

# Chapter 6

## Leveraged Procurement Agreements

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# Chapter 6

## Leveraged Procurement Agreements

### Overview

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#### Introduction

This chapter describes the various types of the State's leveraged procurement agreements (LPA), and how to use them. The categories of LPAs include:

California Multiple Award Schedules (CMAS)

Software License Program (SLP)

Statewide Contracts (SC)

State Price Schedules (SPS)

Master Agreements (MA), including Western States Contracting Alliance (WSCA)

Some of the topics discussed include order limits, best value determination, and soliciting offers.

Departments must have approved purchasing authority for the applicable category in order to place orders against that category.

Unless identified as a mandatory contract, the use of LPAs is optional, although departments are encouraged to take advantage of the benefits of these pre-established contracts.

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This chapter contains the following topics:

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Section C – Software License Program	29
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# Section A

## LPA General Usage

### Overview

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**Introduction** The LPA program, established by DGS/PD as set forth in PCC sections 10290 et. seq. and 12101.5, enables DGS/PD to streamline State purchases by removing repetitive, resource intensive, costly and time consuming bid processes by departments.

LPA contracts commonly include “user guides” or “ordering instructions” that are unique to a particular LPA program and/or contract. These instructions, for the purposes of this chapter and throughout PAM will be commonly referred to as “user instructions”. Buyers, in addition to reading this chapter, should always refer to the user instructions within each LPA contract being utilized.

Buyers must also be aware of the importance of reading this chapter in its entirety as the chapter was created to consolidate like processes throughout the various LPA contracts into the beginning section of the chapter.

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**Contents** This section contains the following topics:

Topic	See Page
Topic 1 – Purchasing Authority and the LPA Process	7
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# Topic 1 – Purchasing Authority and the LPA Process

**6.A1.0  
Categories  
and dollar  
thresholds**

The table below illustrates the LPA categories and the dollar thresholds available to departments when considering LPA purchasing authority. Dollar thresholds identified in this table exclude sales and use taxes, finance charges, postage, handling and shipping charges unless otherwise identified within the individual LPA user instructions.

<u>Leveraged Procurement Agreement</u>	<u>Non-IT Dollar Thresholds</u>		<u>IT Dollar Thresholds</u>
<u>Category:</u>	<u>Goods</u>	<u>Services</u>	<u>Goods and Services</u>
California Multiple Award Schedule (CMAS)	\$100,000.00	\$250,000.00	\$500,000.00
Software License Program (SLP)	N/A	N/A	\$500,000.00
Statewide Contract (SC)	Unlimited	N/A	Unlimited
State Price Schedule (SPS)	\$25,000.00	N/A	\$25,000.00
Master Agreements:			
• Purchase/or Price Agreements (MPA)	\$500,000.00	N/A	\$500,000.00
• Service Agreement (MSA)	N/A	\$250,000.00	\$500,000.00
• Rental Agreement (MRA)	N/A	\$100,000.00	\$500,000.00

**6.A1.1  
Exemptions  
from dollar  
thresholds**

Exemptions to the CMAS, SLP and SPS dollar threshold limits are not allowed, regardless of the type of purchasing authority.

Exemptions to the MA dollar threshold limits may be considered as described within the individual MA user instructions and by obtaining the approval of DGS/PD.

Departments requesting an exemption to the MA dollar threshold limits must complete a “Leveraged Procurement Agreement Exemption Request to \$500,000 limit” (LPAER) form and forward it to the DGS/PD/PAMS. Refer to Section F of this [chapter](#) for further details.

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## Topic 1 – Purchasing Authority and the LPA Process, Continued

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### **6.A1.2 Review process for non-IT services exceeding \$50,000.00**

LPA orders for non-IT services exceeding \$50,000.00 must be reviewed and approved by the DGS Office of Legal Services (OLS) before issuing a purchase document to the supplier. If the transaction is being processed based upon a non-IT MA, the buyer must adhere to the routing information provided within the individual MA user instructions regarding OLS review and approval. The following routing requirements are specific to non-IT CMAS transactions.

#### **Prior to executing a CMAS non-IT purchase document:**

Submit to DGS/PD for review and approval:

- Summary Agreement – STD.215
- Completed purchase document and applicable attachments (i.e. Statement of Work)
- Complete copy of CMAS supplier contract, as applicable to purchase
- Assessment and Selection document (document assessing costs and requirements from Request for Offer (RFO) responses up to and including how the selection was determined)
- Copies of all supplier responses to RFO
- Copy of RFO

By IMS to:

Z-1  
DGS/Procurement Division  
Technology Acquisition Section  
707 Third Street, Second Floor North  
West Sacramento, CA 95605

By Mail to:

DGS/Procurement Division  
Technology Acquisition Section  
707 Third Street, Second Floor North  
West Sacramento, CA 95605

Hand Deliver to:

DGS/Procurement Division  
Attn: Technology Acquisition Section  
707 Third Street, Second Floor North  
West Sacramento, CA 95605

Once the purchase document is approved by DGS/PD, it will be stamped approved and signed by DGS/PD on the face of the purchase document. DGS/PD will then return the purchase document to the department for issuance to the contractor.

