

# Simplified Service Contract Guidelines Tools And Rules



State Contracting Advisory Network  
SSC Publication  
**November, 1999 Version**

**SIMPLIFIED SERVICE CONTRACT GUIDELINES  
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**Background** The Department of General Services (DGS), with the help of the State Contracting Advisory Network (SCAN) is pleased to introduce the Simplified Service Contract process developed by a SCAN subcommittee of members from various state agencies.

Initially, the subcommittee set out to raise the maximum limit of Service Orders to \$4,999.99. However, it was soon realized that raising the Service Order limit was not in the best interest of the State, especially for “consulting”, “public works”, or “services” contracts. Service Orders can be problematic as they do not require signatures by both parties which can leave the State in a precarious situation if there are no terms or conditions establishing the vendor’s/State’s responsibilities. In essence, what started out as a revised “Service Order” resulted in the new Simplified Service Contract (SSC) process.

The SSC process is an optional, informal, and simple contracting method that has many advantages over the formal service contract process.

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- Key Features**
1. Applies to service, consultant service and public works contracts valued between \$1,000 and \$4,999.99.
  2. Decreases California State Contracts Register (CSCR) advertising time from a minimum 10 working days to a minimum 3 working days.
  3. Retains a central CSCR advertisement source to promote competition and small business and disabled veteran business enterprise (DVBE) participation.
  4. Eliminates the need to obtain sealed bids.
  5. Eliminates the requirement of a public bid opening and reading process.
  6. Allows agencies to fax an informal bid document to bidders.
  7. Requires agencies to solicit bids from at least 3 vendors.
  8. Allows bid responses to be submitted by fax, mail, or personal delivery.
  9. Uses the new SSC form, which requires signatures of both parties.
  10. Limits the term/length of a SSC contract to 12 months or less.
  11. Requires the Exemption Form on page 4, approved by DGS to participate.
  12. Uses DGS’s on-line General Terms and Conditions (GTC or GIA), and Contractor Certification Clauses (CCC).

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- Benefits**
1. Offers an alternative way to obtain services valued up to \$4,999.99.
  2. Is easy, quick and efficient.
  3. Uses streamlined procedures and a new simplified contract form.
  4. Is approved by the Department of General Services (DGS), Office of Legal Services (OLS).
  5. Is activated by the completion and approval of the Exemption Form.
  6. Is customizable (i.e., use of an alternate form, longer term limits, etc.) by participating agencies with written approval of DGS, OLS.
  7. The SSC process and SSC form can also be used for contract awards under \$1,000, at the sole discretion of a participating agency.

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**Introduction to the SSC Process** The process described herein shall be known as the Simplified Service Contract (SSC) process.

The SSC process is exempt from the requirements of Government Code Section 14827.2 (normal CSCR advertising duration) and by exemption under Public Contract Sections (PCC) 10348 and 10380 from the requirements of PCC 10341 and 10374 (public opening and reading of sealed bids) by the Department of General Services (DGS).

The SSC process uses an informal bidding method with a shortened advertising period and allows signed bid responses to be transmitted by fax, U.S. mail or personal delivery.

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**Eligible Contract Types** The SSC process may be used when:

- Seeking vendors and contractors to perform services, consultant services and public works services (including Information Technology cabling services).
- The contract total, including any amendments, will not exceed \$4,999.99.
- The contract term, with extensions, will not exceed twelve months.

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**Ineligible Contract Types** Do not use the SSC process to obtain any of the following services:

- Architect and Engineering (A&E) services.
- Information Technology (Cabling services are not IT).
- Services costing \$5,000 or more.
- Services extending beyond twelve months.
- Commodities

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**How to Start the SSC Process** To initiate the SSC process, interested agencies are to request DGS, OLS approval by submitting the Exemption Form and a cover memo to the Chief, Counsel of Department of General Services, Office of Legal Services. See the Exemption Form on page 4. An authorized contracting official of the participating agency must sign the request. Upon receipt of DGS's approval, the agency may use the process.

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**Customizing the SSC Process** Any deviations from these procedures and guidelines must be requested in writing and approved by the participating agency's DGS, OLS attorney. Deviations might include blanket advertising exemptions, approval to use an alternate form, approval to extend contract terms beyond 12 months, or authorization not to collect the vendor's signature on the SSC form, etc. Blanket CSCR advertising exemptions must include approval by the DGS, Office of Small Business Certification and Resources (OSBCR) and address small business and DVBE participation issues.

