFICATION CLAUSES B. STD. 204, VENDOR DATA RECORD
 NO YES N/A NO YES N/A

22. REQUIRED RESOLUTIONS ARE ATTACHED

NO YES N/A

23. ARE DISABLED VETERANS BUSINESS ENTERPRISE GOALS REQUIRED? *(If an amendment, explain changes, if any)*

- NO *(Explain below)* YES *(If YES complete the following)*

DISABLED VETERAN BUSINESS ENTERPRISES: _____ % OF AGREEMENT

*Explain: IAA***24. IS THIS A SMALL BUSINESS CERTIFIED BY OFFICE OF SMALL BUSINESS AND DISABLED VETERAN BUSINESS ENTERPRISE SERVICES?**

NO YES *(Indicate Industry Group)*

SMALL BUSINESS REFERENCE NUMBER

25. IS THIS AGREEMENT (WITH AMENDMENTS) FOR A PERIOD OF TIME LONGER THAN TWO YEARS? *(If YES, provide justification)*

NO YES

I certify that all copies of the referenced Agreement will conform to the original Agreement sent to the Department of General Services.

SIGNATURE/TITLE

DATE SIGNED



AGREEMENT NUMBER CSWG 16-XX
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
 Commission on the Status of Women and Girls

CONTRACTOR'S NAME
 California State Library

2. The term of this Agreement is: July 1, 2016 through June 30, 2017

3. The maximum amount of this Agreement is: \$ 14,088.00
 fourteen thousand and eighty-eight dollars and no cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

- | | |
|---|-----------|
| Exhibit A – Scope of Work | 2 page(s) |
| Exhibit B – Budget Detail and Payment Provisions | 2 page(s) |
| Exhibit C* – General Terms and Conditions | 1 page(s) |
| Check mark one item below as Exhibit D: | |
| <input type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) | 0 page(s) |
| <input type="checkbox"/> Exhibit - D* Special Terms and Conditions | |
| Exhibit E – Additional Provisions | 1 page(s) |
| Appendix I -- California State Library Annex floorplan (1 page) | |

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) California State Library		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Greg Lucas, State Librarian		
ADDRESS		
STATE OF CALIFORNIA		<input type="checkbox"/> Exempt per:
AGENCY NAME Commission on the Status of Women and Girls		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Nancy Kirshner-Rodriguez, Executive Director		
ADDRESS 900 N Street, Ste 390, Sacramento, CA 95814		

AGREEMENT SUMMARY
STD 215 (Rev 1/2013)

AGREEMENT NUMBER CSWG 16-XX	AMENDMENT NUMBER
---------------------------------------	------------------

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

1. CONTRACTOR'S NAME California State Library		2. FEDERAL I.D. NUMBER 94-6001347
3. AGENCY TRANSMITTING AGREEMENT Commission on the Status of Women & Girls	4. DIVISION, BUREAU, OR OTHER UNIT	5. AGENCY BILLING CODE 69820

6. NAME AND TELEPHONE NUMBER OF CONTRACT ANALYST FOR QUESTIONS REGARDING THIS AGREEMENT
Nancy Kirshner-Rodriguez (916) 651-5405

7. HAS YOUR AGENCY CONTRACTED FOR THESE SERVICES BEFORE?
 NO YES (If YES, enter prior contractor name and Agreement Number) **CSWG 15-01**

8. BRIEF DESCRIPTION OF SERVICES - LIMIT 72 CHARACTERS INCLUDING PUNCTUATION AND SPACES
To provide space and specified support services.

9. AGREEMENT OUTLINE (Include reason for Agreement: Identify specific problem, administrative requirement, program need or other circumstances making the Agreement necessary; include special or unusual terms and conditions.)
Contactor agrees to provide office space and other services as specified herein.

