

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Contracting Out Update
REFERENCE NUMBER: 2012-036
DATE ISSUED: 10/01/2012
SUPERSEDES: 2004-059 and 2006-010

This memorandum should be forwarded to:
**Personnel Officers/Contract Unit
Employee Relations Officers**

FROM:
Department of Human Resources
Labor Relations Division

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Effective immediately, departments/commissions/boards/authorities shall continue to provide the designated exclusive representatives of the appropriate bargaining units copies of current and proposed personal services contracts, (Request for Proposals (RFPs), Invitations for Bids (IFBs), Standard Form 215 – Agreement Summary, or equivalent), that contract for personal services associated with the bargaining unit.

For Bargaining Unit 2, Pursuant to Government Code Section 11040-11045, all State agencies are required to provide notice to CASE within 5 business days of the request sent to the Attorney General's Office for consent to employ outside legal counsel.

If the agency is not required to obtain the Attorney General's consent for outside legal counsel, pursuant to Government Code Section 11041, the agency shall provide notice to CASE 5 business days prior to the execution of the contract for outside legal counsel.

“Written notice” within the meaning of this section shall include, but not limited to, the following:

- (1) A copy of the complaint or other pleadings, if any, that gave rise to the litigation or matter for which a contract is being sought, or other identifying information.
- (2) The justification for the contract, pursuant to subdivision (b) of Section 19130.
- (3) The nature of the legal services to be performed.
- (4) The estimated hourly wage to be paid under the contract.
- (5) The estimated length of the contract.
- (6) The identity of the person or entity that is entering into the contract with the state.

The designated exclusive representatives are listed below:

Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20 and 21: Contact-Pam Manwiller

Yvonne Walker
President
Service Employees International Union (SEIU), Local 1000
1808 14th Street
Sacramento, CA 95811
(916) 554-1200
Email: Article14.8@seiu1000.org

Bargaining Unit 2: Contact-Mark Veatch

Amy Boggs,
California Attorneys, Administrative Law Judges, and Hearing Officers
in State Employment (CASE)
1231 "I" Street, Suite 300
Sacramento, CA 95814
Email: aboggs@calattorneys.org

Bargaining Unit 10: Contact-Cindie Fonseca

Kristen Haynie
Consultant
California Association of Professional Scientists (CAPS)
455 Capitol Mall, Suite 500
Sacramento, CA 95814
(916) 441-2629
Email: kristenh@capsscienitists.org

Bargaining Unit 16: Contact-Cindie Fonseca

Al Groh
Executive Director
Union of American Physicians and Dentists (UAPD)
130 Grand Avenue, Suite 1380
Oakland, CA 94612-2506
Email: al@uapd.com

Bargaining Unit 19: Contact-Cindie Fonseca

Alan Lee
AFSCME Local 2620
800 W. 6th Street, Suite 1010
Los Angeles, CA 90017
Email: alee@afscme.org

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If you have any questions, please contact the CalHR Labor Relations Officer for the assigned bargaining unit.

/s/PAM MANWILLER

PAM MANWILLER
Assistant Deputy Director of Labor