MASTER AGREEMENT USER INSTRUCTIONS

FOR

ONSITE/REMOTE ERGONOMIC ASSESSMENT

These User Instructions are provided for the Onsite/Remote Ergonomic Assessment Services Master Agreement with **Humanscale** (***MA-SF202101)*** (the "**Contractor**"). The Judicial Council issued a Request for Proposal (RFP 2020-24-CD) in December 2020 seeking vendors that could provide onsite/remote ergonomic assessment services. Any Judicial Branch Entity that wishes to use the master agreement will be required to enter into an agreement with the Contractor by executing a Participating Addendum with the Contractor.

Please carefully review these User Instructions.

Judicial Council Staff Contact Information:

JCC offices interested in using the master agreement should send an email to Edward Metro at Edward.Metro@jud.ca.gov.

Name of the Contractor(s) and contact person information:

Humanscale
Ola Sinelnikova, RKin, CEP-CSEP
Managing Consultant, Central Region
Email: osinelnikova@humanscale.com
Phone: 416-605-9678

Services:

Contractor shall provide Onsite/Remote Ergonomic Assessment/Evaluation within the defined six (6) regions in Attachment 2 of the Master Agreement.

Members also have the option to purchase the ergoIQ^{FIT} Online Self-Assessment System at their discretion.

Judicial Branch Entities eligible to procure under the Master Agreement:

- California Judicial Center Library
- District Courts of Appeal (DCA)
- 58 Superior Courts of California (also referred to as trial courts – TC located in each of the 58 counties)
- Habeas Corpus Resource Center (HCRC)
- Commission on Judicial Performance (CJP)
- Judicial Council - San Francisco, Sacramento, and some satellite offices

Contract Number: **MA-SF202101**

Contract Term: The Master Agreement has an initial 1-year term. There are 3 additional one-year Option Terms, for a potential maximum term of 4 years. Each of the option terms may only be exercised at the JCC's sole discretion. All terms are as listed below:

- **July 1, 2021 through June 30, 2022 ("Initial Term")**
- **July 1, 2022 through June 30, 2023 ("First Option Term")**
- **July 1, 2023 through June 30, 2024 ("Second Option Term")**
- **July 1, 2024 through June 30, 2025 ("Third Option Term")**

1. Process

Any court that orders services under this Master Agreement must enter into a Participating Addendum (Appendix E) and place work orders for the Services using Work Authorization Form (Appendix F). Appendix F, provided by the Establishing JBE, can be customized for Participating JBEs based on their service needs. Appendix A of the Master Agreement, section 2.1 discusses the work 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 Work Authorization Form (Appendix F) to place work order and send via email to Humanscale contact person, Ola Sinelnikova. 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 ergonomic assessment services against the Judicial Council Master Agreement No. **MA-SF202101** and the Participating Addendum signed by the court on _____." The purchase order must indicate the dates and times that the onsite/remote ergonomic assessment 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 the Judicial Council Procurement team if there are any questions: Contracts@jud.ca.gov. Please also cc: JBWCP@jud.ca.gov.

6. Compensation Provisions

See Appendix B – Payment Provisions

7. Description of Services

See Appendix A – Services, Section 2, Description of Services and Deliverables.