

**OBAS Service Contract Request Form**

**Section I – General Information**

[1] Project Title: NFPA 2016 CODE 3	[2] Program: CBSC
[3] Requestor Name: Leann de la Motte	[4] Requestor Phone: 263-0677
[5] Back up: Kevin Day	[6] Back up Phone: 263-0355
[7] Project Location(s): 2525 Natomas Park Drive	[8] Customer(s):

**Section II – Contract Information**

[9] Contract Request:     Contract     Amendment     Work Authorization     Release

[10] If Contract: Does the contract need to start by a specific date? If yes, desired start date: <u>01/01/2016</u> (MM/DD/YY)  Has your program contracted out for these services before? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes  If yes, previous contract #: <u>N/A</u> and previous contract end date <u>N/A</u> (MM/DD/YY)	[11] If Amendment: Contract #: _____  Contract End Date: _____ (MM/DD/YY)  <input type="checkbox"/> Time, new request end date: _____ (MM/DD/YY) <input type="checkbox"/> Money, add this amount to total contract: \$ _____ <input type="checkbox"/> Scope, per the attached
[12] If Work Authorization: Project Number: _____  Project County: _____  Estimated Start Date: _____ (MM/DD/YY)	[13] If Release: Contract #: _____  Amount: \$ _____

[14] Notes:

[15] <b>Required Attachments:</b> Scope of Work                      Mission Critical Statement Cost Sheet GC19130 Justification	[16] <b>As Applicable Attachments:</b> Advertisement Description                      NCB Package Emergency Justification Package              SB/DVBE Waiver Confidentiality Statement                      Proprietary Letter
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**Section III – Funding Information**

[17] Billing Code: 30140

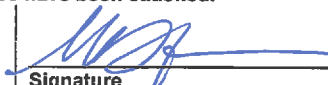
[18] Project Number	[19] Task Number	[20] Account, Object or Expenditure Code	[21] Fund	[22] Cost Center	[23] Activity Code
			06660120	12001	000000

[24] State's Estimate: \$ 0.00

[25] Invoice Address: Department of General Services  
Office of Fiscal Services  
Program Support Accounting Section  
707 3rd Street, Suite 2-100  
West Sacramento, CA 95605

Fiscal Approval Signature \_\_\_\_\_ Date (MM/DD/YY) \_\_\_\_\_

[27] By signing this document, I certify that I have the authority to request OBAS to process this contract request and that the Conflict of Interest requirements of SCM Vol1, Section 7.10 and AO 05-06 have been satisfied.

Mia Marvelli, Executive Director		<u>2/26/16</u>
Printed Name/Title	Signature	Date (MM/DD/YY)

## CERTIFICATION REQUIREMENT OF FEBRUARY 11, 2010

This certification is in response to the February 18, 2010 broadcast to Agency Secretaries and Deputy Directors providing notification that effective February 11, 2010, no work will be initiated, no documents will be reviewed, and no contracts will be approved by the Department of General Services (DGS) that would result in the expenditure of funds unless the following certification is received in writing and signed by the Agency's Secretary or Department's Director, or their designees.

Please complete and return this document with an original signature or a copy of the original signature. The document may be submitted as an electronic attachment to an email. Certifications will be required for every purchase or expenditure of funds; this includes purchase orders, new contracts and amendments to existing contracts.

**Project Number:** TBD

Including any and all contracts arising out of the Project.

**Project Title:** Contract with NFPA for CCR Title 24 Part 3

**Agency Name:** Department of General Services

**Department/Division:** California Building Standards Commission

I certify that this purchase is vital and mission critical for this agency or department.

  
Signature

  
Date

Printed Name: Mia Marvelli

Title: Executive Director

**GC 19130 (b) JUSTIFICATION**

OBAS 19130 NEW (12/2013)

FOR OBAS USE ONLY

CRN: \_\_\_\_\_

*Check and explain all that apply.*PROJECT TITLE  
NFPA Parts 4 & 5PROGRAM  
CBSC

- (1) The functions contracted are exempted from civil service by Section 4 of Article VII of the California Constitution, which describes exempt appointments.

**EXPLANATION:**

- (2) The contract is for a new state function and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.

**EXPLANATION:**

- (3) The services contracted are not available within civil service, cannot be performed satisfactorily by civil service employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the civil service system.

**EXPLANATION:**

We have discussed this process with DGS - Office of State Publishing, as they would be the only civil service office that may be able to perform this service and they have provided BSC with a Service Release Determination (waiver).

- (4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.

**EXPLANATION:**

- (5) The legislative, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular civil service system. Contracts are permissible under this criterion to protect against a conflict of interest or to insure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.

**EXPLANATION:**

- (6) The nature of the work is such that the Government Code standards for emergency appointments apply. These contracts shall conform with Article 8 (commencing with Section 19888) of Chapter 2.5 of Part 2.6.

**EXPLANATION:**

- (7) State agencies need private counsel because a conflict of interest on the part of the Attorney General's office prevents it from representing the agency without compromising its position. These contracts shall require the written consent of the Attorney General, pursuant to Section 11040.

**EXPLANATION:**

- (8) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the state in the location where the services are to be performed.

**EXPLANATION:**

- (9) The contractor will conduct training courses for which appropriately qualified civil service instructors are not available, provided that permanent instructor positions in academies or similar settings shall be filled through civil service appointment.

**EXPLANATION:**

- (10) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under civil service would frustrate their very purpose.

**EXPLANATION:**

SIGNATURE



DATE SIGNED

2/26/16

PRINT OR TYPE NAME

Mia Marvelli, executive Director