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## Topic 1 – Purchasing Authority and the LPA Process, Continued

**6.A1.3** LPA's are established by DGS/PD as follows:  
**Establishing LPA's**

If the LPA is	Established by
<p><u>SC</u></p> <p>Contract number leads with a "1" or "8"</p> <p><b>Note:</b> SC numbers leading with a "8" are restricted to PIA use only.</p> <p>See MA below WSCA.</p>	<p>Statewide competitive bid for</p> <ul style="list-style-type: none"> <li>• Specified goods</li> <li>• Specified period of time</li> <li>• Price analyzed</li> <li>• Awarded to single supplier or multiple suppliers</li> <li>• Some require mandatory use.</li> <li>• Exempt from requirement to obtain 3 offers.</li> </ul>
<p><u>SPS</u></p> <p>Contract number leads with a "2"</p>	<p>Non-competitively bid Agreement for</p> <ul style="list-style-type: none"> <li>• Orders for goods at a fixed price</li> <li>• Specified period of time</li> <li>• Tend to be proprietary supplies and parts</li> </ul>
<p><u>CMAS</u></p> <p>Contract number leads with a:            "3" for IT goods/services            "4" for non-IT goods</p> <p>The contract number for non-IT services will start with a "4" and include a "03" in the third field:  <u>Example:</u> 4-XX-03-XXXX</p>	<p>Competitively assessed, negotiated or bid</p> <ul style="list-style-type: none"> <li>• Contractor offers products and/or services and prices from an existing competitively assessed, cost compared, multiple award contract.</li> <li>• Primarily federal General Services Administration multiple award schedule-based</li> <li>• California terms and conditions are incorporated into the contract</li> </ul>
<p><u>SLP</u></p> <p>Contract number leads with "SLP"</p> <p><u>Example:</u> SLP-XX-70-XXXX</p>	<p>Statewide non-competitively bid agreement with manufacturer's authorized resellers:</p> <ul style="list-style-type: none"> <li>• Proprietary software</li> <li>• Software license, and software upgrades</li> <li>• California terms and conditions are incorporated into the contract.</li> </ul>
<p><u>MA</u></p> <p>Contract number leads with a:            "5" for services            "6" for rentals</p> <p><b>Note:</b>  <u>The State's WSCA contracts</u> use the original WSCA contract number.</p>	<p>Statewide competitively bid (generally) with award to all responsive bidders</p> <ul style="list-style-type: none"> <li>• Products</li> <li>• Services</li> <li>• Rental of equipment</li> </ul>

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## Topic 1 – Purchasing Authority and the LPA Process, Continued

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### 6.A1.4 Where to find LPA information?

The Statewide Checklist contains information on all LPAs, except WSCA, CIIN (CalNet), CAL-Card master agreements and CMAS, including:

- Identification of the SC, SPS, and MA by number, commodity, supplier, and effective date.
- Whether the contract is mandatory or for single department use.
- The name and phone number of the DGS/PD contract buyer.
- Which LPA contracts that are exempt from seeking competition although competition is always the preferred method.

[Click](#) here to access the Statewide Checklist.

[CMAS](#) web page provides search capabilities to identify CMAS contracts and suppliers, products/services and certified SB and certified DVBE CMAS contractors.

[Click](#) here to access Find a CMAS Contract/Contractor web page.

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### 6.A1.5 What do LPAs offer?

LPAs offer non-IT and IT goods and services that have been competitively assessed, negotiated or bid and are structured to comply with California procurement codes, policies, and guidelines, providing for maximum contractual protection.

Architectural, engineering and environmental services, legal services, and public work activities are excluded activities unless otherwise noted.

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### 6.A1.6 How do departments use LPAs

Departments granted any LPA purchasing authority category must:

- Obtain a complete copy of the LPA contract to be used.
  - Read through the specific LPA contract and corresponding user instructions to understand the parameters for using a particular LPA including limitations and/or restrictions (if any), contracting process, requirements, how to secure pricing, and how to ultimately execute the proper purchase document to complete a transaction.
- 

### 6.A1.7 Applicable codes, policies and procedures

The use of LPA contracts does not preclude departments from adhering to all applicable laws, regulations, codes, and policies relative to State procurement requirements. This includes departments conducting and executing all applicable planning activities, pre-procurement approvals, prompt payment requirements and receiving activities as established by this manual.

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## Topic 1 – Purchasing Authority and the LPA Process, Continued

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**6.A1.8 Administrative fees**      Administrative fees - Refer to [Chapter 9](#), Section A, Topic 1. LPA administrative fees if applicable are identified within the DGS State Price book and/or described within the LPA user instructions.

[Click](#) here to access the DGS State Price book.

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**6.A1.9 Reporting requirements**      LPA reporting requirements are described within the specific LPA contracts and corresponding user instructions

Refer to [Chapter 12](#), Topic 1 for the minimum LPA reporting requirements.

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## Topic 2 – LPA Basics

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### **6.A2.0 Be smart, shop smart**

LPA contract prices for products and services vary from category to category. Some LPA prices are maximums and negotiating for lower prices is recommended. Others are fixed price and negotiation is not allowed. Some LPAs require the department to conduct a RFO from amongst an authorized supplier pool identified within the individual contract.

Because of these variables, buyers are required to confirm that the products, services and prices are included in the contract and that the prices in the department's order are at or below contract rates. This is accomplished by obtaining a complete copy of the LPA contract before executing any purchase documents.

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### **6.A2.1 Why do departments need a copy of the LPA contract?**

Departments must obtain a copy of the LPA contract to be used for the following reasons:

- Validate the contractor is authorized to sell.
  - Determine warranties, guarantees, maintenance provisions, product return policies, bond requirements, travel costs, etc.
  - Determine if products and services are available on the contract.
  - Determine which products and/or services are specifically excluded.
  - Determine if prices quoted are at or below contract rates.
  - Determine if additional approvals, forms, filings, etc. are required.
  - Substantiate the contractor is CA certified as a SB or a DVBE (if applicable).
  - Substantiate the contractor has a valid contractor's license (if applicable).
  - Obtain contractor's signed Payee Data Record (STD.204).
- 

### **6.A2.2 Standard purchase document**

Most LPA orders are executed using a STD.65. Some MSA and MRA user instructions advise departments to execute orders using a STD.213 Standard Agreement (non-IT services) or provide departments with an option of executing orders using a STD.65 or a Master Service Agreement (GSOP-206) or Master Agreement Form (GSOP-191-2). Buyers must read the user instructions provided by the individual contract to determine the appropriate purchase document to be utilized.

