

**USER INSTRUCTIONS FOR  
TEMPORARY STAFFING SERVICES MASTER AGREEMENTS  
(LEVERAGED PROCUREMENT)**

**LPA No. MA-SF2024-03**

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**LPA No. MA-SF2024-04**

These Master Agreement User Instructions (“User Instructions”) are provided by the Judicial Council of California (“Judicial Council”) to California Judicial Branch Entities for Temporary Staffing Services with **SearchPros Staffing, LLC** and **Aroha Technologies, Inc.** (“Master Agreement Holders”), pursuant to Master Agreement No. **MA-SF2024-03** and **MA-SF2024-04** awarded by the Judicial Council under RFP No. HR-2024-18-LP. Any Judicial Branch Entity that wishes to use the Master Agreements will be required to enter into an agreement with the Master Agreement Holders by executing Participating Addendums (**Appendix H**) with each Master Agreement Holder.

Please carefully review these User Instructions.

Name of the entity that established the Master Agreement and contact person information:  <b>Judicial Council of California</b> Justin Logan, Human Resources Supervisor Email: <a href="mailto:Justin.Logan@jud.ca.gov">Justin.Logan@jud.ca.gov</a>
Name of the Contractor and contact person information for each Master Agreement Holder:  <b>1. SearchPros Staffing, LLC (Master Agreement No. MA-SF2024-03)</b> Heather Kocina, Account Manager Email: <a href="mailto:HKocina@spstaffing.com">HKocina@spstaffing.com</a>  <b>2. Aroha Technologies, Inc. (Master Agreement No. MA-SF2024-04)</b> Surya Teja Potu, President & CEO (Account Manager) Email: <a href="mailto:government@arohatechnologies.com">government@arohatechnologies.com</a>
<b>Services:</b> Temporary Staffing Services
Only the following entities are eligible to procure under the Master Agreements:  <b>1. Judicial Council of California</b> <b>2. California Supreme Court</b> <b>3. California Courts of Appeal</b> <b>4. Habeas Corpus Resource Center (HCRC)</b> <b>5. Commission on Judicial Performance (CJP)</b>

The initial term of the Master Agreements is from **June 24, 2025** through **June 23, 2026**.

The Judicial Council may, at its sole option, extend the Master Agreement(s) for up to two (2) consecutive one-year terms, at the end of which Option Terms the Master Agreement(s) shall expire.

- 1<sup>st</sup> Option Term: **June 24, 2026** through **June 23, 2027**
- 2<sup>nd</sup> Option Term: **June 24, 2027** through **June 23, 2028**

## 1. Process

Any entity that orders services under this Master Agreement:

- (i) should first carefully review the Master Agreement and determine whether procuring under the Master Agreement is consistent with the entity's requirements;
- (ii) must first enter into a Participating Addendum (**Appendix H** to the Master Agreement) with the Contractor;
- (iii) is solely responsible for the acceptance of and payment for services; and
- (iv) is subject to the terms and conditions of the Master Agreement; and is solely responsible for its obligations and any breach of its obligations.

## 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 H** to the Master Agreement) has been signed by the entity and the Contractor, the entity should at its option use a Work Order Template (**Appendix G, Form C**) to place work orders for Temporary Staffing Services. The entity authorizing a Work Order will include the name, address, and email of the entity's contact person in the Order ("Order Project Manager"). The entity 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 Temporary Staffing Services against the Judicial Council Master Agreement No. [MA-SF2024-03] or [MA-SF2024-04] and the Participating Addendum signed by the entity on \_\_\_\_\_.”*

See Master Agreement Appendix A, Section 1.7 for Ordering Process.

#### **4. Miscellaneous Information**

- (i) A copy of the Master Agreements is available at: [Procurement Services | Judicial Branch of California](#)
- (ii) The Judicial Branch Entities will be notified when the Master Agreement(s) are modified or amended. All amendments and related documents will be posted on the Procurement Services website with the Master Agreement.

#### **5. Contract Terms and Conditions**

The Judicial Branch Entities should review the entire contract and contact Justin Logan if there are any questions. Justin Logan can be reached at [Justin.Logan@jud.ca.gov](mailto:Justin.Logan@jud.ca.gov) or (415) 865-4563.

#### **6. Compensation Provisions**

See Master Agreement:

- Appendix B, Payment Provisions

#### **7. Description of Services**

See Master Agreement:

- Appendix A, Section 2 - Services
- Appendix E, Classifications