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**Exemption Form and Cover Memo** Page 4 is the Exemption Form containing the required information that must be submitted along with a cover memo (see page 5 for sample cover memo). The Exemption Form must be approved by DGS, OLS prior to your agency using the SSC process.

Agencies are to submit with a cover memo three (3) copies of the Exemption Form (with original signatures). Upon approval, DGS will retain one copy of the Exemption Form, distribute one copy to the requesting agency, and one copy to OSBCR.

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## Exemption Form For Use With The Simplified Service Contract Process

By signing this exemption form, it is agreed and understood that the use of the Simplified Service Contract procedure is in fact an exemption from the following statutory requirements generally required for contracts between \$1,000 and \$4,999.99.

The agency signing below:

\_\_\_\_\_  
(Agency Name)

hereby accepts all the requirements and restrictions included in the Simplified Service Contract Tools and Rules guidelines dated November 1999, and any further updates. Exceptions to any procedure specified therein require express written approval by the Department of General Services, Office of Legal Services.

I the official named below, certify that I am duly authorized to legally bind the agency named below. This certification is made under the laws of the State of California

\_\_\_\_\_  
Official's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Printed Name/Title:

\_\_\_\_\_  
Name of State Agency:

\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
FAX Number:

\_\_\_\_\_  
E-Mail Address:

Approved by DGS/OLS

Agency Copy

OSBCR Copy

OLS Copy

State of California

## Memorandum

.....**SAMPLE**.....

**Date:**

**To** : Jeff Marschner, Chief Counsel  
Department of General Services  
Office of Legal Services

**From** : (Sending Agency)

**Subject** : **SIMPLIFIED SERVICE CONTRACT PROCESS EXEMPTION FORM**

Enclosed are 3 copies of the above referenced Exemption Form that has been completed in accordance to the instructions provided within the Simplified Service Contract Guidelines.

It is our understanding that upon OLS approval of the Exemption Form, you will keep a copy for your office, forward a copy to the Office of Small Business Certification and Resources, and return a third copy to us.

**Prohibited Acts**

1. No bid document may be drafted in a manner that limits bidding directly or indirectly to any one bidder (PCC 10339 and 10372).
2. Services may not be split for the purpose of avoiding the formal bidding process which requires CSCR advertising for a minimum ten (10) working days and collection of sealed competitive bids. In particular, a series of related services that would normally be combined and bid as one job cannot be split into separate tasks, steps, phases, locations, or delivery times to avoid adhering to a state law, policy or departmental procedure.
3. The SSC process cannot be initiated until the agency signs and submits to DGS the "Exemption Form for the Use of the Simplified Service Contract Process."
4. No deviations from these guidelines are allowed without prior written DGS/OLS approval.
5. SSC contracts, including amendments, cannot exceed \$4,999.99.
6. The maximum term/length of SSC contracts cannot exceed twelve (12) months.
7. Bids may not be obtained verbally or by telephone.

**Fundamental Rules**

1. A minimum of three (3) firms or individuals must be solicited for each service. Small business and DVBE participation must be promoted. To do so, include the statement "**Small businesses and DVBE's are encouraged to participate**" in your CSCR advertisement.
2. Solicitations or bid documents must be in written form.
3. Bid responses must be received at the place, by the time, and in the manner stated in the bid document.
4. All SSC contract opportunities must be advertised in the California State Contracts Register (CSCR) for a minimum of three (3) working days, excluding holidays and weekends. Services that are exempt from advertising are listed in SCM Section 5.80.
5. Advertising exemptions, when needed, must be obtained using the Contract Advertising Exemption Request (Std. 821).
6. The SSC form must be used, unless written authorization is obtained by DGS to use an alternate departmental form.
7. Both parties must sign the SSC form.
8. Bid confidentiality (bidder name and bid amount) must be maintained at all times until a contract award is made.

