

ENERA, INC. – EMERGENCY NOTIFICATION SERVICES

MA-2023-01

**USER INSTRUCTIONS FOR MASTER AGREEMENT
(LEVERAGED PROCUREMENT)**

The User Instructions are provided for the Emergency Notification Services (ENS) Master Agreement with Enera, Inc. Any judicial branch entity that wants to use the master agreement must enter into a Participating Addendum with the vendor. Please carefully review these User Instructions.

Judicial Council Staff Contact Information:

Project Manager:
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415-865-4538

Trial Courts:
Alicia Jauregui
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916-263-1920

Name of the Contractor: Enera, Inc. Paul Erling, Vice President paul.erling@enera.com Office: 866-463-6372
Sales Representative Contact Information: Cascade International Ken LaBeau cascade@cascade-int.com 800-892-3338
Services: Emergency Notification Services Implementation & Training as needed, and Support and Maintenance Services.
Entities eligible to procure under the Master Agreement: Establishing Judicial Branch Entity and any other California Superior or Appellate Court, The Judicial Council of California, and the Habeas Corpus Resource Center.

Contract Number: MA-2023-01
<p>Contract Term</p> <ul style="list-style-type: none"> • Effective Date: 01/1/2024 • Initial Term: 2 years • Initial Term Expiration Date: 12/31/2026 • Options to Extend: 2 one-year options • Final Expiration Date: 12/31/2028
<p>This is a non-exclusive agreement. The JBEs reserve the right to perform, or have others perform the Work of this Agreement. The JBEs reserve the right to request bids for the Work from others or procure the Work by other means. No JBE is obligated to leverage this Master Agreement.</p>

1. Process

Any Judicial Branch Entity (JBE) that orders services under this Master Agreement must enter into a Participation Addendum and issue work orders or a purchase order to schedule the emergency notification services. Appendix A, Section 3 discusses the order process and description of services. The terms and conditions of this Agreement are applicable to all Purchase Orders, regardless of the ordering document or the ordering process selected.

2. Participating Addendum

The provision for the Participating Addendum is found in Appendix E. 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 goods/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.
- (iv) Under this Participating Addendum, the JBE will order Contractor's Work by attaching and incorporating a Statement of Work and any other necessary ordering documents.
- (v) The JBE is solely responsible for the acceptance of and payment for the Work under this Participating Addendum.
- (vi) Pricing for the Work shall be in accordance with the prices set forth in the Master Agreement.

3. Purchase Order or Work Order

The court should create a purchase order in the Phoenix system to place an actual order for the goods or services listed and 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 emergency notification services against the Judicial Council Master Agreement No. MA-2023-01.”

4. Description of Services

Contractor agrees to provide emergency notification services, professional implementation & training, and support and maintenance services as set forth in the Master Agreement.

5. Compensation Provisions

The consideration paid to Contractor is the entire compensation for all Work performed under this Agreement as per Appendix B, Payment Provisions. Also see Attachment 1, Cost Sheet for pricing details.

6. Miscellaneous Information

- (i) Please contact Alicia Jauregui of the Judicial Council of California if your court has issues or concerns that cannot be immediately or easily resolved.
- (ii) Notice will be given at the quarterly Procurement meeting 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.

7. Contract Terms and Conditions

The court should review the entire contract and contact Alicia Jauregui if there are any questions. Alicia can be reached at 916-263-1920 or Alicia.Jauregui@jud.ca.gov.