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### **6.A2.3 LPA contract provisions**

Departments may not modify any LPA terms and conditions without prior approval from DGS/PD.

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## Topic 2 – LPA Basics, Continued

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### 6.A2.4 SB and DVBE consideration

When placing orders against LPA contracts departments must consider offers from certified SB and/or certified DVBE, when available. Most LPA processes provide departments with a means to claim contracting dollars toward their department's SB or DVBE goals.

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### 6.A2.5 SB and DVBE sub-contracting participation tracking

Departments are able to claim subcontracting dollars towards departmental SB or DVBE goals whenever an LPA contractor subcontracts a commercially useful function to a certified SB or DVBE. The LPA contractor will provide the ordering department with the name of the certified SB or certified DVBE used and the dollar amount the ordering department can apply towards its SB or DVBE goal.

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### 6.A2.6 SB and DVBE verification

Departments will perform inquiries through Office of SB and DVBE Certification (OSDC) database to verify SB and DVBE certification status of all LPA contractors. The certification data (SB and DVBE reference number, status, term, business type, etc.) provided from an inquiry, when applicable, must be maintained within the procurement file.

[Click](#) here to access the SB and DVBE services web page.

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### 6.A2.7 CAL-Card use

Individual LPA contracts will provide direction as to whether or not the contract allows for credit card payments. Departments are reminded that the CAL-Card is a payment mechanism, not a procurement approach. Consequently, an LPA order must be executed on a purchase document regardless of dollar amount when accepting CAL-Card payments. Refer to [Chapter 9](#), Section B, Topics 3 and 4.

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### 6.A2.8 Mixing LPAs

Departments may not mix offers from different types of LPAs (non-IT and IT) to execute a single order. LPA categories (CMAS, CA, MA, SC) cannot be combined to solicit offers and select a supplier.

Example:

A department has a need to acquire 50 personal computers and associated software. The department has LPA IT purchasing authority for CMAS and Master Agreements. Offers cannot be solicited from both CMAS contractors and the WSCA contractors to meet the department's need and the requirement to obtain offers.

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## Topic 2 – LPA Basics, Continued

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### **6.A2.9 Disputes**

If a supplier dispute occurs, the department shall first attempt to resolve complaints or disputes informally. If the dispute cannot be resolved by the department, the dispute may be elevated to the DGS/PD contract administrator as identified in the individual LPA contract or to the DGS/PD Dispute Resolution Office.

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## Topic 3 – Achieving Best Value Using LPAs

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### 6.A3.0 Seeking multiple offers

Departments shall seek multiple offers whenever multiple suppliers are known to exist unless otherwise directed by individual contract user instructions, policies and/or statutes or identified as an “exempt” contract on the Statewide Checklist. “Multiple offer” is defined to be a minimum of three (3) offers, including one CA certified SB and/or DVBE (if available).

Refer to the individual LPA topics within this chapter for additional instructions.

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### 6.A3.1 Choose your words carefully

When using LPA categories such as MA and CMAS, departments shall be sensitive to avoid using words that imply competitive bids. When conducting a supplier comparison or soliciting offers avoid using the words “bid”, “quote”, “solicitation” and/or “evaluation”, but, rather, clarify that there will be a comparison of offers to determine best value. When obtaining offers using a written document refer to the document as a RFO. Buyers must also not include competitive solicitation language regarding small business preference, protest language, intents to award, evaluation criteria or advertising requirements.

**Warning:** Since MA and CMAS RFOs are not considered competitive solicitations, departments must not use the two-envelope evaluation process or include protest language.

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### 6.A3.2 Best value

Most LPAs require departments to select a supplier based upon a “value effective” concept, or as commonly referred to within the LPA processes as “best value”, when there are multiple providers of products and services. “Best value” relates to requirements and supplier selection criterion or other factors for a particular transaction that is established by a department to ensure that its business needs and goals are effectively met and that the state obtains the most value. For the purposes of this chapter, best value will refer to the concept of making value-effective acquisitions.

Departments must know what is important to their program, document those needs and requirements, then canvas suppliers, either utilizing a pre-qualified supplier group as in MA or searching CMAS contractors who possess the products or skills. Canvassing may take the form of a written RFO outlining the requirements. The best value criteria must be included in the procurement file.

LPAs that have been identified as “exempt” from obtaining multiple offers are, unless otherwise directed by the individual user instructions, not required to document best value.

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## Topic 3 – Achieving Best Value Using LPAs, Continued

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### 6.A3.3 Possible criteria

Best value can be determined using any one or all of the following criteria as applicable to the department's effort:

- The price of the product or service.
- The operational cost that the state would incur if the offer is accepted.
- Quality of the product or service, or its technical competency.
- Reliability of delivery and implementation schedules.
- The maximum facilitation of data exchange and system integration.
- Warranties, guarantees and return policy.
- Supplier financial stability.
- Consistency of the proposed solution with the state's planning documents and announced strategic program direction.
- Quality and effectiveness of business solution and approach.
- Industry and program experience.
- Prior record of supplier performance.
- Supplier expertise with engagements of similar scope and complexity.
- Extent and quality of the proposed participation and acceptance by all user groups.
- Proven development and methodologies and tools.
- Innovative use of current technologies and quality results.

**Note:** Regardless of other criteria being used to accept an offer, price must always be a best value criteria.

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### 6.A3.4 Contract award using best value

To determine supplier selection using best value, the following minimum steps are required. Departments shall:

- Define business requirements (for example, in a Statement of Work for services) for inclusion in the RFO.
- Obtain a copy of the LPA contract from each contractor solicited.
- Review the contracts in context with the department's requirements and contractor offers.
- Compare contracts and offers with those from other contractors.
- Award to the offer with documented "best value" meeting requirements.

Include the supplier selection rationale and the related documentation that supports the selection in the procurement file.