9. All bidders must be given the same information and treated equally.
  10. Consulting Services: An agency entering into more than one consultant SSC contract with the same contractor in a twelve (12) month period for an aggregate total of \$12,500 or more must submit each SSC contract to DGS for review and approval (PCC 10371).
  11. SSC awards must be posted in the CSCR. This is a no fee Internet posting which will evolve into automated reporting capabilities.
  12. Use of the SSC should not result in a barrier to small business and DVBE participation but rather promote participation. Participating agencies must commit to a minimum 25% small business and minimum 3% DVBE participation goal.
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**Allowable Amendments**

The following types of amendments are allowed:

1. Term extensions, provided the total term is twelve (12) months or less.
  2. Dollar increases of up to thirty percent (30%) of the original SSC amount, provided the contract total, with amendments, does not exceed \$4,999.99 and the additional scope of work is closely related.
  3. Dollar increases above 30% if the services were bid on a unit rate basis and the agency is simply obtaining more of the same units. This is allowed provided the contract total does not exceed \$4,999.99.
  4. Simultaneous time and dollar increases, provided the term does not exceed 12 months and the contract total does not exceed \$4,999.99.
  5. Changes to contract terms and conditions, provided those changes do not alter the basic nature of the services sought.
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**Normal Amendment Process**

Use the SSC form to process an allowable amendment and assign each amendment a distinguishing contract number such as adding A (1 or?) to the original number to differentiate it from the original SSC.

Amendments should contain the same level of detail that the original SSC contained for the item or provision being changed.

Amendments must be entered into before the expiration date of the SSC.

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**Amendment  
Process When  
SSCs Exceed  
\$4,999.99**

If during the course of a contract (excluding public works), it is determined that projected costs will exceed \$4,999.99, sole source approval must be obtained for the additional increase and a formal amendment must be processed.

1. Amendments must be processed using a Standard Agreement form (Std. 2).
2. The amendment must incorporate the original SSC and must include all language that is required to be present in contracts that exceed \$4,999.99.
3. Attach a copy of the previously approved SSC form(s) to the Contract Transmittal (Std. 15), if and when a Contract Transmittal form is completed.
4. Consultant contracts that exceed \$4,999.99 must comply with PCC Section 10367 which requires the contractor to be notified that performance will be evaluated and PCC Section 10369 which requires completion of a contractor evaluation form (Std. 4) within 60 days of the completion of the contract (See SCM section 3.2.5) in addition to the requirements listed above.
5. Public Works contracts cannot be amended by sole source to exceed the \$4,999.99 dollar threshold.

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**Advertising  
Requirements**

1. All SSC contract opportunities must be advertised in the CSCR unless the service type is exempt from advertising as indicated in SCM Section 5.80. Exemptions from advertising, when needed, may be sought by using the Contract Advertising Exemption Request (Std. 821).
2. CSCR ads are to be prepared using the Advertisement in the Contracts Register (Std. 815) and must comply with the advertisement placement guidelines issued by DGS, Office of Small Business Certification and Resources. Electronic ad submission is encouraged, when possible.
3. Ads are to be placed in the appropriate advertising category related to type of service being sought.
4. SSC contract ads will remain posted on the Internet for three (3) working days, excluding holidays and weekends.
5. Normal advertising fees will be charged for each advertisement.
6. SSC awards must be posted in the CSCR.

**Sample Ad Placement and Award Schedule** Following is an example of the typical time frame for placing an ad and making an SSC award. **Note:** Adjust the time schedule shown for ads placed after 4:00 p.m. on any day as these ads cannot be processed until the next working day.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday/Sunday</u>
<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>N/A</b>
<b>Working Day</b>	<b>Action Taken</b>				
<b>Day 1</b>	Submit or electronically transmit the ad to CSCR staff prior to 4:00 p.m.				
<b>Day 2</b>	CSCR staff reviews ad. (Paper submitted ads must allow 2 additional days for data entry services)				
<b>Day 3, 4 &amp; 5</b> -----	Ad appears in the CSCR by 7:00 a.m. and remains posted on the Internet through Days 4 and 5 (working days).				
<b>Day 5</b> -----	Saturdays, Sundays, and State holidays are not counted.				
<b>Day 6</b>	Earliest bid submission deadline is at or near the close of business on Day 5.				
	Accept, collect and confidentially store bid responses received on Days 3, 4, and 5.				
	Open and/or review and evaluate bids. If applicable, apply small business bidding preference and settle tie bids.				
	Select the responsible bidder offering the lowest cost. Contact the winning bidder and confirm the contract award.				
	Upon completion, post the SSC award in the CSCR.				
	Prepare the SSC form, obtain internal approvals and obtain appropriate signatures.				

**Bidding  
Requirements****A. Solicitations**

1. A minimum of three (3) vendors must be solicited.
2. Three actual dollar bids or price quotes are not required if the agency can show proof of advertising in the CSCR and show that the bid document was transmitted to at least three potential and viable vendors.
3. If three (3) eligible vendors cannot be identified, either obtain sole source approval or conduct the formal competitive bidding process.

