

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

AGREEMENT NUMBER
REGISTRATION NUMBER

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

STATE AGENCY'S NAME

CITIZENS REDISTRICTING COMMISSION

CONTRACTOR'S NAME

DEPARTMENT OF GENERAL SERVICES

2. The term of this Agreement is: **JANUARY 1, 2011 through June 30, 2011**  
 With an option to extend upon mutual agreement (see Exhibit A)

3. The maximum amount of this Agreement is: **\$ 3,212.00**  
 Three Thousand Two Hundred Twelve Dollars and Zero 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 1 page(s)

Exhibit C\* – General Terms and Conditions for Interagency Agreements GIA 610\*

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) p age(s)

Exhibit - D\* Special Terms and Conditions

Exhibit E – Additional Provisions p age(s)

*Item shown with an Asterisk (\*), is hereby incorporated by reference and made part of this agreement as if attached hereto.  
 This document can be viewed at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language) for Interagency Agreements (effective June 9, 2010).*

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

**CONTRACTOR**

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

TERRI HAMILTON, CHIEF

ADDRESS

OFFICE OF HUMAN RESOURCES  
 707 3<sup>rd</sup> STREET (SUITE 7-130); WEST SACRAMENTO, CA 95605

**STATE OF CALIFORNIA**

AGENCY NAME

CITIZENS REDISTRICTING COMMISSION

BY (Authorized Signature)

DATE SIGNED(Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Daniel Claypool, Executive Director

ADDRESS

1130 K STREET, STE 101, SACRAMENTO, CA 95814

**California Department of General Services Use Only**

Exempt per: SCM § 4.04.5A

**EXHIBIT A  
SCOPE OF WORK**

**AGREEMENT PURPOSE**

The Department of General Services will provide ongoing as-needed human resources services to the Citizens Redistricting Commission as described in Exhibit A-1.

**AGREEMENT TERM & EXTENSION OPTION**

The term of this Agreement is effective January 1, 2011 through June 30, 2011 and may be extended through mutual agreement and written amendment of the parties listed on page 1.

**PROJECT REPRESENTATIVES**

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

<b>CITIZENS REDISTRICTING COMMISSION</b>	
<b>CONTRACT ADMINISTRATOR</b>	<b>FISCAL OFFICE CONTACT</b>
Daniel Claypool Executive Director 1130 K Street, Ste 101, Sacramento, CA 95814  (866) 356-5217	DGS Contracted Fiscal Services Jennifer Clark 707 3 <sup>rd</sup> Street, West Sacramento, CA 95605  (916) 376-5237

<b>DEPARTMENT OF GENERAL SERVICES</b>	
<b>CONTRACT ADMINISTRATOR</b>	<b>FISCAL OFFICE CONTACT</b>
Gloria Martinez Acting Assistant Chief Office of Human Resources 707 Third Street, Suite 7-130 West Sacramento, CA 95605  Phone – (916) 376-5410 Fax – (916) 376-5390 <a href="mailto:gloria.martinez@dgs.ca.gov">gloria.martinez@dgs.ca.gov</a>	SRF Fiscal Services PO Box 989053 West Sacramento, CA 95798-9053  Phone – (916) 376-5179 Fax – (916) 376-5166

**CANCELLATION PROVISION**

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 Citizens Redistricting Commission upon receipt of an invoice covering all costs incurred which were previously authorized prior to notice of cancellation or termination.

**EXHIBIT A-1**  
**SCOPE OF WORK**

**DETAIL OF SERVICES**

The Department of General Services (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.

**1. 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., Department of Personnel Administration, State Controller's Office, State Personnel Board and Department of Finance) on matters pertaining to personnel management.
- C. Provide advice on appropriate action related to medical cases, adverse actions, leave of absence requests and employee issues in general.
- D. Administer the classification on staffing plan.
- E. Provide advice on organization structure, layoff process and various recruitment options.
- F. Review and make decisions on requests to fill vacancies; and reclassify or transfer positions.
- G. Develop and propose new classifications or revision to existing classifications.
- H. Process documentation required to:
  - establish, reclassify and abolish budgeted positions; and
  - establish, increase or decrease temporary help/overtime funds.
- I. Maintain records on position history.
- J. Respond to questions from managers, supervisors and employees regarding pay, benefits and the status of various transactions.

**2. TRANSACTIONS**

- A. Process appointments, promotions, transfers and other changes affecting employee status.
- B. Audit the Monthly Retroactivity Report from the State Controller's Office (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 State of California, 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.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING**

- A. For services rendered in accordance with this Agreement and upon receipt of appropriate invoices, the Citizens Redistricting Commission agrees to compensate the Department of General Services for a bi-annual amount of \$3,212.00.
- B. Invoices shall include the Agreement Number and shall be submitted in duplicate not more frequently than quarterly in arrears to the Fiscal Office Contact identified in Exhibit A.

**2. 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.