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## Topic 3 – Achieving Best Value Using LPAs, Continued

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### 6.A3.5 Conduct a supplier comparison

Departments, unless otherwise directed by the individual LPA user instructions or when using a contract exempted from obtaining multiple offers are required to solicit a minimum of three (3) suppliers who can provide the requested non-IT goods, non-IT services and/or IT goods and/or services.

This supplier comparison can be in the form of a verbal or written RFO, identifying the department's needs and requesting contractors to offer their best price and/or proposal to meet the department's requirements. An RFO may be conducted by phone, fax, be mailed electronically or by other means such as a supplier picking up the RFO in person. Buyers shall refer to applicable user instructions to confirm any special requirements regarding the supplier comparison format.

Click here to access a Request for Offer template. [Word](#) [PDF](#)

Departments must document all LPA contractors that were contacted, provide a recap of their offers and record how the selection was made, including criteria for determining "best value".

---

### 6.A3.6 Less than 3 offers

Departments, unless otherwise directed by either the LPA user instructions or determining that the LPA being used is exempted from obtaining 3-offers, must document the procurement file in sufficient detail to support the supplier selection as follows:

If a department solicits 3-offers and receives	Then the department shall document the procurement file with the reasons why
1-offer	The other two (2) suppliers did not respond.
2-offers	The third supplier did not respond.

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### 6.A3.7 Soliciting more than 3- suppliers

Departments that solicit more than 3 suppliers shall document their files with responses or rationale to equal the minimum 3 offers and then proceed with the purchase document execution.

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## Topic 3 – Achieving Best Value Using LPAs, Continued

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### 6.A3.8 Only one source known

If a department knows of only one source within a LPA type (non-IT or IT) and category (CMAS, MA, SLP, etc.), where multiple offers cannot be obtained, the department shall:

- Conduct a competitive solicitation, if suppliers are known to exist outside of the LPA programs or
- Execute the response as an NCB contract if no other sources are known outside of the LPA program being used. Refer to [Chapter 5](#) for NCB processing requirements or
- Execute the response as a transaction that is exempt from obtaining multiple offers by either statute or policy and document the procurement file in sufficient detail to support the basis of the exemption.

Refer to [Chapter 5](#), Topic 5 through Topic 7 for information on purchases exempt for obtaining multiple offers either by statute or policy.

---

## Topic 4 – Documenting the Results of a LPA Offer

---

### **6.A4.0 Documenting the results**

Departments must document all LPA suppliers that were contacted, provide a recap of their offers and record how the selection was made, including criteria for determining “best value”.

Departments have the option to use the Best Value Determination Worksheet provided here, create their own, or if using an MA LPA defer to the requirements of the user instructions.

The worksheet provided facilitates easy compilation of offers received and supplier selection rationale. Regardless of the format used the form must be retained in the procurement file.

Click here to access a Best Value Determination Worksheet to use to document the offers received [Word](#) [PDF](#).

---

### **6.A4.1 LPA file documentation**

[Click](#) here to access the LPA file documentation requirements.

---

### **6.A4.2 Location of the entire contract**

If the complete LPA is not maintained in the procurement file, buyers shall document, within the procurement file, where the complete contract is located.

---

## Topic 5 – Amending an LPA Purchase Document

---

### **6.A5.0 Amendments non-IT goods and IT goods and services**

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendments.

Amendments may be executed without NCB approval for incidental omissions such as:

- Transposition of numbers from the RFO response to the purchase document or
- Inadvertent failures to include such things as contact names or for mistyped addresses.
- This does not apply to changes in quantity or time.

Amendments must also be executed for contractor name changes that have been authorized in the LPA contract.

---

### **6.A5.1 Amendments unique to non-IT services**

Original orders, which do not include options for changes (e.g., quantity or time), may be amended. This only applies to the first amendment, the time shall not exceed one year, or add not more than 30% of the original order value, not to exceed \$250,000.00. The original contract must have permitted amendments. Outside of these conditions, the NCB process must be followed. Refer to PAM, [Chapter 5](#), Topic 2.

Amendments may be executed without NCB approval for incidental omissions such as:

- Transposition of numbers from the RFO response to the purchase document or
- Inadvertent failures to include such things as contact names or for mistyped addresses.

Amendments must also be executed for contractor name changes that have been authorized in the LPA contract

---

### **6.A5.2 Original transaction valued less than \$5,000.00**

Unless otherwise instructed by LPA user instructions, the NCB process must be followed if an amendment will cause the original transaction amount to exceed \$4,999.99 and the original transaction was awarded using fair and reasonable methodology. Refer to PAM, [Chapter 5](#), Topic 2.

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## Section B

### California Multiple Award Schedule

#### Overview

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**Introduction** The California Multiple Award Schedule (CMAS) program was established in May 1994 and incorporated in PCC sections 10290 et. seq. and 12101.5. CMAS contracts are established for IT and non-IT products and services that have been competitively assessed, negotiated, or bid primarily, but not exclusively, by the federal General Services Administration. The program enables State departments under the purchasing authority granted by DGS to streamline purchases by removing repetitive, resources intensive, costly, and time-consuming bid processes.

---

**Contents** This section contains the following topics:

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Topic 2 – Achieving Best Value Using CMAS	24
Topic 3 – Not Specifically Priced Items (NSP)	27
Topic 4 – Executing CMAS Purchase Documents	29

---

## Topic 1 – CMAS Basics

---

**6.B1.0  
Products and services** The CMAS program offers Federal General Services Administration multiple award schedule pricing (primarily) with California terms and conditions with suppliers that provide non-IT goods, IT goods and services and some non-IT services.

---

**6.B1.1  
Contract price is maximum** Contract prices for products and/or services are maximums. Departments are strongly encouraged to negotiate lower prices and seek competition.

---

**6.B1.2 Who can sell** The prime CMAS Contractor and resellers who are explicitly listed in the contract can sell goods and services using CMAS terms and conditions. No one else.

