



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 10, 2008

Board of Supervisors
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Second District

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Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: All Department Heads
From: 
William T Fujioka
Chief Executive Officer

MASTER AGREEMENT FOR STRATEGIC PLANNING AND RELATED SERVICES – ENHANCED CHECKLIST

On November 28, 2007, this Office issued a memorandum to departments providing notice of the enhanced Master Agreement Guidelines for strategic planning and related services to further strengthen the oversight component of the Master Agreement for Strategic Planning and Related Services (Master Agreement). This Office is Program Administrator for this Master Agreement and is responsible for ensuring that the objectives of the Master Agreement are met and determining compliance with the Master Agreement. As part of the enhanced guidelines, a Master Agreement Checklist (Checklist) was added to the process and this document must be completed and submitted to this Office for approval prior to requesting the issuance of a Purchase Order from the Purchasing Agent.

It has recently come to our attention that some departments, while utilizing the Master Agreement to obtain consultant services, may have executed changes to their Work Order or Purchase Order affecting the statement of work, compensation, or term without prior approval from this Office. **As such, we have added a provision to the attached Checklist specifically requiring departments to acknowledge that any change to the Work Order or Purchase Order affecting the statement of work, compensation, or term must be approved by this Office.** Please note this action is effective immediately and the Checklist, along with other applicable Master Agreement forms, the updated list of Master Agreement firms, and other documents referenced in the attachments can be found on the County's Strategic Plan Website at: <http://web.co.la.ca.us/lacounty/StrategicPlan/index.htm>.

The Master Agreement continues to streamline the contracting process for obtaining consultant services for strategic planning, performance measurement, and customer service. Should you have any questions regarding the Master Agreement process, your staff may contact Vincent Amerson at (213) 974-1168 or vamerson@ceo.lacounty.gov.

WTF:ES
MKZ:VLA:pg

Attachment

c: Administrative Deputies Network
Contract Managers Network

2008-10 – 10-10-08 Master Agreement for Strategic Planning and Related Services – Enhanced Checklist

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

MASTER AGREEMENT CHECKLIST

MASTER AGREEMENT PROCESS	YES	NO
Contracting department developed and sent Request for Services (RFS) to at least three Master Agreement firms. Copy of RFS and names of firm provided to Master Agreement Program Administrator.		
Department received and evaluated vendors' Master Agreement proposals. Copy of evaluation results provided to Master Agreement Program Administrator.		
Department fully documented the reasons for the alternate selection if the vendor selected did not represent the lowest cost.		
Department notified vendors of Master Agreement evaluation results. Copy of notification letters provided to Master Agreement Program Administrator.		
Department completed and the selected vendor has signed Work Order for services. Copy of Work Order provided to Master Agreement Program Administrator.		
Department acknowledges that any change to the Work Order or Purchase Order affecting the statement of work, compensation or term must be approved by the CEO.		
Department requested CEO approval of Master Agreement Checklist for submission to Purchasing Agent.		
Department is sending Work Order and requisition along with this signed Master Agreement Checklist to Purchasing Agent for issuance of Purchase Order. Purchase Order must be issued before any services are provided by the vendor.		

Deputy Chief Executive Officer, Operations

Date