



The State Bar of California

OPEN SESSION
AGENDA ITEM
4.1 JULY 2024
BOARD OF TRUSTEES

DATE: July 18, 2024

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.

RECOMMENDED ACTION

Should the Board of Trustees concur in the proposed action, the Board of Trustees approves execution of the contracts listed herein.

DISCUSSION

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.

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	Chief Trial Counsel	6120	General Fund	Brooke A. Schafer	\$52,500 (total contract value \$100,000)	Special Deputy Trial Counsel Services
2	Chief Trial Counsel	6120	General Fund	Edward J. McIntyre	\$51,000 (total contract value \$100,000)	Special Deputy Trial Counsel Services
3	Chief Trial Counsel	6120	General Fund	Gordon & Rees Scully Mansukhani, LLP	\$51,000 (total contract value \$100,000)	Special Deputy Trial Counsel Services
4	Chief Trial Counsel	6120	General Fund	Lawrence J. DalCerro	\$77,500 (total contract value of \$125,00)	Special Deputy Trial Counsel Services
5	Chief Trial Counsel	6120	General Fund	Donald Steedman, LLC	\$77,500 (total contract value \$125,000)	Special Deputy Trial Counsel Services
6	General Counsel	4110	General Fund	Richards, Watson & Gershon APC	\$25,000 (total contract value \$75,000)	Legal Services
7	General Counsel	4110	General Fund	Mitchell, Silberberg & Knupp, LLC	\$50,000 (total contract value \$100,000)	Legal Services
8	General Counsel	4110	General Fund	Sloan Sakai Yeung & Wong LLP	\$25,000 (total contract value \$75,000)	Legal Services
9	Admissions	8312	Admissions Fund	National Conference of Bar Examiners	\$780,000	July 2024 Multistate Bar Examination
10	Admissions	8312	Admissions Fund	Robert Half International	\$400,000	July 2024 Bar Exam Temporary Staffing Services
11	Admissions	8312	Admissions Fund	AppleOne Staffing	\$1,800,000	July 2024 Bar Exam Temporary Staffing Services
12	Information Technology	5310	General Fund	CDW Government, LLC	\$163,924	Cisco Network Switches
13	Information Technology	5310	General Fund	21Tech, LLC	\$1,141,350 (total contract value \$1,240,350)	AS400 Programming Services

Ref #	Office	Cost Center	Fund	Vendor	Contract Amount	Goods or Services
14	Regulation Division	9110	General Fund	Allen Communications Learning Services, Inc.	\$965 (total contract value \$50,924)	E-Learning Training Module Services
15	General Services	5691	General Fund	Richlen Construction	\$193,200	General Contractor for San Francisco Building Restack
16	Access and Inclusion	8211	General Fund	California Access to Justice Commission	\$55,000	Services to Increase Access to Justice
17	General Services	5510	General Fund	SoftFile	\$500,000	Document Scanning Services

1. **Brooke Schafer**
2. **Edward McIntyre**
3. **Gordon & Rees Scully Mansukhani, LLP**
4. **Lawrence J. DalCerro**
5. **Donald Steedman, LLC**

Vendors serve as Special Deputy Trial Counsels under the State Bar Rules of Procedure, rule 2201. Approval is requested for the additional contract amount. The cost of these contracts are included in the annual budget for the Office of Chief Trial Counsel.

6. **Richards, Watson & Gershon A.P.C.**

Law firm is retained for legal services in connection with specialized drafting and negotiations. Approval is requested for the additional contract amount of \$25,000. The cost of this contract is included in the annual budget for the Office of General Counsel.

7. **Mitchell, Silverberg & Knupp LLP**

Law firm is retained to provide legal services in specialized area of copyright and intellectual property. Approval is requested for the additional contract amount of \$50,000. The cost of this contract is included in the annual budget for the Office of General Counsel.

8. **Sloan Sakai Yeung & Wong LLP**

Law firm is retained to provide legal services in specialized area of employment and labor law. Approval is requested for the additional contract amount of \$25,000. The cost of this contract is included in the annual budget for the Office of General Counsel.

9. **National Conference of Bar Examiners**

Vendor provides the Multistate Bar Examination throughout the nation, which is part of the California Bar Examination. These recurring services are part of core business operations in the Office of Admissions and are included in the annual budget.

10. Robert Half International

11. AppleOne Staffing

Vendors provide Bar Exam temporary staffing services, including proctors. These recurring services are part of core business operations in the Office of Admissions and are included in the annual budget.

12. CDW Government, LLC

Vendor provides Cisco network switches for the San Francisco building. The cost of this contract is included in the annual budget for Office of Information Technology.

13. 21Tech, LLC

Vendor is providing programming services related to the AS400. The cost for this contract is included in the annual budget for the Office of Information Technology.

14. AllenComm

Vendor provides E-Learning training module services. The cost of this contract is included in the annual budget for the Office of Professional Competence.

15. Richlen Construction

Vendor provides general contractor services to perform tenant improvements in connection with the building restack project at 180 Howard Street. The cost of this contract is included in the annual budget for the Office of General Services.

16. California Access to Justice Commission

Vendor provides advice, expertise, information, strategy development, communication planning, and perspectives on access to justice issues for low- and moderate-income Californians. Vendor will organize and co-host a convening of California State Agencies focusing on a discussion of the legal needs of underserved persons and communities in California and the state resources and funding opportunities that may be available to serve the legal needs of low- and moderate-income Californians. The cost of this contract is included in the annual budget for the Office of Access & Inclusion.

17. SoftFile

Vendor will scan and index paper files in the San Francisco office so they can be stored and accessed in electronic format. The cost of this contract is included in the annual budget for the Office of General Services.

PREVIOUS ACTION

None

FISCAL/PERSONNEL IMPACT

Unless a different funding source is specified, the expenses above are included in the 2024 budget, or will be included in the budget for future years, for the cost centers noted, per the normal budget planning process.

AMENDMENTS TO RULES

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & IMPLEMENTATION STEPS

None – core business operations

RESOLUTIONS

Should the Board of Trustees concur, it is

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

ATTACHMENT LIST

None