**B. Bid Documents**

1. Bid documents must be in written form. Verbal solicitations are not allowed.
2. Bid documents may be transmitted to bidders via mail, fax, e-mail agency's Web site or CSCR posting. (NOTE: State agencies shall not release invitations for bid or requests for proposals prior to publication in the CSCR.

**C. Bid Responses**

1. Bid responses must be in written form, should be signed, and may be received via fax, mail or personal delivery.
2. For a vendor to be considered responsive and responsible, bid responses must be received at the place, by the time and in the manner stated in the bid document. Late bids should be retained by the agency until after an award is made. Follow departmental procedures for handling of late bids.
3. Bid response confidentiality (bidder name and bid amount) must be strictly maintained throughout the bid process and until an award is made.

**Award**

1. An award must be made to the responsible bidder offering the lowest cost. Nothing requires an award to be made if none of the bids are reasonable.
2. Small business preference and DVBE participation requirements, when applicable, must be applied according to State and/or departmental policies.
3. Tie bids not affected by GC 14838(f) are to be settled via a coin toss, lot drawing or other means as were specified in Agency's IFB documents.
4. It is not required; however, agencies are encouraged to verbally confirm all SSC contract awards immediately following vendor selection. It is a good business practice to confirm all contract awards in writing or by fax.
5. A public bid opening/reading is not required when using the SSC bid process.
6. All bids and evaluation materials are public records and must be made available for public inspection and/or copying following the selection of a winning bidder.

**Bidding Comparison Chart** The following chart shows the major differences between the formal competitive bid process used to make traditional contract awards and the informal bid process used to make SSC awards.

Formal Competitive Bid Process	SSC Informal Bid Process
Bid opportunities are advertised for a minimum 10 working days, excluding weekends and holidays.	Bid opportunities are advertised for a minimum 3 working days, excluding weekends and holidays.
Sealed written bids are submitted by mail or personal delivery.	Written bids are submitted by fax, mail or personal delivery.
No bid shall be considered if not received at the place, in the manner, and prior to the bid submission time stated in the IFB.	Same.
Bid envelopes are publicly opened and bid amounts are read.	No public bid opening or reading is required.
After the bid opening, all bids shall be available for public inspection.	Same.
For an IFB, upon written request by any bidder, a notice of the proposed award shall be posted in a public place at the contracting agency for at least five working days prior to awarding the contract.	The posting of a notice of award is required in the CSCR.
Bidders are informed of their right to protest and are informed how to file a protest to the proposed award. The award is not made until all protests are either withdrawn or settled to the satisfaction of DGS.	The SSC bid process does not address protests. If a bidder files a written protest, the award/selection process must be canceled and the formal bidding process must be used or sole source approval must be sought.
Small business preference is applied according to State policies and regulations.	Same.
If deemed applicable by the awarding agency, DVBE participation requirements are to be applied according to State policies and the awarding agency's internal procedures.	Same.
Awards are made to the responsible bidder offering the lowest cost or price bid.	Same.

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**Terms and Conditions Information** To streamline and simplify the SSC process, the SSC form was designed to use DGS's most current version of the General Terms and Conditions (GTC or GIA), and Contractor Certification Clauses (CCC) that appear on DGS's Internet Web site ([www.dgs.ca.gov/legal/contracts](http://www.dgs.ca.gov/legal/contracts))

The clauses appearing in the GTC or GIA, and CCC contain all of the terms, conditions and certifications that are minimally required to meet State contract requirements. Agencies are encouraged to use these terms and conditions in the SSC process.

Use of DGS's GTC or GIA, and CCC clauses and certifications is optional. Agencies wishing to use alternate terms and conditions may do so provided their departmental provisions contain, at a minimum, the clauses outlined below.

Depending on the nature of the services sought, agencies may need to include additional clauses to protect their interests.

**Required Terms and Conditions** The following terms and conditions must appear in each SSC contract:

1. Detailed statement of work. Indicate exactly what is to be done, when, where and how, if applicable. Consultant SSCs over \$1,000 must contain detailed performance criteria and a schedule or time line for performance.
2. Period of performance or contract term.
3. Payment or billing schedule/frequency (monthly, quarterly, contract end, progress payments or lump sum). A detailed cost breakdown is required for Consultant SSCs and can be attached to the SSC form.
4. Invoice submission instructions.
5. Funding availability clause, if applicable.
6. Contract manager designation (Consultant SSCs only)

The following required terms and conditions are contained in the GTC and CCC:

7. National Labor Relations Board Certification.
8. Americans With Disabilities Act clause.
9. Antitrust Claims clause.
10. Drug-Free Workplace Certification or applicable clause.
11. Conflict of Interest (for State Employees) clause.
12. Disputes or Dispute Resolution clause.
13. Termination for Cause clause.
14. Contract Amendments clause.
15. Recycling Certification clause.
16. Nondiscrimination Clause. (Required in the event a SSC is amended to exceed \$4,999.99.)

