

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



The State Bar of California

OPEN SESSION AGENDA ITEM 5.1 MAY 2025 BOARD OF TRUSTEES

DATE: May 22, 2025

TO: Members, Board of Trustees

FROM: Kim Barnard, Financial Principal Analyst, Office of Finance

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

EXECUTIVE SUMMARY

This staff report 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

The contracts listed below are in excess of \$50,000 (or for IT goods and services, in excess of \$100,000), and has 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	Admissions	8312	Admissions Fund	National Conference of Bar Examiners	\$730,000	July 2025 Multistate Bar Examination

2	Mandatory Fee Arbitration	8750	General Fund	ODR.com, LLC	\$240,000	Online Dispute Resolution Software Implementation and Support
3	Information Technology	5310	General Fund	First Fire Consulting, LLC	\$180,000 (total contract value \$547,815)	Cloud Support
4	Information Technology	5310	General Fund	Insight Public Sector	\$133,207	Network Security Software Licenses
5	Admissions	8312	Admissions Fund	Edlen Electrical Exhibition Services of California	\$85,000	July 2025 Bar Exam Testing Site AV/Electrical Services
6	Regulation	9110	General Fund	SoftFile	\$72,350 (total contract value \$423,590)	2026 Bar Card Printing
7	Office of General Counsel	6120	General Fund	Edward J. McIntyre	\$51,000 (total contract value \$100,000)	Special Deputy Trial Counsel Services
8	Office of General Counsel	4110	General Fund	California Department of Justice	\$50,000 (total contract value \$150,000)	Administration of Whistleblower Antiretaliation Program
9	Information Technology	5310	General Fund	HubSpot, Inc.	\$11,880 (total contract value \$110,000)	CRM Licenses
Totals by Fund						
	General Fund		\$738,437			

	Admissions Fund	\$815,000
Grand Total		\$1,553,437

1. National Conference of Bar Examiners: \$730,000

Vendor administers the Multistate Bar Examination (MBE) nationwide. On May 2, 2025, the California Supreme Court directed the State Bar to use the MBE for the multiple-choice component of the July 2025 Bar Examination. As this expense was not included in the adopted 2025 budget, a budget amendment incorporating the cost will be presented to the Board of Trustees in September.

2. ODR.com, LLC: \$240,000

Vendor will provide a platform for online dispute resolution to be utilized by the Mandatory Fee Arbitration Program (MFA). The platform will allow applicants seeking to resolve disputes over attorney fees, to apply for the program, provide supporting documents, and pay any required filing fee. Parties will be afforded an opportunity to resolve their disputes online either informally or through voluntary mediation. Those disputes that do not resolve at mediation or parties do not elect to mediate, will proceed to an online arbitration hearing. The addition of the online platform and a voluntary mediation component are part of the State Bar's efforts to divert misconduct complaints from the discipline system and resolve fee disputes more quickly and efficiently. The cost of this contract is included in the annual budget for MFA.

3. First Fire Consulting, LLC: \$180,000 (total contract value \$547,815)

Vendor provides Amazon Web Services (AWS) support for the Amazon Connect Cloud Contact Center project, enabling scalable customer service operations. This amendment allocates funding for monthly AWS usage fees in 2025, which were not included in the original contract. The estimated cost of \$180,000 reflects anticipated usage based on historical AWS cost trends for similar services. The cost for this amendment is included in the annual budget for the Office of Information Technology.

4. Insight Public Sector: \$133,207

Vendor provides Alert Logic licenses for intrusion detection, log management, and 24/7 monitoring to enhance cybersecurity for State Bar systems. This contract renews the annual Alert Logic licenses for the service period through July 2026, ensuring continuous protection and compliance with security standards. The cost for this renewal is included in the annual budget for the Office of Information Technology.

5. Edlen Electrical Exhibition Services of California, Inc.: \$85,000

Vendor provides audiovisual and electrical services related to bar examinations. On March 4, 2025, the California Supreme Court ordered the State Bar to return to in-person testing for the July 2025 Bar Examination. As this expense was not included in the adopted 2025 budget, a budget amendment incorporating the cost will be

presented to the Board of Trustees in September.

6. **SoftFile: \$72,350 (total contract value \$423,590)**

Vendor manufactures and mails Bar cards. This amendment adds 12 months of service while a formal solicitation is released to establish a new multi-year contract starting in 2026. The cost of this contract is included in the annual budget for the Division of Regulation.

7. **Edward J. McIntyre: \$51,000 (total contract value \$100,000)**

Edward McIntyre is contracted as a Special Deputy Trial Counsel pursuant to rule 2201 of the State Bar Rules of Procedure. In December 2024, renewal contracts were prepared based on anticipated assignments and caseloads for 2025. However, given the nature of SDTC work, the SDTC Administrator cannot fully anticipate the number or nature of assignments each year. SDTC McIntyre's billing to date exceeds the original contract cap due to high workload in assigned matters. Additional funding is also requested based on anticipated assignments for the remainder of 2025. Approval is requested for the additional contract amount of \$51,000. The cost of this contract is included in the annual budget for the Office of Mission Advancement and Accountability.

8. **California Department of Justice: \$50,000 (total contract value \$150,000)**

The California Department of Justice is retained to administer the State Bar's Whistleblower Antiretaliation Program.

9. **HubSpot, Inc.: \$11,880 (total contract value \$110,000)**

Vendor provides customer relationship management (CRM) software to support marketing, sales, and service operations. This contract allocates funding for the addition of new licenses and admin roles to accommodate increased team capacity and administrative needs in 2025. The estimated cost of \$100,000 reflects the licensing fees and role-based access requirements. The cost for this contract is included in the annual budget for the Office of Information Technology.

PREVIOUS ACTION

None

FISCAL/PERSONNEL IMPACT

The two Admissions-related expenses above will be incorporated into a budget amendment in September to account for cost increases associated with the return to in-person administration of the July 2025 Bar Examination. Non-Admission expenses above are included in the annual 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