

# Purchase Order

## Public Employees' Ret. System

400 Q Street  
Sacramento CA 95811  
United States

Supplier: 0000077228  
Randle Communications  
500 Capitol Mall, Suite 1950  
Sacramento CA 95814

### CHANGE ORDER

Dispatch via Print

Purchase Order	PO Type	Date	Revision	Page
0000075234	CSNI	06/17/2019	3 - 01/17/2020	1
Payment Terms	Freight Terms			Ship Via
Net 45	Origination			Common
Buyer	Phone			Currency
Hernandez, Sylvia	916/795-7924			USD

Ship To: PAOF  
CalPERS  
Office of Public Affairs-Rm 2348  
400 P Street  
Sacramento CA 95814  
United States

Bill To: CalPERS  
FSA Accounting  
P.O. Box 942703  
Sacramento CA 94229-2703  
United States

Tax Exempt?	N	Tax Exempt ID:	Replenishment Option:	Standard
Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price Extended Amt Due Date

1- 1	PAOF CONSULTING SERVICES PUBLIC AFFAIRS, COMMUNICATIONS, AUDIO VISUAL AND LIVE EVENTS SFP. 2018-8506. FY 19/20. STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT. (JEFF RANDLE) UPON PO EXECUTION - 12/31/2019		78.00HRS	395.00	30,810.00	12/31/2019
------	--	--	----------	--------	-----------	------------

Schedule Total 30,810.00

Contract ID: 2018-8506  
STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT.

Contract Line: 0 Category Line: 0 Release: 9

Item Total 30,810.00

2- 1	PAOF CONSULTING SERVICES PUBLIC AFFAIRS, COMMUNICATIONS, AUDIO VISUAL AND LIVE EVENTS SFP. 2018-8506. FY 19/20. STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT. (MITCH ZAK) UPON PO EXECUTION - 12/31/2019		260.00HRS	395.00	102,700.00	12/31/2019
------	--	--	-----------	--------	------------	------------

Schedule Total 102,700.00

Contract ID: 2018-8506  
STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT.

Contract Line: 0 Category Line: 0 Release: 10

Item Total 102,700.00

3- 1	PAOF CONSULTING SERVICES PUBLIC AFFAIRS, COMMUNICATIONS, AUDIO VISUAL AND LIVE EVENTS SFP. 2018-8506. FY 19/20. STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT. (KEVIN RIGGS) UPON PO EXECUTION - 12/31/2019		78.00HRS	340.00	26,520.00	12/31/2019
------	--	--	----------	--------	-----------	------------

Schedule Total 26,520.00

Contract ID: 2018-8506  
STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT.

Contract Line: 0 Category Line: 0 Release: 11

Item Total 26,520.00

4- 1	PAOF CONSULTING SERVICES PUBLIC AFFAIRS, COMMUNICATIONS, AUDIO VISUAL AND LIVE EVENTS SFP. 2018-8506. FY 19/20. STRATEGIC AND					
------	---	--	--	--	--	--

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

# Purchase Order

## Public Employees' Ret. System

400 Q Street  
Sacramento CA 95811  
United States

Supplier: 0000077228  
Randle Communications  
500 Capitol Mall, Suite 1950  
Sacramento CA 95814

### CHANGE ORDER

Dispatch via Print

Purchase Order	PO Type	Date	Revision	Page
0000075234	CSNI	06/17/2019	3 - 01/17/2020	2
Payment Terms	Freight Terms			Ship Via
Net 45	Origination			Common
Buyer	Phone			Currency
Hernandez, Sylvia	916/795-7924			USD

Ship To: PAOF  
CalPERS  
Office of Public Affairs-Rm 2348  
400 P Street  
Sacramento CA 95814  
United States

Bill To: CalPERS  
FSA Accounting  
P.O. Box 942703  
Sacramento CA 94229-2703  
United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	--------	----------	-----	----------	--------------	----------

	CRISIS COMMUNICATIONS. CONSULTANT. (ANA HELMAN) UPON PO EXECUTION - 12/31/2019		260.00	HRS	295.00	76,700.00	12/31/2019
--	--	--	--------	-----	--------	-----------	------------

Schedule Total 76,700.00

Contract ID: 2018-8506  
STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT.

