



The State Bar of California

OPEN SESSION AGENDA ITEM 50-1 SEPTEMBER 2022

DATE: September 22, 2022

TO: Members, Board of Trustees

FROM: Steve Mazer, Chief Administrative Officer

SUBJECT: Approval of Specified Contracts Pursuant to Business and Professions Code Section 6008.6

EXECUTIVE SUMMARY

This item requests approval to execute contracts for goods or services with a value in excess of \$50,000 or, for information technology (IT) goods and services, in excess of \$100,000.

BACKGROUND

Pursuant to Business and Professions Code section 6008.6, the State Bar shall award no contract for goods, services, or both, for an aggregate amount in excess of \$50,000, or for information technology (IT) goods, services, or both, for an aggregate amount in excess of \$100,000, except pursuant to the standards established in Article 4 (commencing with section 10335) of Chapter 2 of Part 2 of Division 2 of the Public Contract Code and approval of the Board of Trustees.

DISCUSSION

The contracts listed below are in excess of \$50,000 (or for IT goods and services, in excess of \$100,000), and have met the standards established by Article 4 of the Public Contract Code, as implemented through the State Bar's Procurement Policy. The contracts require approval by the Board of Trustees in order to be executed.

Ref #	Office	Cost Center	Fund	Vendor	Contract Amount	Goods or Services
1	Finance	3110	General Fund	Macias, Gini and O'Connell, LLP	\$132,000	Fiscal Year 2022 financial audit and Legal Services Trust Fund audit
2	Research & Institutional Accountability	2310	Discipline Fund	Alyse M. Lazar	\$55,000	Additional 2022 OCTC case file auditing
3	Research & Institutional Accountability	2310	Discipline Fund	Alyse M. Lazar	\$165,000	2023 OCTC case file auditing
4	General Services	5510	General Fund	Cushman & Wakefield	\$479,277	San Francisco office Property and Construction Management Services
5	General Services	5520	General Fund	Thomson Reuters	\$231,868	Online Legal Research
6	General Services	5520	General Fund	ABM Business and Industry	\$335,795	Los Angeles office Janitorial Services
7	General Services	5520	General Fund	ABLE Services	\$248,397	Los Angeles office Engineering Services
8	Information Technology	5310	General Fund	Insight Public Sector	\$413,080	Cisco switches and wireless access points
9	Information Technology	5310	General Fund	Zendesk	\$108,433	IT support portal licenses
10	Information Technology	5310	General Fund	Crayon Software Experts, LLC	\$235,961	Microsoft Windows and SQL server licenses
11	Information Technology	5310	General Fund	Tyler Technologies, Inc.	\$208,816	Odyssey Case Management System annual maintenance
12	Information Technology	5310	General Fund	Zoom Video Communications	\$120,000	Video conferencing licenses

1. Macias, Gini and O’Connell, LLP

Vendor is under contract to provide financial auditing services for fiscal years 2018, 2019, and 2020, with an option to extend the contract for the 2021 and 2022 financial audit and five-year internal controls audit. The requested cost is for a one-year contract extension for the 2022 financial audit and LSTF audit. The cost of this contract will be included in the annual budget for Office of Finance.

2. Alyse M. Lazar

Vendor provides external auditing services on two random samples of 260 closed cases in Office of Chief Trial Counsel (OCTC). The external audits ensure that actions taken by OCTC are appropriate and consistent with the office’s standing procedures and policies, and that the substantive decisions are within the acceptable range of prosecutorial discretion and comply with statutory provisions and case law precedent. The contract is for additional 2022 audit services. The cost of this contract is included in the annual budget for the Office of Research and Institutional Accountability.

3. Alyse M. Lazar

Vendor provides external auditing services on three random samples of 260 closed cases in OCTC. The external audits ensure that actions taken by OCTC are appropriate and consistent with the office’s standing procedures and policies, and that the substantive decisions are within the acceptable range of prosecutorial discretion and comply with statutory provisions and case law precedent. The contract is for a one-year term. The cost of this contract will be included in the annual budget for Office of Research & Institutional Accountability.

4. Cushman and Wakefield

Cushman & Wakefield provides property and construction project management services for 180 Howard Street. The requested funds are for a one-year term extension option of the current contract. The contract includes a 30-day cancellation provision which can be exercised when the State Bar completes the anticipated sale of the building. These recurring services are part of core business operations in the Office of General Services and are included in the annual budget.

5. Thomson Reuters

Vendor provides online legal research services. The requested funds are for a one-year term. These recurring services are part of core business operations in the Office of General Services and are included in the annual budget.

6. ABM Business and Industry

Vendor provides janitorial services. The requested funds are for a one-year term. These recurring services are part of core business operations in the Office of General Services and are included in the annual budget.

7. ABLE Engineering Services

Vendor provides engineering services. The requested funds are for a one-year term.

These recurring services are part of core business operations in the Office of General Services and are included in the annual budget.

8. Insight Public Sector

Vendor provides IT products and services. The contract is for the purchase of equipment and services for internet access and connectivity at State Bar offices. The equipment and services are part of core business operations in the Office of Information of Technology and are included in the annual budget.

9. Zendesk

Vendor provides IT support portal licenses. These software licenses are part of core business operations in the Office of Information of Technology and are included in the annual budget.

10. Crayon Software Experts, LLC

Vendor is an official partner of Microsoft and an enterprise reseller of Microsoft products. The vendor provides products and associated services through Microsoft's Enterprise Agreement, which provides an economy of scale for desktop, server and cloud purchases. These software licenses are part of core business operations in the Office of Information of Technology and are included in the annual budget.

11. Tyler Technologies

Vendor provides the Odyssey Case Management System, for use by the Office of Chief Trial Counsel, Office of Probation, and State Bar Court. The contract is for annual maintenance. The maintenance is part of the State Bar's core business operations and is included in the annual budget for Office of Information Technology.

12. Zoom Video Communications

Vendor provides video conferencing licenses. These software licenses are part of core business operations in the Office of Information Technology and are included in the annual budget.

FISCAL/PERSONNEL IMPACT

Unless a different funding source is specified, the expenses above are included in the 2022 budget for the cost center noted, or will be included in the budget for future years, per the normal budget planning process.

AMENDMENTS TO RULES

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & IMPLEMENTATION STEPS

Goal: None – core business operations

RECOMMENDATIONS

Should the Board of Trustees concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that the Board of Trustees approves execution of the contracts listed herein.

ATTACHMENT LIST

None