

# Memorandum

To : Honorable Judy Chu, Ph.D., Chair  
Honorable Betty T. Yee, Vice Chairwoman  
Honorable Bill Leonard  
Honorable Michelle Steel  
Honorable John Chiang

Date : May 6, 2008

From : Ramon J. Hirsig  
Executive Director



Subject : **May 2008 Board Meeting Materials: Administrative Agenda – Deputy Directors' Report**

Attached are materials in support of items submitted for the May 2008 Board Meeting to be held in Sacramento. The materials pertain to the Administrative Agenda - Deputy Director's Report, which will require action by the Board. These items and materials are summarized below.

Deputy Director's Report – These items will require an action by the Board.

1. Contracts Over \$1 Million

- California Department of Toxic Substances Control (routine renewal)  
This is an Interagency Agreement for reimbursement of services to be provided by BOE, which include: register taxpayers (hazardous waste generators, transporters and facilities); mail returns, deposit tax payments, follow up to obtain returns not filed; review filed returns, perform audits, assess fees, penalties and interest, collect amounts due; provide periodic reports to the Department of Toxic Substances Control
- California Department of Motor Vehicles (routine renewal)  
This Interagency Agreement allows the Department of Motor Vehicles to collect sales and use taxes pertaining to vehicles, undocumented vessels and transit district taxes for Fiscal Year 2008-09 as part of the vehicle registration process.
- California Department of Technology Services (routine renewal)  
This Interagency Agreement provides the BOE with multiple data processing services from the consolidated data center for Fiscal Year 2008-09, including: mainframe data processing to run application programs; UNIX data processing services to run the ACMS systems; network services to interconnect BOE users statewide; network services to connect the BOE to other state agencies and the Internet; BOE website services; operations recovery services and equipment leasing.
- Bank of America (routine renewal)  
This Standard Agreement provides BOE with lockbox services for the collection and distribution of fuel taxes. The State of New York conducted the original bid and contract award for the International Fuel Tax Agreement (IFTA) banking services. All states that participate in this IFTA program for the collection and distribution of fuel taxes are required to use the bank that was chosen by the State of New York.

- Hygiene Technologies International, Inc.  
This is Standard Agreement amendment to an existing emergency contract for additional funding and time necessitated by on-going building issues.
- 2. Purchases Over \$1 Million. This item will require an action by the Board.
  - Dell Marketing  
This Purchasing Authority Purchase Order will provide replacement of out-of-warranty mobile computing assets and desktop computer systems as approved by the BOE Technology Governance Council.

Should you have any questions regarding these subjects, please feel free to contact Liz Houser, Deputy Director, Administration Department, at 916.445.4272. Ms. Houser may also be reached via e-mail: [liz.houser@boe.ca.gov](mailto:liz.houser@boe.ca.gov).

RJH:LH:aw

#### Attachments

cc: Mr. Steve Shea  
Mr. Alan LoFaso  
Ms. Barbara Alby  
Mr. Erik Caldwell  
Ms. Marcy Jo Mandel  
Executive Team  
Ms. Charlene Yount

# Memorandum

To : Ramon Hirsig  
Executive Director

Date : May 6, 2008

From : Liz Houser, Deputy Director  
Administration Department



Subject : **May 2008 Administrative Agenda Materials**

Attached for your approval and submission to the Board are materials pertaining to the May 2008 Board Meeting Administrative Agenda items. These materials pertain to:

Deputy Director's Report – These items require an action by the Board:

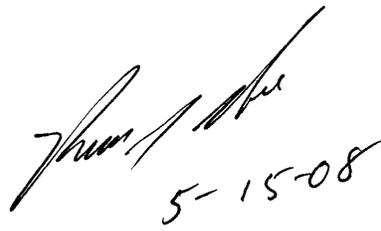
1. Contracts Over \$1 Million
  - California Department of Toxic Substances Control (routine contract renewal)
  - California Department of Motor Vehicles (routine contract renewal)
  - California Department of Technology Services (routine contract renewal)
  - Bank of America (routine contract renewal)
  - Hygiene Technologies International, Inc. (amendment to existing emergency contract)
  
2. Purchases Over \$1 Million – This item requires an action by the Board:
  - Dell Marketing (mobile and desktop computer systems approved by the BOE Technology Governance Council)

I may be reached at 916.445.4272, or by email: [liz.houser@boe.ca.gov](mailto:liz.houser@boe.ca.gov), should you have any questions.

LH:aw

Attachments

cc: Charlene Yount



5-15-08