10. PAYMENT TERMS (More than one may apply.)

<input checked="" type="checkbox"/> MONTHLY FLAT RATE	<input type="checkbox"/> QUARTERLY	<input type="checkbox"/> ONE-TIME PAYMENT	<input type="checkbox"/> PROGRESS PAYMENT
<input checked="" type="checkbox"/> ITEMIZED INVOICE	<input type="checkbox"/> WITHHOLD _____ %	<input type="checkbox"/> ADVANCED PAYMENT NOT TO EXCEED	
<input checked="" type="checkbox"/> REIMBURSEMENT/REVENUE		\$ _____ or _____ %	
<input type="checkbox"/> OTHER (Explain)			

11. PROJECTED EXPENDITURES FUND TITLE	ITEM	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
General	8820-001-0001	16/17	10	2015	\$14,088.00
					\$
					\$

OBJECT CODE _____ AGREEMENT TOTAL \$ **14,088.00**

OPTIONAL USE AMOUNT ENCUMBERED BY THIS DOCUMENT \$ **14,088.00**

I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above. PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$

ACCOUNTING OFFICER'S SIGNATURE _____ DATE SIGNED _____ TOTAL AMOUNT ENCUMBERED TO DATE \$ **14,088.00**

12. AGREEMENT	TERM		TOTAL COST OF THIS TRANSACTION	BID, SOLE SOURCE, EXEMPT
	From	Through		
Original	7/1/16	6/30/17	\$ 14,088.00	Exempt (SCM 4.04 5A)
Amendment No. 1			\$	
Amendment No. 2			\$	
Amendment No. 3			\$	
TOTAL			\$ 14,088.00	

(Continue)

13. BIDDING METHOD USED:

REQUEST FOR PROPOSAL (RFP) INVITATION FOR BID (IFB) USE OF MASTER SERVICE AGREEMENT
(Attach justification if secondary method is used)

SOLE SOURCE CONTRACT EXEMPT FROM BIDDING OTHER *(Explain)*
(Attach STD. 821) *(Give authority for exempt status)*

NOTE: Proof of advertisement in the State Contracts Register or an approved form STD. 821, Contract Advertising Exemption Request, must be attached

14. SUMMARY OF BIDS *(List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)*
 N/A

15. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, PLEASE EXPLAIN REASON(S) *(If an amendment, sole source, or exempt, leave blank)*
 N/A

16. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?
 I.A.A. costs computed per SAM 8752

17. JUSTIFICATION FOR CONTRACTING OUT *(Check one)*

Contracting out is based on cost savings per Government Code 19130(a). The State Personnel Board has been so notified. Contracting out is justified based on Government Code 19130(b). Justification for the Agreement is described below.

Justification:
 N/A

18. FOR AGREEMENTS IN EXCESS OF 5,000, HAS THE LETTING OF THE AGREEMENT BEEN REPORTED TO THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING? <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	19. HAVE CONFLICT OF INTEREST ISSUES BEEN IDENTIFIED AND RESOLVED AS REQUIRED BY THE STATE CONTRACT MANUAL SECTION 7.10? <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	20. FOR CONSULTING AGREEMENTS, DID YOU REVIEW ANY CONTRACTOR EVALUATIONS ON FILE WITH THE DGS LEGAL OFFICE? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NONE ON FILE <input checked="" type="checkbox"/> N/A
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21. IS A SIGNED COPY OF THE FOLLOWING ON FILE AT YOUR AGENCY FOR THIS CONTRACTOR? A. CONTRACTOR CERTIFICATION CLAUSES <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A B. STD. 204, VENDOR DATA RECORD <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	22. REQUIRED RESOLUTIONS ARE ATTACHED <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A
---	---

23. ARE DISABLED VETERANS BUSINESS ENTERPRISE GOALS REQUIRED? *(If an amendment, explain changes, if any)*

NO *(Explain below)* YES *(If YES complete the following)*

DISABLED VETERAN BUSINESS ENTERPRISES: _____ % OF AGREEMENT

Explain:
 N/A - Exempt

24. IS THIS A SMALL BUSINESS CERTIFIED BY OSBCR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <i>(Indicate Industry Group)</i> N/A	SMALL BUSINESS REFERENCE NUMBER
25. IS THIS AGREEMENT (WITH AMENDMENTS) FOR A PERIOD OF TIME LONGER THAN TWO YEARS? <i>(If YES, provide justification)</i> <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	

I certify that all copies of the referenced Agreement will conform to the original Agreement sent to the Department of General Services.

SIGNATURE/TITLE 	DATE SIGNED
---	-------------

EXHIBIT A

SCOPE OF WORK

This Agreement is entered into by mutual accord between the Commission on the Status of Women and Girls (CSWG) and the California State Library (CSL). CSL will provide office space and support services as described below for which CSWG agrees to reimburse CSL according to the terms established.

