H. CONTRACT GUIDELINES

1) NEW ORDERS

State agencies can place orders under this contract by completing a STD. 65, Contract/Delegation Purchase Order. Local agencies may use their own purchase order documentation as long as it includes the same information required on the State STD. 65. Detailed instructions on completing the STD. 65 are contained in Section J.
Once an agency has obtained the proper departmental and/or agency approvals, complete the appropriate ordering documentation and mail it directly to the contractor.

2) DISTRIBUTION

Copies of the STD 65 or appropriate local agency order must be sent to:
Department of General Services
Procurement Division
707 Third Street, 2nd Floor
MACS UNIT
West Sacramento, CA 95605

3) TERMINATION

Any State or local agency may terminate any order issued against this agreement upon 30 days notice. This does not affect the standard termination clause of the Master Services Agreement concerning failure to perform or upon mutual consent.

4) AMENDMENTS

Amendments to orders must be issued if there is a change to the scope of coverage or number of pagers. Copies of all changes must be forwarded as stated above under DISTRIBUTION.

5) AGENCY REPORTING REQUIREMENTS

If a contractor is either performing in an outstanding manner or if problems are encountered with a contractor, agencies are encouraged to complete a State Agency MSA Contract Performance Report. Please send this report to the DGS contact listed in Section G.

6) DVBE

Since the DGS/Procurement Division awarded this MSA, DGS will monitor and report any efforts towards DVBE participation. When placing an order against this MSA, agencies will not need to consider DVBE participation as a part of their selection criteria.

I) STATE POLICY FOR STATE AGENCIES

THE USE OF MASTER AGREEMENTS IS OPTIONAL. AGENCIES ARE STRONGLY ENCOURAGED TO OPTIMIZE THE BENEFITS OF THE MASTER AGREEMENT PROGRAM FOR THEIR AGENCY BY COMPARING DIFFERENT SCHEDULES FOR VARYING SERVICES AND PRICES AND CAREFULLY REVIEWING ALL CONTRACT TERMS AND CONDITIONS TO OBTAIN THE BEST VALUE AVAILABLE.

J) The STD. 65, Contract/Delegation Purchase Order or local agency purchase order

1) Agency Bill Code

THIS FIELD IS MANDATORY. Place the Agency Bill Code as assigned by the Department of General Services in this field. Use only one bill code per order. Local agencies without a billing code may obtain a billing code by calling (916) 324-2891. Once assigned a billing code, it can be used on all future orders.

2) CONTRACT/DELEGATION NUMBER

Enter the appropriate contract number for the supplier with whom you are placing your order in this field. These numbers are located with the supplier's addresses in Section F.

3) PAGE NUMBER AND TOTAL NUMBER

Enter the page number and total number of pages for each order. This should be shown with two digits: (i.e. 01 of 02).

4) SHIP TO

Enter the ship to address. Enter the name and telephone number of the person who will be accepting delivery.

5) BILL TO

Enter the address where invoices will be sent. Enter the name and telephone number of the section that will be handling the invoice payment in your agency.

6) AGENCY ORDER NUMBER

Enter your agency's assigned purchase order number.

7) TERMS

Enter the terms for payment.

8) DATE

Enter the date the purchase order will be mailed. The month, day and year should be indicated with two digits (i.e. July 1, 2000 as 07/01/00).

PAGERS AND AIRTIME SERVICES ORDERING PROCEDURES

9) TO FIRM ADDRESS

Enter the contractor's name and address as shown above in Section F.

10) VENDOR NUMBER

Enter the Contractor's vendor number as shown above in Section F.

11) QUANTITY, UNIT,

If purchasing pagers enter the quantity of each model pager and **EA** under the unit column. Use separate items for different models. For services, you may wish to enter one (1) for quantity and **LT** (one lot) for unit.

12) STOCK NUMBER

The following Commodity Codes have been assigned for the purchase of pagers, pager components and pager services:

Pager purchase 582030002053
Pager Component (including recrystallization) 582000000013
Pager Accessory (e.g. pager holder) 582030000020
Pager airtime in hours 582030000032
Pager airtime by the year 582030000044

13) DESCRIPTION

For pager purchases please use the commodity code and descriptions above.
For services, please the use the appropriate descriptions from the desired supplier's price list in Rider B. Be as exact to the supplier's descriptions as possible to describe the desired services and discounted prices.

14) UNIT PRICE

Insert the DISCOUNTED unit price for each purchased item other than services. Services may be described as a *not to exceed* total, again, calculated using discounted prices. This figure is then added to the total of the order using the commodity code for airtime above and the unit of LT (one lot).

15) EXTENSION

Multiply the per unit price by the quantity and insert this in the extension column. Services may be described as one (1) lot (LT) and the *not to exceed* total inserted in the extension column.

16) TOTAL

Add the total of purchases from the extension column for this order and place the amount in this field. In the case of an amendment, enter the accumulated cost of the original order and the amendment amount to arrive at the total cost.

17) SIGNATURE

An original signature of the person with the proper signature authority within your department or agency to sign this order must appear on the purchase order.