---

**6.B1.3  
Resource guides** The DGS/CMAS program has developed a number of resource guides that provide departments with CMAS information and guidelines.

[Click](#) here to access the Agency Information Packet.

[Click](#) here to access the Service Guide.

---

**6.B1.4  
Purchasing authority dollar thresholds** CMAS dollar thresholds are maximums. No CMAS order may be executed by a department that exceeds the department's CMAS purchasing authority threshold or CMAS maximum dollar threshold, whichever is less.

Refer to Section A, Topic 1 of this [chapter](#) describing the maximum dollar threshold per LPA purchasing category.

---

## Topic 2 – Achieving Best Value Using CMAS

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### **6.B2.0 Making a valid attempt in seeking offers**

Departments must make a valid attempt to secure offers from viable contractors who are able to supply the goods and/or provide the services. Neither a lack of sufficient CMAS contractors nor the use of restrictive requirements meets the intent for achieving offers.

---

### **6.B2.1 Minimum RFO requirements**

Click here to access a Request for Offer template. [Word](#) [PDF](#)  
Refer to Section A, Topic 3 of this [chapter](#) for solicitation requirements.

---

### **6.B2.2 Documenting the results**

Refer to Section A, Topic 3, of this [chapter](#) for RFO requirements.

---

### **6.B2.3 Canvassing more than 3-suppliers**

Refer to Section A, Topic 3 of this [chapter](#) for RFO requirements.

---

### **6.B2.4 Only one source known**

Refer to Section A, Topic 3 of this [chapter](#) for RFO requirements.

---

### **6.B2.5 Purchases less than \$5,000.00**

CMAS orders valued less than \$5,000.00 may be executed without obtaining multiple offers if fair and reasonable pricing has been established and documented. Examples of fair and reasonable pricing methods are described in PAM [Chapter 4](#), Section C, Topic 2.

Documentation to support fair and reasonable pricing must be retained in the procurement file.

[Click](#) here to access file documentation for orders less than \$5,000.00

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*Continued on next page*

## Topic 2 – Achieving Best Value Using CMAS, Continued

**6.B2.6 CMAS requirements** This table illustrates the requirements of a buyer conducting and executing a CMAS order.

CMAS order is for	And dollar threshold is	The buyer must
Non-IT goods	\$5,000.00- \$100,000.00	<ul style="list-style-type: none"> <li>• Obtain 3 offers, 1 from SB or DVBE if available.</li> <li>• Document responses – refer to Section A, Topic 4.</li> <li>• Execute Purchase Document.</li> </ul>
Non-IT services	\$5,000.00 - \$50,000.00	<ul style="list-style-type: none"> <li>• Obtain 3 offers, 1 from SB or DVBE if available.</li> <li>• Document responses accordance to Section A, Topic 4.</li> <li>• Execute purchase document.</li> </ul>
	\$50,000.01-\$250,000.00	<ul style="list-style-type: none"> <li>• Obtain 3 offers, 1 from SB or DVBE if available.</li> <li>• Document responses –refer to Section A, Topic 4.</li> </ul> <p><b>Prior to purchase document execution:</b> Submit to DGS/PD for review and approval:</p> <ul style="list-style-type: none"> <li>• Summary Agreement – STD.215</li> <li>• Completed purchase document/attachments</li> <li>• Complete copy of CMAS supplier contract</li> <li>• Assessment and Selection document</li> <li>• Copies of all supplier responses to RFO</li> <li>• Copy of RFO</li> </ul> <p><u>Hand Deliver or mail to:</u> DGS/Procurement Division Attn: Technology Acquisition Section 707 Third Street, Second Floor North West Sacramento, CA 95605</p>
IT goods and services	\$5,000.00 - \$500,000.00	<ul style="list-style-type: none"> <li>• Obtain 3 offers, 1 from SB or DVBE if available</li> <li>• Document responses accordance to Section A, Topic 4</li> <li>• Execute purchase document</li> </ul>
	Over \$250,000.00	<ul style="list-style-type: none"> <li>• Submit to DGS/PD within 5-working days of purchase document execution a completed Notice of Contract Award (NCA). Retain a copy of the NCA in the procurement file.</li> </ul>

*Continued on next page*

## Topic 2 – Achieving Best Value Using CMAS, Continued

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### **6.B2.7 NCA requirements for IT transactions valued over \$250,000.00**

All executed CMAS purchase documents for IT goods and services valued over \$250,000.00 must be reported to DGS within 5-working days of contract execution using the NCA.

If only 1 offer is received and an order is executed, then the required documentation to support the selection shall be included with the NCA.

Approval by the department's Agency Secretary and Department Director or immediate next ranking official must be secured on the purchase document and must be original signatures. The location on the purchase document for the signatures is up to each individual ordering entity.

Copies of all completed and submitted NCA documents must be included in the procurement file.

Click here to access the NCA. [Word](#) [PDF](#)

---

### **6.B2.8 Amendments non-IT goods and IT goods and services**

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendments.

Amendments may be executed for incidental omissions such as: Transposition of numbers from the response to the purchase document or for inadvertent failures to include such things as contact names or for mistyped addresses. This does not apply to changes in quantity.

Amendments must also be executed for contractor name changes that have been authorized in the CMAS contract.

---

### **6.B2.9 Amendments unique to non-IT services**

Original orders, which do not include options for changes, (e.g., quantity or time), may be amended. This only applies to the first amendment, the time shall not exceed one year, or add not more than 30% of the original order value, not to exceed \$250,000.00. The original contract must have permitted amendments. Outside of these conditions, the NCB process must be followed. Refer to PAM, [Chapter 5](#), Topic 2.

---

## Topic 3 - Not Specifically Priced Items (NSP)

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### 6.B3.0 Open market, incidental, and non-contract items

The only time that open market/incidental, non-contract items, may be included in a CMAS purchase order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision.