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**Supplemental Contract Language / Attachments** Participating agencies may, at their sole discretion, attach additional contract terms, conditions and/or other documents to each SSC or incorporate such items into each SSC by reference. Example of such items include, but are not limited to:

1. The Bid form submitted by the winning bidder
2. An Agency's unique contract terms, clauses or additional provisions exhibits. Agencies may, at their option, refer contractors to a public Internet site to view their own contract terms, conditions or additional provisions exhibits.
3. CalCard or other payment provisions to promote prompt payment.

**SCM COMPLIANCE Requirements** The following State Contracting Manual (SCM) policies, procedures and guidelines must be followed when administering the SSC process.

<b>Policy Topic or Subject</b>	<b>SCM Section(s)</b>
Circumvention of responsibilities prohibited.....	1.5
Fundamental rules .....	5.3 A and B
Conflicts of interest.....	7.10 and 9.4
Contract manager responsibilities .....	9.2 through 9.4 and 9.8
Preliminary contracting considerations .....	2.3
Civil service considerations.....	7.05
Reporting requirements.....	7.15 B, C and D
Record keeping requirements.....	9.5 and 9.11
Standard contract language and requirements .....	2.7, 7.55, 7.70
Contractor identification number requirements .....	7.25 A
DVBE requirements .....	8.10 through 8.17
Certified small business program .....	8.20 through 8.22
Responsibility for contract approval.....	4.2
Approval and commencement of work .....	4.9 A through C
Payment issues.....	7.20, 7.31 through 7.34 and 8.22
Equipment purchases/leases/rentals.....	7.29 and 7.60 through 7.62
Office machine repair .....	7.75 A
Insurance requirements .....	7.40
Bidding and advertising issues .....	5.8, 5.9, 5.10 A through C, 5.30 B, C, E, F and I, 5.75, 5.80, 5.85, and 5.95
Sole Source transactions .....	5.70
Emergency contracts .....	3.10.1 and 4.5
Consultant contracts .....	3.2 through 3.2.4, 3.2.6, and 4.9 D
Legal services and Attorney General approval.....	3.7
Expert witnesses .....	3.8
Services obtained from a unit of Local Government .....	3.5
Federally funded contracts.....	3.11
Hazardous activity contracts .....	3.12, 7.75 C and D
Joint Powers agreements.....	3.13
Revenue agreements.....	3.15
Contracts with nonprofit organizations.....	3.16
UC, CSU, Community Colleges and their Foundations .....	3.18
Convention and conference services.....	3.20
Commercial office moving services .....	7.75 C
Public work contracts .....	Chapter 10

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**Frequently Asked Questions** Below are the responses to the questions received to date about the proposed SSC process.

**Question 1** If this is a service order, why are we advertising at all?

The Service Order Subcommittee was initially established to raise the service order level up to \$4,999.99. However, it was realized, after numerous meetings that raising the “service order” amount was not in the best interest of the State.

The feelings of the Subcommittee were that if “consulting”, public works”, or “services” contracts were entered into on a service order which does not require two party signatures that it may put the State in a precarious situation as there are no terms or conditions establishing the vendor/state’s responsibilities. In essence what started out to be a “Service Order” turned out to be a simplified form of contract.

It was believed that eliminating advertising at this level might be viewed as being detrimental to small businesses. It was also believed that lack of advertising might increase possible repeat contracts with familiar contractors thus reducing the likelihood that other businesses would learn about available contracting opportunities.

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**Question 2** What if my agency already has an exempted process in place at this dollar level or higher?

The SSC process is optional and is an additional alternate method of contracting for small dollar contracts. Agencies are not required to use the SSC process and are not required to modify any process previously approved by DGS.

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**Question 3** Will the passage of AB 835 affect this process?

No, the AB 835 process is a separate process. Presently, DGS recommends that agencies not use the AB 835 process for service or consultant service contracts due to conflicts between AB 835 and the Public Contract Code.

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**Question 4** What is the authority allowing us to advertise for 3 business days instead of the minimum 10 working days?