1. Office Space

- A. CSL agrees to provide approximately 1,000 square feet of general office space on the third floor of the State Library Annex, 900 N Street, Sacramento (Annex), to be dedicated for CSWG business operations. This space consists of four private offices and two foyer areas identified as rooms numbered 390 through 395 on the floor plan included as Appendix I.
- B. Utilities and routine maintenance (e.g., replacement of light bulbs), as well as custodial and trash disposal services for the CSWG dedicated space that are provided by Department of General Services (DGS) as part of routine building services, are included in the reimbursement rate. The cost of extra services, such as signage modifications, painting, rekeying, event setup and/or cleanup, etc. shall be borne by the CSWG.
- C. The CSWG will have access to common areas of the Annex subject to CSL rules of use relating to space reservation, maintenance and security.
- D. The CSWG agrees that the space is in good condition and accepts the space "as is".
- E. The CSWG will be responsible for the setup and operations of communication equipment such as phones, copiers, fax machines. Phone services will be billed directly to CSWG.
- F. CSL will provide ID badges and access cards for CSWG occupants.
- G. CSL will include the CSWG space and staff in all evacuation plans and exercises and will provide copies of the CSL Emergency manual to CSWG staff.

2. Other Services

CSWG agrees to reimburse CSL for other support services and materials not specified above if the parties mutually agree in advance to the services and reimbursement rate to be applied. These reimbursable may include (but are not limited to) staff support, digitization services, printing services, editing assistance, publication support, and assistance with displays and presentations.

3. This Agreement is effective July 1, 2016 through June 30, 2017 with a maximum cost not to exceed \$14,088.00. This contract may be extended through a written amendment upon mutual agreement of both parties.

4. The project representatives during the term of this agreement will be:

Requesting Agency: Commission on the Status of Women and Girls	Providing Agency: California State Library
Name: Nancy Kirshner-Rodriguez CSWG Executive Director	Name: Elizabeth Vierra Administrative Services Bureau
Phone: (916) 651-5405	Phone: (916) 651-3094
Fax: (916) 651-5406	Fax: (916) 653-0231
Email: Nancy.KirshnerRodriguez@women.ca.gov	Email: Elizabeth.Vierra@library.ca.gov

Direct all inquiries to:

Requesting Agency: Commission on the Status of Women and Girls	Providing Agency: California State Library
Name: Nancy Kirshner-Rodriguez CSWG Executive Director	Name: Elizabeth Vierra Administrative Services Bureau
Phone: (916) 651-5405	Phone: (916) 651-3094
Fax: (916) 651-5406	Fax: (916) 653-0231
Email: Nancy.KirshnerRodriguez@women.ca.gov	Email: Elizabeth.Vierra@library.ca.gov

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Service Rate

Monthly invoices will consist of the following charges:

- \$924.00 per month for **Office Space**
- **Reimbursement at actual cost for additional expenses** incurred to CSL as defined in sections 1.E, and 3 above.

2. Invoicing

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the Commission on the Status of Women and Girls agrees to compensate the California State Library for expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices shall include the Agreement Number and shall be submitted not more frequently than monthly in arrears to:

Name: Nancy Kirshner-Rodriguez, Executive Director
Office: Commission on the Status of Women and Girls
Address: 900 N Street, Suite 390
Sacramento, CA 95814

3. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

4. Payment

- A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.

	QTY	Monthly Cost	Annual Ongoing Cost
Space			
Approx. 1,000 square feet at 900 N Street, 3rd floor, (includes utilities, custodial services, use of common areas and meeting rooms, loading dock & mailroom access)	12	\$924.00	\$11,088.00
Reimbursement for other services and supplies			\$3,000.00
TOTAL			\$14,088.00

EXHIBIT C

ADDITIONAL PROVISIONS

Right to Terminate

This agreement may be cancelled at any time by either party, in writing, with thirty (30) days advance notice. If cancelled, payment shall be made only for performance authorized up to the date of cancellation. In the case of early termination, a final payment will be made by the California Commission on the Status of Women and Girls upon receipt of an invoice covering all costs incurred which were previously authorized prior to notice of cancellation or termination.

APPENDIX I

California State Library Annex
900 N Street, Sacramento
Rooms 390 through 395