Contract Line: 0 Category Line: 0 Release: 12

Item Total 76,700.00

5- 1	PAOF CONSULTING SERVICES PUBLIC AFFAIRS, COMMUNICATIONS, AUDIO VISUAL AND LIVE EVENTS SFP. 2018-8506. FY 19/20. STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT. (MARY PARRA) UPON PO EXECUTION - 12/31/2019		52.00	HRS	250.00	13,000.00	12/31/2019
------	--	--	-------	-----	--------	-----------	------------

Schedule Total 13,000.00

Contract ID: 2018-8506  
STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT.

Contract Line: 0 Category Line: 0 Release: 13

Item Total 13,000.00

6- 1	PAOF CONSULTING SERVICES PUBLIC AFFAIRS, COMMUNICATIONS, AUDIO VISUAL AND LIVE EVENTS SFP. 2018-8506. FY 19/20. STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT. (RACHAEL SERRAO) UPON PO EXECUTION - 12/31/2019		52.00	HRS	225.00	11,700.00	12/31/2019
------	--	--	-------	-----	--------	-----------	------------

Schedule Total 11,700.00

Contract ID: 2018-8506  
STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT.

Contract Line: 0 Category Line: 0 Release: 14

Item Total 11,700.00

7- 1	PAOF CONSULTING SERVICES PUBLIC AFFAIRS, COMMUNICATIONS, AUDIO VISUAL AND LIVE EVENTS SFP. 2018-8506. FY 19/20. STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT. (ALEXIS POLK) UPON PO EXECUTION - 12/31/2019		52.00	HRS	140.00	7,280.00	12/31/2019
------	---	--	-------	-----	--------	----------	------------

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

# Purchase Order

## Public Employees' Ret. System

400 Q Street  
Sacramento CA 95811  
United States

Supplier: 0000077228  
Randle Communications  
500 Capitol Mall, Suite 1950  
Sacramento CA 95814

### CHANGE ORDER

Dispatch via Print

Purchase Order	PO Type	Date	Revision	Page
0000075234	CSNI	06/17/2019	3 - 01/17/2020	3
Payment Terms	Freight Terms			Ship Via
Net 45	Origination			Common
Buyer	Phone			Currency
Hernandez, Sylvia	916/795-7924			USD

Ship To: PAOF  
CalPERS  
Office of Public Affairs-Rm 2348  
400 P Street  
Sacramento CA 95814  
United States

Bill To: CalPERS  
FSA Accounting  
P.O. Box 942703  
Sacramento CA 94229-2703  
United States

Tax Exempt? N Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	--------	----------	-----	----------	--------------	----------

Schedule Total 7,280.00

Contract ID: 2018-8506  
STRATEGIC AND CRISIS COMMUNICATIONS. CONSULTANT.

Contract Line: 0 Category Line: 0 Release: 15

Item Total 7,280.00

8- 1 PAOF CONSULTING SERVICES PUBLIC  
AFFAIRS, COMMUNICATIONS, AUDIO  
VISUAL AND LIVE EVENTS SFP.  
2018-8506. FY 19/20. STRATEGIC AND  
CRISIS COMMUNICATIONS. CONSULTANT.  
UPON PO EXECUTION - 12/31/2019

1.00 EA 40,000.00 40,000.00 12/31/2019

Schedule Total 40,000.00

Contract ID: 2018-8506  
DELIVERABLE #1:  
DUE DATE: 12/31/2019

Contract Line: 0 Category Line: 0 Release: 16

P - SPEAKER RETAINER FEE. CONSULTANT.

Item Total 40,000.00

9- 1 PAOF CONSULTING SERVICES PUBLIC  
AFFAIRS, COMMUNICATIONS, AUDIO  
VISUAL AND LIVE EVENTS SFP.  
2018-8506. FY 19/20. STRATEGIC AND  
CRISIS COMMUNICATIONS. CONSULTANT.  
UPON PO EXECUTION - 12/31/2019

1.00 EA 3,101.00 3,101.00 12/31/2019

Schedule Total 3,101.00

Contract ID: 2018-8506  
DELIVERABLE #2:  
DUE DATE: 12/31/2019

Contract Line: 0 Category Line: 0 Release: 17

P - RESEARCH FEE. CONSULTANT.

