



Department of General Services
 Procurement Division
 707 Third Street, 2nd Floor
 West Sacramento, CA 95605-2811

State of California Western States Contracting Alliance Master Price Agreement User Instructions

CONTRACT NUMBER:	VARIOUS
CONTRACTOR(S):	VARIOUS
PRODUCTS/SERVICES:	WSCA COMPUTER EQUIPMENT, SOFTWARE, PERIPHERALS AND RELATED SERVICES
CONTRACT TERM:	VARIOUS through 8/31/2014
DISTRIBUTION LIST:	POSTED ELECTRONICALLY ON DGS/PD/WSCA INTERNET WEB PAGE

STATE AGENCIES ARE RESTRICTED FROM USING WSCA CONTRACTS IN ACCORDANCE WITH MANAGEMENT MEMO #05-11, EXCEPT FOR THOSE CATEGORIES NOT OFFERED UNDER CALIFORNIA STRATEGIC SOURCING INITIATIVE (CSSI) CONTRACTS FOR IT HARDWARE. SEE LINK BELOW FOR LISTINGS OF CALIFORNIA STRATEGIC SOURCING INITIATIVE (CSSI) IT HARDWARE CONTRACTS.
<http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>

The most current User Guide and California General Provisions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following User Guide and California General Provisions.

1. OVERVIEW

The purpose of this WSCA Master Price Agreement is to provide a purchasing vehicle for **COMPUTER EQUIPMENT, SOFTWARE, PERIPHERALS AND RELATED SERVICES** for all State Agencies and local government agencies, which is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110.

While the State of California makes this WSCA Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this WSCA Master Price Agreement is consistent with its procurement policies and regulations.

Original Signature on File
 Skip Ellsworth, Manager, Multiple Award Program

12/28/2009
 Effective Date

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American Recovery and Reinvestment Act (ARRA) - Supplemental Terms and Conditions

Ordering departments executing purchases using ARRA funding must attach the ARRA Supplemental Terms and Conditions document to their individual purchase documents. Departments are reminded that these terms and conditions supplement, but do not replace, standard State terms and conditions associated with this leveraged procurement agreement.

Click here to access the [ARRA Supplemental Terms and Conditions](#)

Note: Additional information regarding ARRA is available by clicking here to access the email broadcast dated 08/10/09, titled [Supplemental Terms and Conditions for Contracts Funded by the American Recovery and Reinvestment Act](#)

2. STATE OF CALIFORNIA, PROCUREMENT DIVISION, CONTACT

Department of General Services, Procurement Division
Multiple Award Program - WSCA
707 Third Street, 2nd Floor, MS #202
West Sacramento, CA 95605-2811

Contact: Cynthia Okoroike
Phone: 916/375-4389
Fax: 916/375-4663
E-Mail: cynthia.okoroike@dgs.ca.gov

3. WSCA CONTRACT INFORMATION

See Attachment A for list of awarded contract and contract Terms and Conditions.

4. WSCA BASE CONTRACT

This WSCA contract is based on some or all of the products and/or services and prices from WSCA **Computer Equipment, Software, Peripherals and Related Services** Contract, **State of Minnesota**.

A copy of the actual WSCA Master Agreement is available on the Internet at:

http://www.mmd.admin.state.mn.us/wsca/2009-2014_contracts.asp

5. Contract Term

The contract term for the California Participating Addendum is **various** through **8/31/2014**.

Order placement and contract execution shall be on or before the expiration date of the WSCA. Delivery of the services requested must be completed within one (1) year after the WSCA expiration date.

6. GUIDELINES/RULES

- a. Ordering state agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, California Acquisition Manual and California Codes.
- b. State and local government agency use of WSCA contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-

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12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the WSCA program is consistent with its procurement policies and regulations.

7. DOLLAR THRESHHOLDS (Local Governments are Exempt)

- WSCA Program Limitation: **Unlimited**
- All orders are subject to most current Management Memo (Currently MM 08-05 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued. Go to DGS/PD web site www.dgs.ca.gov/pd to obtain a copy of the most current Management Memo.
- For all orders under this contract, the ordering agency is not required to obtain three quotes.
- Exempt entities are not subject to these order limits.

8. PRICING

Agencies should contact the contractor to see if there is a large quantity discount available. Additionally, educational discounts may be available for educational entities. Please contact the contractor for additional information. See Attachment A for pricing.

9. EXECUTING THE PURCHASE ORDER

THE [WSCA/STATE OF CALIFORNIA](#) CONTRACT NUMBER MUST BE SHOWN ON THE PURCHASE ORDER.

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.documents.dgs.ca.gov/osp/pdf/std065.pdf>

The ordering agency defines the project scope to determine which goods and related services are needed, and checks the electronic catalog for pricing. Then the ordering state agency completes a Form 65 (Contract/Delegation Purchase Order), including all pertinent information for each individual order issued against the Agreement and sends the Form 65 to the selected Contractor. NOTE: CAL-Card (procurement card; i.e. visa) orders are also accepted.

