

**VITAC CORPORATION - CLOSED CAPTIONING SERVICES MASTER AGREEMENT
LPA-MA-SF202102
FOR CLOSED CAPTIONING SERVICES
MASTER AGREEMENT USER INSTRUCTIONS**

These User Instructions are provided for the Closed Captioning Services Master Agreement with Vitac Corporation (the “Contractor”). The Judicial Council issued a Request for Proposal seeking vendors that could provide closed captioning services to the judicial branch. Any judicial branch Entity that wants to use the master agreement **must enter into a Participating Addendum** with the Contractor. Please carefully review these User Instructions.

<p>Judicial Council Staff Contact Information:</p> <p><i>JCC offices interested in using the master agreement should send an email to Kelly Parrish at Kelly.Parrish@jud.ca.gov</i></p> <p><i>Courts interested in using the master agreement should send an email to Deborah Mok at Deborah.mok@jud.ca.gov.</i></p>
<p>Name of the Contractor(s) and contact person information:</p> <p><i>Vitac Corporation</i> <i>Ann Cannon, Vice President - Sales</i> ann.cannon@vitac.com 917-674-6120</p>
<p>Services:</p> <p><i>Full scale, real-time verbatim closed-captioning services</i></p>
<p>Judicial Branch Entities eligible to procure under the Master Agreement:</p> <p><i>Judicial Council of California, the Supreme Court of California, the Courts of Appeal, the Habeas Corpus Resource Center and the California Superior or appellate court (58 Superior Courts of California).</i></p>
<p>Contract Number:</p> <p><i>MA-SF202102</i></p>
<p>Contract Term</p> <ul style="list-style-type: none"> • <i>Effective Date: 7/1/2021</i> • <i>Initial Term: 3 years</i> • <i>Initial Term Expiration Date: 6/30/2024</i> • <i>Options to Extend: 2 one-year options</i> • <i>Final Expiration Date: 6/30/2026</i>

1. Process

Any court that orders services under this Master Agreement must enter into a Participating Addendum and place work orders for the Services using Vitac’s online ordering system (<https://order.vitac.com>) for real-time captions or the customized Work Orders Request Form

(Appendix F) for offline captioning services. Appendix F, provided by the Establishing JBE, can be customized for Participating JBEs based on their user group IDs, accounting codes, and service needs. Appendix A of the Master Agreement, section 2.6 discusses the order process.

2. Participating Addendum

Each Participating Addendum is a separate, independent contract between the Contractor and the entity entering into the Participating Addendum, subject to the following:

- (i) Each Participating Addendum is governed by the Master Agreement, and the terms of the Master Agreement are incorporated into each Participating Addendum;
- (ii) a Participating Addendum may not alter or conflict with the terms of the Master Agreement, or exceed the scope of the services provided for in the Master Agreement; and
- (iii) the term of a Participating Addendum may not extend beyond the expiration date of the Agreement.

3. Create Work Order Request

After the Participating Addendum (Appendix E of the Master Agreement) has been signed by the court and the Contractor, the court should use Vitac's online ordering system to place work orders for real-time captions or use the courts' customized Work Order Request form for offline captioning services and send via email to Vitac's contact person, **Ann Cannon**. The court can create a purchase order to encumber the funds. The Header Text of the purchase order should include language such as "This purchase order is for the purpose of ordering closed captioning services against the Judicial Council Master Agreement No. **MA-SF202102** and the Participating Addendum signed by the court on _____." The purchase order must indicate the dates and times that the closed captioning services are required and any other pertinent details.

4. Miscellaneous Information

- (i) A copy of the master agreement is available at <http://www.courts.ca.gov/procurementservices.htm>.
- (ii) Courts will be notified when the options to extend are elected and/or when the master agreement is modified or amended. All amendments will be posted on the procurement website with the master agreement.

5. Contract Terms and Conditions

The court should review the entire contract and contact Deborah Mok if there are any questions. **Deborah Mok** can be reached at 415-865-7794 or Deborah.Mok@jud.ca.gov.

6. Compensation Provisions

See Appendix B – Payment Provisions

7. Description of Services

See Appendix A – Services, Section 2.1, Description of Services and Section 2.2, Description of Deliverable.