Government Code Section 14827.3 states “The Department of General Services may exempt a state agency from the requirement of advertising in the California State Contracts Register where the contract is necessary for the immediate preservation of life or state property, where the contract is with another state agency or local agency and *where the Director of General Services determines that the State’s best interest would be better served by an exemption . . .*”.

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**Question 5** What if an agency wants to use the SSC process but does not want to use the SSC form or may need to deviate from certain SSC procedures?

Agencies wishing to use their own service/work order form may do so with written approval from DGS, OLS. Agencies wishing to participate in a customized SSC process must submit a written request to DGS, OLS. The agency's request must describe the procedures that the agency wishes to customize and should be accompanied by a copy of the desired form the agency wishes to use.

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**Question 6** What if the 3-day CSCR ad does not result in 3 bids?

If, in addition to advertising in the CSCR, you transmitted the bid document to at least 3 viable service providers, you are not required to obtain 3 actual bids. You should maintain in your contract files proof of advertising and a list of the names and addresses of the firms to whom the bid document was transmitted.

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**Question 7** What if an agency cannot identify three vendors to solicit?

Three vendors must be solicited. If an agency has utilized all available resources (phone book, Office of Small Business Certification and Resources' listings of DVBEs and small businesses) and still cannot identify 3 vendors, the agency must take one of the following actions: (A) Obtain a sole source exemption or (B) Conduct a formal competitive bidding process and place a CSCR ad for 14 calendar days.

Do not confuse this issue with receiving 3 actual dollar bids. While at least 3 firms must be solicited, agencies are not required to obtain 3 actual dollar bids if the agency has advertised and solicited all known resources for the service.

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**Question 8** What are we to do if 3 bid responses were not received for a consultant service?

Any agency that receives fewer than 3 bids in response to a consultant service must document in their files the names and addresses of the firms or individuals that were solicited (See PCC 10340 and 10373).

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**Question 9** If an agency enters into 3 separate consultant SSCs, each under \$4,999.99, with the same contractor in a twelve month period and the total of the 3 SSCs exceeds \$12,500, what approvals are required?

All 3 SSCs must be submitted to DGS for review and/or approval.

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**Question 10** Will subcontracting be allowed for Public Works SSCs?

Yes. **Note:** Extra caution should be exercised when using the SSC process for Public Works as Public Works contracts cannot be amended to exceed \$4,999.99 using the sole source process.

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**Question 11** Will this process be incorporated into the State Contracting Manual?

No. A DGS Exemption Letter will implement this process. SSC implementation guidelines will be available on this website (<http://www.dgs.ca.gov/sscguide>).

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This area is reserved for additional questions and answers. Instructions are continued on the next page.

<b>SSC Contract Form</b>	On the following page is a copy of the Simplified Service Contract (SSC) form (Std. Form 210) designed for use with the SSC process.
<b>Form Availability</b>	<p>The SSC form (Std. Form 210 ) will be available in the following formats:</p> <ol style="list-style-type: none"> <li>1. In paper form or hard copy available from the DGS's Office of State Publishing.</li> <li>2. In printable form via download from DGS's Internet Web site in Adobe's Portable Document Format (PDF).</li> <li>3. As a fill-line PDF document template. The document template can be downloaded from DGS's internet Web site.</li> </ol>
<b>PDF Format</b>	Forms available in Adobe's PDF format require the installation of a PDF reader file. Free Adobe Acrobat Reader software is available from Adobe's Web Site along with specific installation instructions. PDF forms can be viewed and printed, but may not be saved for review or re-use.
<b>On-Line Template</b>	<p>The MS Word template version of the SSC form is designed to be completed on-line using Microsoft Word 6.0 or a later version. The document template contains fill-in text form fields, check boxes and drop down menus to ease form completion.</p> <p>The form template also contains built-in completion instructions that are accessible by pressing the "F-1" key on your keyboard. Template installation and user instructions will accompany the form template.</p>
<b>Number of Copies Needed</b>	The number of SSC copies needed for contract processing will vary from one agency to another. A minimum of four (4) copies will be needed. At least two (2) copies must bear original signatures.
<b>Required Signatures</b>	The SSC form must be signed by both the State and the Contractor to be legally binding. If used to obtain services under \$1,000, signatures are optional, but recommended. Fund encumbrance entries and Accounting Official signatures must be obtained according to each agency's internal processing instructions.
<b>Form Distribution</b>	<p>Copies of each fully executed SSC form should be distributed as follows, unless internal contract processing instructions require alternate distribution:</p> <ol style="list-style-type: none"> <li>1. State agency</li> <li>2. Contractor</li> <li>3. State Controller's Office</li> <li>4. Departmental Accounting Office</li> </ol>
<b>Contract Logs</b>	Agencies should assign a unique contract number to each SSC and maintain a log of all contract awards made. Reporting requirements appear on page 21.

