

Save Time and Money with the

Automated Contracts Catalog

The **Automated Contracts Catalog** (ACC) is an electronic Application consisting of four primary databases and 19 of the most popular contracting STD. forms used in State Service. The four primary databases organize and manage Vendor, Department, Forms and Forms Package information. The ACC enables end-users to reduce time filling out contracts by 60% or more!

End-users simply choose which forms they need for a particular contract and save as a package. Then choose appropriate Vendor and Department information. (*Note: Vendor and Department information need to be available, that is, previously entered and saved.*) Next, enter common information unique to a contract. Then process the package. During processing, common information will automatically populate the packaged forms. Then fill in the remaining areas unique to each form and print!

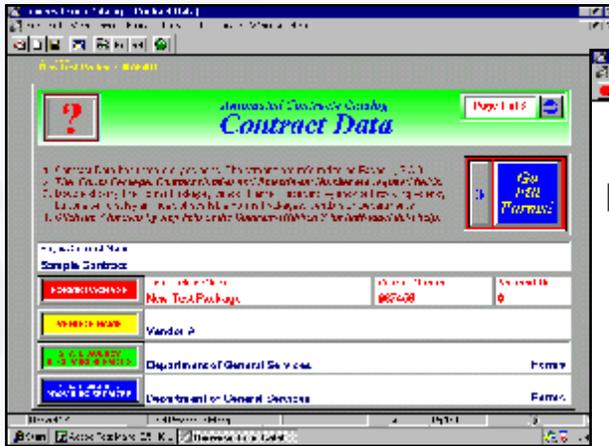
- Includes 19 STD. contract forms (see back for the form titles)
- Select the STD. forms to be used in the contract process
- Forms fill automatically with Vendor, Department, and Contract information
- Information is stored in a database for *easy* retrieval, amendments, and analysis
- Eliminate duplicate data entry time
- Reduce errors in forms
- Batch print the contract forms of your choice
- Import contract text from your word processing documents
- Extensive on-line help is built into the system
- Contract data can be shared by many users on a network in your agency (if the network version is purchased)
- Technical Support is available
- Annual Maintenance ensures that you have the latest update of the forms

Leverage your investment in JetForm FormFlow™ Filler by adding other forms to the contracts package, or add other STD. forms for standalone use with FormFlow Filler. The Forms Management Center can design or customize your departmental forms or other STD. forms to work with the **Automated Contracts Catalog**.

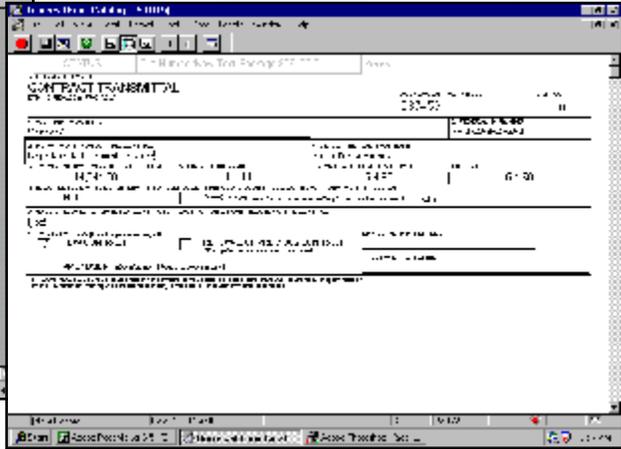
System Requirements: IBM-compatible 486 processor or later, 8MB RAM, 10MB hard disk storage, a laser printer, and JetForm FormFlow™ Filler v. 2.15.



Automated Contracts Catalog



Duplicate contract information is filled once.



STD. Contract forms fill automatically!

STD. Forms Included

- 2 Standard Agreement
- 4 Contract/Contractor Evaluation
- 13 Interagency Agreement
- 13A Inter-Governmental Service Agreement and Invoice
- 15 Contract Transmittal
- 16 Contract Award Report
- 17A Nondiscrimination Clause (OCP-1)
- 18 Standard California Nondiscrimination Construction Contract Specifications
- 19 Nondiscrimination Compliance Statement
- 21 Drug Free Workplace Certification
- 204 Vendor Data Record

- 807 Payment Bond to Accompany Construction Contract
- 811 Small Business Preference and Certification Request
- 815 Advertising in the Contracts Register
- 821 Contract Advertising Exemption Request
- 830 Target Area Contract Preference Act (TACPA) Request
- 831 Enterprise Zone Act (EZA) Preference Request
- 832 Local Agency Military Base Recovery Area (LAMBRA) Preference Request
- 840 Disabled Veteran Business Enterprise Participation Summary

Automated Contracts Catalog (ACC) Prices*

Price

Single Version (per user)	\$600
Network Version (2 or more users with shared databases)	\$1,500
Plus Annual Maintenance	10% of total
<i>Annual Maintenance ensures your agency is using the most up-to-date version of your automated form.</i>	
<i>This service is only available if the STD. eForms are purchased from FMC.</i>	
JetForm FormFlow™ Filler Software	\$70
ACC Installation, Configuration, and Training	\$150
Technical Support	\$100

*Prices subject to change without notice.

*For a technical consultation or a demonstration of any of our products,
please call or e-mail the Forms Management Center:
(916) 323-0311 or eAssistance@dgs.ca.gov*