As a hard copy catalog is not available, you must print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order and retain this in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

10. ON-LINE ORDERING

Contact the supplier representative to discuss setting up an online ordering website for your agency. State agencies must still provide a copy of the ordering document to the Department of General Services, Procurement Division. If using a CAL-Card, a copy of the on-line order acknowledgement must be sent in place of the ordering document. **THE AGENCY BILLING CODE MUST BE INCLUDED ON EITHER DOCUMENT (Local Governments are Exempt).**

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11. PURCHASE ORDER DISTRIBUTION

For state agencies, copies of the STD. 65 with original signatures, or if using the CAL-Card, copies of the order acknowledgement, must be sent to the Contractor, State Controller and Department of General Services, Procurement Division. For local agencies, copies of purchase orders are not required.

Department of General Services
Procurement Division
Data Entry Unit-Second Floor North
P.O. Box 989052
West Sacramento, CA 95798-9052
IMS: Z-1

State Controller's Office
3301 C Street, Room 404
Sacramento, CA 95814
Attn: Audit Unit

12. PAYMENTS AND INVOICES

a. Payment Terms

See WSCA Supplier Contract Information (Attachment A) for Payment Terms.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

Local government agencies may make payments according to their statutory requirements.

b. Payee Data Record (Std. 204)

Each state accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

13. TERMINATION

Any State or Local agency may terminate any order against this agreement upon 30 days notice provided the products or services have not already been accepted. This does not affect the termination clause of the WSCA Master Price Agreement concerning failure to perform or upon mutual consent.

14. DGS ADMINISTRATIVE FEE

The agency will not be charged the DGS Administrative fee and agencies will not be invoiced by the contractor for the use of this contract.

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ATTACHMENT A

WSCA CONTRACT ORDERING INFORMATION

Contractor Name	DELL MARKETING L.P.
Contract Number	B27160
Contract Term Dates	9/1/2009 through 08/31/2014
WSCA Master Agreement	http://ftpbox.us.dell.com/sg/NASPO/PSS/NASPO%20PSS%20Report%20-%20B27160.pdf
CA General Provisions	https://www.bidsync.com/DPX?ac=agencycontview&contid=3463
CA Participating Addendum	https://www.bidsync.com/DPX?ac=agencycontview&contid=3463
Ordering Address	One Dell Way, MS 8707 Round Rock, TX 78682
Contact	Scott Loras
Phone	512/728-8857
Fax	512/283-9092
Email	Scott_Loras@dell.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://ftpbox.us.dell.com/sg/NASPO/PSS/NASPO%20PSS%20Report%20-%20B27160.pdf
Contractor Ownership Information	Dell Marketing L.P. is a large business enterprise.
Payment Terms	Net 45 days
FEIN	74-2616805
Seller's Permit	30704896
CAL-Card Accepted	Dell Marketing L.P. accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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ATTACHMENT A

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WSCA CONTRACT ORDERING INFORMATION