Item Total 3,101.00

10- 1 PAOF CONSULTING SERVICES PUBLIC  
AFFAIRS, COMMUNICATIONS, AUDIO  
VISUAL AND LIVE EVENTS SFP.  
2018-8506. FY 19/20. STRATEGIC AND  
CRISIS COMMUNICATIONS. CONSULTANT.  
UPON PO EXECUTION - 12/31/2019

1.00 EA 1,178.59 1,178.59 12/31/2019

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature



# Purchase Order

## Public Employees' Ret. System

400 Q Street  
Sacramento CA 95811  
United States

Supplier: 0000077228  
Randle Communications  
500 Capitol Mall, Suite 1950  
Sacramento CA 95814

### CHANGE ORDER

Dispatch via Print

Purchase Order	PO Type	Date	Revision	Page
0000075234	CSNI	06/17/2019	3 - 01/17/2020	4
Payment Terms	Freight Terms	Ship Via		
Net 45	Origination	Common		
Buyer	Phone	Currency		
Hernandez, Sylvia	916/795-7924	USD		

Ship To: PAOF  
CalPERS  
Office of Public Affairs-Rm 2348  
400 P Street  
Sacramento CA 95814  
United States

Bill To: CalPERS  
FSA Accounting  
P.O. Box 942703  
Sacramento CA 94229-2703  
United States

Tax Exempt? N	Tax Exempt ID:	Replenishment Option: Standard
Line-Sch	Item/Description	Mfg ID
		Quantity UOM
		PO Price
		Extended Amt
		Due Date

Schedule Total 1,178.59

Contract ID: 2018-8506  
DELIVERABLE #1:  
DUE DATE: 12/31/2019

Contract Line: 0 Category Line: 0 Release: 24

P - SPEAKER RETAINER FEE / FEE ADJUSTMENT FROM LINE 8. CONSULTANT.

Item Total 1,178.59

THIS AGREEMENT TO BE BASED ON THE TERMS AND CONDITIONS AS STATED IN THE CALPERS PUBLIC AFFAIRS, COMMUNICATIONS, AUDIO VISUAL AND LIVE EVENTS SPRING FED POOL AND APPROVED FOR RANDLE COMMUNICATIONS ON 9/11/2018.

AN APPROVED LETTER OF ENGAGEMENT FOR THIS ENGAGEMENT DETAILING PROJECT SPECIFICS WILL BE ON FILE WITH THIS PURCHASE ORDER.

PAOF CONSULTANT SERVICES TO BE EFFECTIVE FROM UPON PO EXECUTION THROUGH 12/31/2019

REQ. # 14174

PAOF - SUZI ISHIKAWA / WAYNE DAVIS

RESUME AND ISSCA FORMS ON FILE

8/29/2019: CHANGE ORDER 1 - PER PROGRAM, ADDING LINE 9 FOR NEW SERVICES OF RESEARCH FEE TO COMPLETE THE PROJECT. THIS WILL INCREASE THE TOTAL BY \$3,101+(ORIG \$308,710)=\$311,811.00. THIS INCREASE IS WITHIN 30% OF THE ORIGINAL PO AMOUNT. SH

1/9/2020: CHANGE ORDER 2 - PER PROGRAM, INCREASING LINE 8 BY \$1,178.59+(ORIG\$40,000)=\$41,178.59. THIS INCREASE IS WITHIN 30% OF THE ORIGINAL PO AMOUNT IN ADDITION TO CHANGE ORDER 1. PER FINO, THE ORG CODE NEEDS TO BE CHANGED FROM 1410 TO 1413; HOWEVER, THE CHANGE CANNOT BE MADE MANUALLY TO THE PO AS THE LINE HAS BEEN INVOICED. FINO AP WILL MAKE THE CHANGE TO THE VOUCHER. NO CHANGES TO SCOPE OF SERVICES. CHANGE ORDER WAS ORIGINALLY SUBMITTED ON 12/16/2019. DUE TO SYSTEM GLITCH, PO CHANGE ORDER WAS NOT PROCESSED UNTIL AFTER PO EXPIRATION DATE OF 12/31/2019. MANAGEMENT HAS APPROVED THE CHANGES BE MADE PAST PO EXPIRATION. SH