If the NSP provision is not included in the CMAS contract, or the products and/or services required do not qualify under the NSP parameters, the products and/or services must be procured separate from CMAS.

---

### 6.B3.1 Subordinate and peripheral

The Not Specifically Priced (NSP) Items provision enables the agency to include in the purchase order non-contract products and services that are subordinate and peripheral to the other purchase order items, as follows:

- An order containing NSP items may be executed only if it results in the best value alternative to meet department needs.
  - Any product or service already specifically priced and identified in the contract may not be identified as an NSP item in an order.
  - All NSP items included in an order executed against a CMAS contract are subject to all the terms and conditions set forth in the contract.
- 

### 6.B3.2 Dollar limits

Maximum Dollar Limitation:

Purchase orders \$250,000 or less: Total dollar value of all NSP items must not exceed \$5,000.

Purchase orders exceeding \$250,000: Total dollar value of all NSP items must not exceed 5% of the total cost of the purchase order, or \$25,000, whichever is lower.

---

### 6.B3.3 NSP not available

Not all contracts include the NSP provision. The NSP provision is included at the option of the contractor and the CMAS Unit.

The NSP provision is not included in contracts for services only.

Department orders for NSP items only are prohibited.

---

### 6.B3.4 Manufacturer authorization required

Departments must substantiate (through manufacturer authorizations) that the contractor is an authorized provider of the products and product-related services (maintenance, repair) that are offered under the NSP provision.

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*Continued on next page*

## Topic 3 - Not Specifically Priced Items (NSP), Continued

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**6.B3.5 Clearly identify NSP** The NSP items must be separately listed and clearly identified on the order.

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**6.B3.6 Items specifically excluded** The following NSP items ARE SPECIFICALLY EXCLUDED from any order issued under the contract:

1. Items that are not intended for use in direct support of the CMAS priced items identified in the same purchase order. An NSP item must be subordinate to the specifically priced item that the NSP item is supporting.
2. Supply type items, except for the minimum amount necessary to provide initial support to the priced CMAS items included in the same purchase order.
3. Items that do not meet the Productive Use Requirements for information technology products (Refer to [SAM](#) section 5203).
4. Any other items or class of items that are specifically excluded from the scope of the CMAS contract.
5. Public Works components that are NOT incidental to the overall project requirements. See CMAS Agency Packet, Section 16, Public Works Projects.
6. Products or services the Contractor is NOT factory authorized or otherwise certified or trained to provide.
7. Follow-on consultant services that were previously recommended or suggested by the same contractor.

Trade-ins and upgrades, involving the swapping of boards, are permissible where the CMAS contract makes specific provisions for this action. In those instances where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.

---

## Topic 4 – Executing CMAS Purchase Documents

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### **6.B4.0 Recording the CMAS number on the purchase document**

The CMAS contract number will be identified on each CMAS order executed. This is in addition to the Purchasing Authority Number assigned by DGS/PD.

Refer to [Chapter 8](#) – Purchase Documents.

---

### **6.B4.1 Multiple contracts on one purchase document**

Departments wishing to include multiple CMAS contracts on a single order must adhere to the following:

- All contracts must be for the same CMAS contractor.
  - The order must be for one contractor location.
  - Type the word “CMAS” in the space labeled “Leveraged Procurement Agreement No.” on the STD.65. The word “CMAS” signifies that the purchase order contains items from multiple CMAS contracts. The purchasing department may only use one DGS bill code.
  - For each individual contract (as differentiated by alpha suffix), the department must identify and group together the contract number with the line items and subtotal per contract number (do not include tax in the subtotal), AND sequentially identify each individual contract as Sub #1, Sub #2, Sub #3, etc. The total of all items on the purchase order may not exceed the CMAS order limit.
  - Do not combine items from both non-IT goods and IT CMAS contracts. Non-IT contracts begin with the number “4” and IT contracts begin with the number “3.”
-

# Section C

## Software License Program

### Overview

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**Introduction** The Software Licensing Program (SLP) was established in January 1994 and is administered by the Department of General Services, Procurement Division. Extensive software discounts are negotiated with major software publishers and those discounts are passed on to the State through the SLP contracts established with authorized participating resellers.

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**Contents** This section contains the following topics:

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Topic 1 – Software License Program Basics	29

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# Topic 1 – Software License Program Basics

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## 6.C1.0 When to use SLP contracts

SLP contracts are established to reduce the need for individual departments to conduct repetitive acquisitions for proprietary software licenses and software upgrades. SLP contracts take advantage of the large volume discounts offered by the software publishers.

Refer to Section A of this [chapter](#) to review LPA Basics.

---

## 6.C1.1 How do departments use SLP contracts?

Departments must solicit a minimum of three (3) suppliers, obtain offers, and execute purchase documents based upon best value criteria as determined by the needs of the individual department. Departments contact the SLP contractor directly to obtain a copy of the specific SLP contract. Conducting a purchase activity using the SLP contracts is no different than for other LPAs (CMAS and MA). Refer to Section A of this chapter for applicable processing requirements.

---

## 6.C1.2 List of SLP contractors

[Click](#) here to access a current list of authorized participating resellers with SLP contracts.

---

## 6.C1.3 Contract price is maximum

SLP contract pricing is the maximum allowed. Departments are strongly encouraged to negotiate lower prices.

---

## 6.C1.4 SLP amendments

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendments. Refer to Section A of this [chapter](#).

Amendments may be executed for incidental omissions such as:

- Transposition of numbers from the solicitation response to the purchase document or
- Inadvertent failures to include such things as contact names or for mistyped addresses.
- This does not apply to changes in quantity or time.

Amendments must also be executed for contractor name changes that have been authorized in the SLP contract.

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## Topic 1 – Software License Program Basics, Continued

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**6.C1.5  
Transactions  
over  
\$250,000.00  
NCA required**

All executed SLP purchase documents valued over \$250,000.00 must be reported to DGS within 5-working days of contract execution using the NCA.