**SIMPLIFIED SERVICE CONTRACT**

*(For agreements up to \$4,999.99)*

STD. 210 (New 11-99)

SSC NUMBER	AM. NO.	FEDERAL TAXPAYER ID. NUMBER
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Invoice must show SSC number, itemized expenses, service dates, vendor name, address and phone number. **SUBMIT INVOICE IN TRIPLICATE TO:**

**FOR STATE USE ONLY**

STD. 204  N/A  ON FILE  ATTACHED  CERTIFIED SMALL BUSINESS  
 CCCs  N/A  ON FILE  ATTACHED **CERTIFICATE NUMBER**  
 DVBE \_\_\_\_\_%  N/A  GFE \_\_\_\_\_  
 Late reason \_\_\_\_\_  
 Public Works Contractor's License \_\_\_\_\_  
 Exempt from bidding (*Explain*) \_\_\_\_\_

- The parties to this agreement are:  

STATE AGENCY'S NAME, hereafter called the <b>State</b> .	CONTRACTOR'S NAME, hereafter called the <b>Contractor</b> .
--	---
- The agreement term is from \_\_\_\_\_ through \_\_\_\_\_
- The maximum amount payable is \$ \_\_\_\_\_ pursuant to the following charges:  
 Wages/Labor \$ \_\_\_\_\_ Parts/Supplies \$ \_\_\_\_\_ Taxes \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ (Attach list, if applicable)
- Payment terms (**Note: all payments are in arrears.**)  ONE TIME PAYMENT (*Lump Sum*)  MONTHLY  QUARTERLY  
 ITEMIZED INVOICE  OTHER \_\_\_\_\_
- The Contractor agrees to furnish all labor, equipment and materials necessary to perform the services described herein and agrees to comply with the terms and conditions identified below which are made a part hereof by this reference (Outline in exact detail what is to be done, where it is to be done and include work specifications, if applicable.)  ADDITIONAL PAGES ATTACHED

EXHIBITS (*Items checked in this box are hereby incorporated by reference and made a part of this Agreement by this reference whether or not attached*)

GTC\* \_\_\_\_\_  GIA\* \_\_\_\_\_ \*If not attached, view at [www.dgs.ca.gov/legal/contracts/](http://www.dgs.ca.gov/legal/contracts/).

Other Exhibits (*List*) \_\_\_\_\_

In Witness Whereof, this agreement has been executed by the parties identified below:

STATE OF CALIFORNIA		CONTRACTOR	
AGENCY NAME		CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)	
BY (AUTHORIZED SIGNATURE)	Date Signed	BY (AUTHORIZED SIGNATURE)	Date Signed
PRINTED NAME AND TITLE OF PERSON SIGNING		PRINTED NAME OF AND TITLE OF PERSON SIGNING	
ADDRESS		ADDRESS	

FUND TITLE	ITEM	FISCAL YEAR	CHAPTER	STATUTE	OBJECT CODE
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		Signature of Accounting Officer			Date Signed