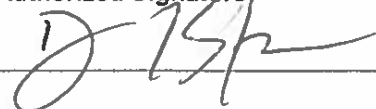
1/17/2020: CHANGE ORDER 3 - PER FINO, ADDITIONAL FUNDING OF \$1,178.59 ADDED TO LINE 8 CANNOT BE PROCESSED WITH ORG 1413 AS THIS FUNDING HAS NOT BEEN VOUCHERED. THIS ADDITIONAL FUNDING FOR DELIVERABLE 1 IS ADDED TO LINE 10 WITH ORG 1413 IN ORDER FOR PAYMENT TO BE VOUCHERED TO THE CORRECT ORG 1413. FUNDS COULD NOT BE REMOVED FROM THE REQ AND NEED TO BE MANUALLY CHANGED ON PO. LINE 8 WILL RETURN TO \$40,000.00 AND LINE 10 WILL BE ADD ON TO DELIVERABLE 1 OF \$1,178.59. FINAL PO AMOUNT WILL REMAIN \$312,989.59. SH

Total PO Amount

312,989.59

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature





Operations Support Services Division

## Memorandum

January 17, 2020

To: Dallas Stone, Acting Chief  
Operations Support Services Division

A handwritten signature in black ink, consisting of a large, stylized 'D' and 'S' intertwined, enclosed in a circle.

From: Justin Heeb   
Procurement / SFP Services Manager  
Operations Support Services Division

**Subject: Randle Communications, Purchase Order No. 75234 Change Order #3**

Requesting Division: PAOF

Contract Type: Purchase Order

Purchase Order Amount: \$312,989.59

Purchase Order Term: Upon PO Execution – 12/31/2019

This purchase change order is to remove the added funding to line 8 that was processed in Change Order 2. Per FINO, the additional funding added could not be vouchered to ORG 1413 as intended and instead needed to be added to a separate line item. Line 8 was changed backed to \$40,000.00 and line 10 was added to account for remaining funds of \$1,178.59 to Org 1413. PO total remains \$312,989.59. Routing PO for signature for internal records only.

Union Notification is not required. There are no changes to scope of services.

Pursuant to Delegation No. OPT-19-10, this purchase order requires your signature. If you have any questions, please let me know.

Thank you.

# Procurement Status Sheet

CALPERS-OSS-143PO (07/06/2018)

<b>Contractor</b> Randle Communications	<b>PO No.</b> 75234, CO #3	<b>Term of PO</b> Upon Execution – 12/31/2019
<b>Contractor Contact / Phone</b> Jennifer Kifer / (916) 448-5802	<b>Total PO Amount</b> \$312,989.59	<b>Amendment Amount</b> \$0
<b>Procurement Analyst / Phone</b> Sylvia Hernandez / (916) 795 - 7924		

## Description (Summary)

This purchase change order is to remove the added funding to line 8 that was processed in Change Order 2. Per FINO, the additional funding added could not be vouchered to ORG 1413 as intended and instead needed to be added to a separate line item. Line 8 was changed backed to \$40,000.00 and line 10 was added to account for remaining funds of \$1,178.59 to Org 1413. PO total remains \$312,989.59. Routing PO for signature for internal records only.

## Requestor Information

<b>Purchase Order Requestor / Phone</b> Suzi Ishikawa / 916-795-0539	<b>Requesting Division</b> PAOF	<b>Routing Date</b> 1/17/2020
---	------------------------------------	----------------------------------

## OSSD Review

Staff Member	Initials	Date
Procurement Officer: Liza Gonzalez	LG	1/17/20
Procurement/SFP Services Manager: Justin Heeb	JH	1/17/20

## CalPERS Review/Signature

Staff Member	Initials	Date
Acting Chief, OSSD – Dallas Stone <input checked="" type="checkbox"/> Sign	DS	1/21/2020