If only 1 offer is received and an order is executed, then the required documentation to support the selection shall be included with the NCA.

Approval by the department's Agency Secretary and Department Director or immediate next ranking official must be secured on the purchase document and must be original signatures. The location on the purchase document for the signatures is up to each individual ordering entity.

Copies of all completed and submitted NCA documents must be included in the procurement file.

Click here to access the NCA. [Word](#) [PDF](#)

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# Section D

## Statewide Contracts

### Overview

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**Introduction** Statewide Contracts are competitively bid and awarded contracts established by DGS/Procurement Division to take advantage of lower costs passed on by suppliers bidding on large quantities of goods repetitively used by multiple state departments. These contracts have unlimited dollar thresholds.

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# Topic 1 – Statewide Contract Basics

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## 6.D1.0 SC limitations

SC's do not have dollar limits or limitations to their use unless otherwise noted in the specific contract and/or user instructions.

---

## 6.D1.1 Contract price is maximum

Contract pricing identified within statewide contracts is the maximum allowed.

---

## 6.D1.2 When to use SC

SC's are established to reduce the need for individual departments to conduct repetitive bids for like products. Use of some SCs are mandatory, while use of other SCs are non-mandatory. The department must verify the mandatory or non-mandatory status of a contract by reviewing the contract or checking the Statewide Checklist.

---

## 6.D1.3 How do departments use statewide contracts

Departments must verify the following, prior to executing a SC order:

- Is execution of the order authorized under the department's purchasing authority?
- Is the contract mandatory or non-mandatory?
- Does the order require any PIA waivers?
- Does the order require additional review and approval prior to issuing the order (i.e., RESD, IT project certification, Fleet etc.)?

[Click](#) here to access the Statewide Checklist for a list of suppliers. Contracts are available on PD's web page at [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov) or by contacting the PD contract manager for the specific contracts.

---

## 6.D1.4 What is included?

Most SC's are limited to non-IT goods.

---

## 6.D1.5 Purchase document

Unless otherwise directed by individual SC user instructions, the common purchase document used to issue SC orders is the STD.65. Refer to Section A of this [chapter](#) and [Chapter 8](#) for additional information on purchase documents.

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*Continued on next page*

## Topic 1 – Statewide Contract Basics, Continued

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### **6.D1.6 Body armor purchases**

Departments shall purchase body armor (stab resistant and/or bullet proof vests) from the mandatory SC. If the products do not meet the department's requirements, then the department must submit to DGS/PD a STD.66 for processing by DGS/PD.

---

### **6.D1.7 Archive boxes**

Due to the closure of the Materials Management Warehouse and a the re-opening of the State Records Center, the purchasing of archive boxes was restricted to the State's office supply contract with OfficeMax, contract #1-01-75-55.

The restriction has been rescinded and departments with purchasing authority may purchase archive boxes from any source. Although if purchasing archive boxes from other than the OfficeMax office supply contract, the archive boxes must comply with State of California specification number 8115-42G-03 dated July 2004 for "Containers, Corrugated Filing".

Prior to placing orders from these sources, the [DGS/PD Engineering Team \(PET\)](#) must inspect the product for specification compliance.

To date, River City Paper Company (916-364-8800) and OfficeMax are the only approved suppliers for state archive boxes.

---

### **6.D1.8 Statewide contracts restricted to PIA use only**

DGS/PD has executed on behalf of PIA, statewide contracts for "raw" materials that PIA uses to make their products. These contracts begin with the number "8" which identifies them as being restricted for PIA use only and require mandatory use. PIA buyers when conducting purchases based on these contracts will execute a STD.65 purchase document.

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## Topic 2 – Strategically Sourced Statewide Contracts

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### 6.D2.0 Establishing strategically sourced statewide contracts

The DGS through the California Strategic Sourcing Initiative (CSSI) is entering into both non-IT and IT statewide contracts for goods and services. These contracts are established through competition that provides the best value contractor to offer the specific goods and services on a statewide basis. Consequently in order to achieve the maximum benefit based upon leveraging the State's volume purchasing use of these contracts are mandatory.

---

### 6.D2.1 Distinguishing CSSI contracts

CSSI statewide contracts are identified in most cases with a numbering system beginning with "1S" although there may be some exception.

Example:

The OfficeMax contract having been a renegotiated contract based upon the statewide contract with Boise-Cascade retained its original statewide contract number 1-01-75-55.

---

### 6.D2.2 Requirements

Departments must adhere to the following requirements when conducting purchasing activities using CSSI statewide contracts (CSSI/SC):

- Departments must have the appropriate purchasing authority for the type of purchase being made from a CSSI/SC. (I.e. office supply purchases require non-IT purchasing authority; desktop and mobile equipment purchases require IT purchasing authority).
  - Use of CSSI/SC is mandatory.
  - No monetary threshold limit
  - Obtaining multiple offers is not required since these statewide contracts are established as a result of competition.
  - Individual CSSI/SC provides a set of user instructions unique to each contract. This includes instructions to departments for obtaining DGS written approval for any exemption process to conduct a purchase outside of an authorized CSSI/SC.
  - As with any purchase activity, CSSI/SC purchases must also include any necessary approvals as applicable to the transaction. Refer to PAM, Chapter 2
  - Purchasing authority numbers and CSSI contract numbers must be identified on the purchase document in the appropriate location.
- 

*Continued on next page*

## Topic 2 – Strategically Sourced Statewide Contracts, Continued

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### 6.D2.2 Requirements (continued)

- Procurement files must be documented in sufficient detail to support the purchase transaction in the same fashion as any other LPA purchase activity.
  - Purchasing dollar thresholds although unlimited, must remain within the department's approved purchasing authority dollar threshold for statewide contracts.
  - All certified SB or DVBE purchases made through the CSSI/SC are reported monthly by the contract holder and are credited to the purchasing department.
- 

### 6.D2.3 Exemptions

Departments that have a need to purchase IT goods that are not available through the PC goods statewide contracts.

