



University of California  
Office of the President

Senior Vice President—Academic Affairs

Research Administration Office

# Memo Operating Guidance

No. 06-03  
October 5, 2006

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## CONTRACT AND GRANT OFFICERS

**Subject:** California Secretary of State Master Agreement No. 06158032

The attached subject Master Agreement between The Regents of the University of California and the California Secretary of State (SOS) provides the procedures and terms and conditions for task orders to be entered into between individual campuses and the SOS. The scope of work and funding for each project will be provided in the campus task order.

The source of funds for task orders may be from the federal Help American Vote Act of 2002 (HAVA). As such, requirements of this Act may be applicable to University employees paid under a task order. Specific SOS “Policy Regarding Political Activity in the Workplace,” Exhibit D. 9., would apply to University employees working under a task order, as explained in Exhibit D. 7. C., during their hours of University employment.

Notwithstanding the inclusion of references to the Hatch Act and OMB Circular A-87 in the Master Agreement, they are self-deleting as they do not apply to the University.

The term of this Agreement is July 1, 2006 to June 30, 2007. No task order should extend beyond June 30, 2007.

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