<b>Reporting Requirements</b>	The DGS requires each agency to report all contract awards made using the SSC process. Report formats appear on pages 22 and 23.
<b>What to Report</b>	Original SSC awards and amendments with a contract value between \$1,000 and \$4,999.99. Do not report awards under \$1,000 or amendments processed on a Standard Agreement (Std. 2). Additionally, small business and DVBE participation data must be reported on your agency reports.
<b>Reporting Frequency</b>	Quarterly following the first quarter after the SSC method is initiated and annually.  <b>Example:</b> If an agency begins using the SSC process in November 1999, the first quarterly report will include all SSC awards made between November 1, 1999 through December 31, 1999. Annually report all SSC awards made during each fiscal year.
<b>When Reports are Due</b>	Submit quarterly and annual reports to DGS by the 15th day of the month following the end of the reporting period.  Quarterly report due dates: April 15, July 15, October 15 and January 15 Annual report due date: July 15 annually.
<b>Where to Send Reports</b>	Address and transmit reports to:  Department of General Services Attn: Chief Counsel SSC – Quarterly Report (Annual Report) 1325 J Street, Room 1911 Sacramento, CA 95814
<b>Quarterly Report Content</b>	See the recommended report formats appearing on pages 22 and 23. Alternate report formats may be used with advance approval of DGS/OLS. Report fields include:  1. Contract / Amendment Number 2. Contractor Name 3. Original Contract Total 4. Amendment Amount 5. Contract Term (Start and End Dates) 6. Service Type (by CSCR ad category) and Amendment Type 7. Small business and DVBE participation
<b>Annual Report Content</b>	To determine the effectiveness of the new SSC contract process, DGS asks that you supply the following information annually:  1. Annual total dollar value of annual SSC awards (Between \$1,000 - \$4,999.99). 2. Total number of annual awards made using the SSC process. 3. What you like about the SSC process and what worked well. <b>(1st year only)</b> 4. What you do not like about the SSC process and what did not work well, along with any suggestions for improvement. <b>(1st year only)</b> 5. Problems encountered while using the SSC process, if any. <b>(1st year only)</b> 6. What you would like to see changed. <b>(1st year only)</b> 7. Small business and DVBE participation.

**SSC QUARTERLY REPORT SAMPLE**

**To:** Department of General Services  
 Attn: Chief Counsel  
 SSC – Quarterly Report  
 1325 J Street, Room 1911  
 Sacramento, CA 95814

**From:** [Enter Agency Name]  
 [Enter Agency Street Address / P.O. Box]  
  
 [Enter City, State, Zip Code]  
 [Enter Name/Title of Person Submitting Report]  
 [Enter Area Code and Telephone Number]

**Reporting Period:** \_\_\_\_\_ [Enter appropriate quarter (e.g., 7/1/99 - 9/30/99)]

Contract / Amendment Number	Contractor Name	Small Business/ DVBE	Original Contract Total	Amendment Amount	Contract Term		Service / Amendment Type **
					Start Date	End Date	
<b>SAMPLE</b> 98-12345	Joe's Electronic Repair Service	DVBE: Yes	\$3,000		01/18/99	06/30/99	12
98-12345 A1	Joe's Electronic Repair Service			\$1,000	01/18/99	12/30/99	12 / C

**\*\* Service / Amendment Type** - Always complete. Enter the two digit advertising category. For amendments, add amendment type (A - E).

**\*\* Amendment Type Legend** - Only include the amendment type when an amendment is processed. Do not report Std. 2 amendments.

**A** = Time Only    **B** = Dollar Increase Only    **C** = Time & Dollar Increase    **D** = Term/Condition Change    **E** = Other  
 Amendment Type

**SSC ANNUAL REPORT**

**To:** Department of General Services  
 Attn: Chief Counsel  
 SSC – Annual Report  
 1325 J Street, Room 1911  
 Sacramento, CA 95814

**From:** [Enter Agency Name]  
 [Enter Agency Street Address / P.O. Box]  
 [Enter City, State, Zip Code]  
 [Enter Name/Title of Person Submitting Report]  
 [Enter Area Code and Telephone Number]

**Reporting Period:** \_\_\_\_\_ [Enter Fiscal Year (e.g., 1999/2000)]

**Annual (Fiscal Year) SSC Awards by Advertising Category**

Report total SSC awards ranging from \$1,000 to \$4,999.99.

Service Type (Advertising Category)	Number of Awards (Excluding Amendments)	Total Dollar Value (Include Amendments)	Small Business \$	DVBE \$
01 Janitorial Maintenance				
02 Printing and Publishing				
03 Insect Termination				
04 Transportation and Warehousing				
05 Consulting				
06 Security				
07 Data Processing ( <b>Cabling Only</b> )				
08 Mailing				
09 Refuse and Sewage Disposal				
10 Architecture and Engineering				
11 Photography and Reproduction				
12 Equipment Service, Repair or Installation				
13 Equipment Rental or Leasing				
14 Automotive/Aircraft Repair, Rental and Leasing				
15 Gardening and Agriculture				
16 Medical/Health Care				
17 Office Leasing				
18 Construction				
19 Miscellaneous Service Category				
20 Commodities				
<b>Grand Total</b>				

**Narrative Feedback - First Year Only:** (Attach additional sheets, if necessary.)

1. What you like about the SSC process and what worked well.
2. What you do not like about the SSC process and what did not work well. List any suggestions for improvements.
3. Problems, if any, encountered while using the SSC process.
4. What you would like to see changed.