Contractor Name	HEWLETT-PACKARD COMPANY
Contract Number	B27164
Contract Term Dates	9/1/2009 through 08/31/2014
WSCA Master Agreement	http://www.mmd.admin.state.mn.us/wsca/2009-2014_contracts.asp
CA General Provisions	https://www.bidsync.com/DPX?ac=agencycontview&contid=8861
CA Participating Addendum	https://www.bidsync.com/DPX?ac=agencycontview&contid=8861
Ordering Address	442 Swan Blvd. Deerfield, IL60015
Contact	Debra Lee
Phone	847/537-0344
FAX	847/572-1336
Email	Debra.lee@hp.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://www.mmd.admin.state.mn.us/wsca/manufacturersfp.asp?contractNumber=B27164&1534-D83A_1933715A=29952378f7e2dc20cf800132fd60964f9e2cf4d0
Contractor Ownership Information	Hewlett-Packard Company is a large business enterprise.
Payment Terms	Net 45 days
FEIN	94-1081436
Seller's Permit	98039144
CAL-Card Accepted	Hewlett-Packard Company accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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Contractor Name	XIOTECH CORPORATION
Contract Number	B27179
Contract Term Dates	9/29/2009 through 08/31/2014
WSCA Master Agreement	http://www.mmd.admin.state.mn.us/wsca/2009-2014_contracts.asp
CA General Provisions	https://www.bidsync.com/DPX?ac=agencycontview&contid=8861
CA Participating Addendum	https://www.bidsync.com/DPX?ac=agencycontview&contid=8861
Ordering Address	6455 Flying Cloud Drive Eden Prairie, MN 55344-3305
Contact	Mary Reuss
Phone	952/983-2435
FAX	952/983-6950
Email	Mary_reuss@xiotech.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://www.mmd.admin.state.mn.us/wsca/manufacturersfp.asp?contractNumber=B27179&1534-D83A_1933715A=c16917f921fcee4cde58a208a6114f1ef4e48faa
Contractor Ownership Information	XIOTECH CORPORATION Company is a large business enterprise.
Payment Terms	Net 45 days
FEIN	411821093
Seller's Permit	97675623
CAL-Card Accepted	XIOTECH CORPORATION Company accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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Contractor Name	HOWARD TECHNOLOGY SOLUTIONS
Contract Number	B27165
Contract Term Dates	10/5/2009 through 08/31/2014
WSCA Master Agreement	http://www.mmd.admin.state.mn.us/wsca/2009-2014_contracts.asp
CA General Provisions	https://www.bidsync.com/DPX?ac=agencycontview&contid=8861
CA Participating Addendum	https://www.bidsync.com/DPX?ac=agencycontview&contid=8861
Ordering Address	36 Howard Drive Ellsville, MS 39437 or P.O.BOX 1590, Laurel, MS 39441
Contact	Melissa Reeves
Phone	601/399-5680
FAX	601/399-5077
Email	mreeves@howard.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://www.mmd.admin.state.mn.us/wsca/manufacturersfp.asp?contractNumber=B27165&1534-D83A_1933715A=9f9e04231b3362a01b806762ca20d3bcfee4832c
Contractor Ownership Information	HOWARD TECHNOLOGY SOLUTIONS is a large business enterprise.
Payment Terms	Net 45 days
FEIN	640466143
Seller's Permit	30619022
CAL-Card Accepted	HOWARD TECHNOLOGY SOLUTIONS accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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Contractor Name	EMC CORPORATION
Contract Number	B27161
Contract Term Dates	9/29/2009 through 08/31/2014
WSCA Master Agreement	http://www.mmd.admin.state.mn.us/wsca/2009-2014_contracts.asp
CA General Provisions	https://www.bidsync.com/DPX?ac=agencycontview&contid=8861
CA Participating Addendum	https://www.bidsync.com/DPX?ac=agencycontview&contid=8861
Ordering Address	222 Lake Como Drive Lakeway, TX 78734
Contact	Gary E. Shoemaker
Phone	512/263-1858 Or 512/431-6437
FAX	888/580-6069
Email	Shoemaker_gary@emc.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://www.mmd.admin.state.mn.us/wsca/manufacturersfp.asp?contractNumber=B27161&1534-D83A_1933715A=0a3def900408321e3ea7d4dd9269425be58235f2
Contractor Ownership Information	EMC CORPORATION Company is a large business enterprise.
Payment Terms	Net 45 days
FEIN	042680009
Seller's Permit	101157164
CAL-Card Accepted	EMC CORPORATION Company accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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Contractor Name	NETAPP, INC.
Contract Number	B27170
Contract Term Dates	11/24/2009 through 08/31/2014
WSCA Master Agreement	http://www.mmd.admin.state.mn.us/wsca/2009-2014_contracts.asp
CA General Provisions	http://www.pd.dgs.ca.gov/wsca/WSCAComputer2009-2014.htm
CA Participating Addendum	http://www.pd.dgs.ca.gov/wsca/WSCAComputer2009-2014.htm
Ordering Address	1921 Gallows Rd., Suite 600 Vienna, VA 22182
Contact	Denise Orosco
Phone	530/644-1467
FAX	703/918-7301
Email	Denise.orosco@netapp.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://www.mmd.admin.state.mn.us/wsca/manufacturersfp.asp?contractNumber=B27170&1534-D83A_1933715A=c86c66895c27348ae522b2e4834a396163158eab
Contractor Ownership Information	NetAPP, INC. Company is a large business enterprise.
Payment Terms	Net 45 days
FEIN	770307520
Seller's Permit	99200470
CAL-Card Accepted	NETAPP, INC. Company accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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Contractor Name	LEXMARK INTERNATIONAL, INC.
Contract Number	B27169
Contract Term Dates	12/23/2009 through 08/31/2014
WSCA Master Agreement	http://www.mmd.admin.state.mn.us/wsca/2009-2014_contracts.asp
CA General Provisions	http://www.pd.dgs.ca.gov/wsca/WSCAComputer2009-2014.htm
CA Participating Addendum	http://www.pd.dgs.ca.gov/wsca/WSCAComputer2009-2014.htm
Ordering Address	1937 Beltaine Ct. Vallejo, CA 94591
Contact	Bill Kagawa
Phone	707/644-6775 or 707/567-2398
FAX	707/644-5919
Email	bkagawa@lexmark.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://www.lexmark.com/wsca/
Contractor Ownership Information	LEXMARK INTERNATIONAL, INC. Company is a large business enterprise.
Payment Terms	Net 45 days
FEIN	06-1308215
Seller's Permit	030701902
CAL-Card Accepted	LEXMARK INTERNATIONAL, INC. Company accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.