[Click](#) here to access the CSSI IT Hardware PC Goods Contract Exemption Process.

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### 6.D2.3 CSSI/SC availability

[Click](#) here to access the CSSI web page.

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# Section E

## State Price Schedule

### Overview

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**Introduction** State Price Schedules (SPS) are non-competitively bid agreements for goods at a fixed price for a specified period of time. These agreements are established by DGS/P D for use by State departments.

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## Topic 1 – State Price Schedules Basics

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### **6.E1.0 State Price Schedules**

State Price Schedules (SPS) are non-competitively bid agreements for goods at a fixed price for a specified period of time. SPS agreements are established for unique and unusual items that preclude competitive bidding.

Departments are limited to a \$25,000.00 threshold on non-mandatory SPS orders.

---

### **6.E1.1 SPS for adaptive equipment requires special attention**

DGS/PD has established an SPS agreement, with an IT component, for Adaptive Equipment and Services for Persons with Disabilities.

Departments executing orders against this SPS must apply all the required approval and documentation requirements as applicable to an IT acquisition.

Example:

A reading system purchased for a visual and/or reading impaired person may include a personal computer, scanner, sound card and reading software. This is considered an IT acquisition.

The use of the Adaptive Equipment and Services for Persons with Disabilities SPS requires departments to solicit and obtain offers from a minimum of 3 suppliers listed on the SPS agreement.

Buyers using this SPS must review and adhere to the user instructions unique to this LPA. Documentation requirements, unless otherwise described in the SPS user instructions, will follow the requirements of any LPA activity as outlined in Section A of this [chapter](#).

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*Continued on next page*

## Topic 1 – State Price Schedules Basics, Continued

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### 6.E1.2 How do departments use SPS?

Departments must verify the following, prior to executing an SPS order:

- Is execution of the order authorized under the department's purchasing authority?
- Are there comparable products available from outside sources where there is a need to obtain a PIA waiver?
- Is the purchase for special adaptive equipment where pricing is required from other providers?
- Are there any pre-approval requirements?

[Click](#) here to access the Statewide Checklist for a list of suppliers. SPS agreements are available on PD's web page at [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov) or by contacting the PD contract manager for the specific SPS.

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# Section F

## Master Agreements

### Overview

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**Introduction** Master Agreements (MA) are one of the State’s main procurement vehicles for leveraging its buying power. As stated in SAM section 4800 departments shall use master agreements whenever the functional requirements for which the contract was awarded are substantially the same as the departments’ requirements. Some MA have the ability to be amended to add suppliers and/or products to keep up with customer needs.

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# Topic 1 – Master Agreement Basics

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## 6.F1.0 Review the MA

Departments must review the MA in its entirety (contract, supplements and user instructions) to determine what requirements are applicable to the department's business need. Most often, MA will require the department to canvas a pool of authorized suppliers to determine and obtain best value. There are MAs that have been designated "exempt" either by statute or policy from obtaining multiple offers. In those cases, buyers should document the procurement file with a statement to identify that the MA is exempt. Refer to [Chapter 5](#), Topic 6 for suggested statements.

Orders issued against a MA commonly use the STD.65 but departments have the option to use the GSOP-206 or GSOP-191 for services or rentals, respectively, and the STD.213 for non-IT services, as identified within the individual master agreement user instructions.

---

## 6.F1.1 How do departments use the MA

Departments must verify the following, prior to executing an MA order:

- Is execution of the order authorized under the department's purchasing authority?
- Does execution of the order require Department of Finance (DOF) approval or any other approvals identified within the individual contract user instructions?
- Does use of the MA require additional requests for offers from other authorized providers identified within the contract?
- Does the estimated dollar threshold require prior DGS review and approval before issuing an award?

[Click](#) here to access the Statewide Checklist for a list of suppliers. MA are available on PD's web page at [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov) or by contacting the PD contract manager for the specific contract.

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## 6.F1.2 User instructions

Individual MA contracts provide user instructions unique to each agreement. This includes identifying whether or not the MA requires the buyer to obtain multiple offers or whether or not the purchase requires documenting "best value". Most often, if the MA has been exempted from obtaining multiple offers than documenting "best value" is not required.

Consequently, buyers must read the instructions thoroughly in order to properly execute an order and complete any reports as required by the individual agreement.

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*Continued on next page*

## Topic 1 – Master Agreement Basics, Continued

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### **6.F1.3 Dollar threshold limitations**

Departments may not execute a non-IT services MA transaction in excess of \$250,000.00. Additionally, departments executing a non-IT services transaction from a non-IT MA must obtain the DGS/Office of Legal Services (OLS) review and approval prior to executing the purchase document. Refer to the individual non-IT services MA user instructions for further requirements regarding the OLS review and approval process.

Conversely, departments may obtain an exemption from the LPA dollar threshold of \$500,000.00 for IT master agreements upon completing and submitting to DGS/PD/PAMS a “Request for Exemption to \$500,000 limit on Master Agreements” form. Refer to Section F, Topic 7 of this [chapter](#) for additional information.

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### **6.F1.4 Cancelled MRA**

The Master Rental Agreements (MRA) for Industrial Cloths, Uniforms and Dust Control Rental were cancelled August 31, 2002. Departments requiring the rental of these products must execute this service in accordance with the SCM, Volume 1. Non-IT goods purchasing authority does not provide the authority to execute non-IT service contracts.

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## Topic 2 – Achieving Best Value Using MA

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### 6.F2.0 Valid attempt in seeking offers

Departments must make a valid attempt to secure offers from viable contractors who are able to supply the goods and/or provide services. Neither a lack of sufficient MA nor the use of restrictive requirements meets the intent for obtaining offers.

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### 6.F2.1 Minimum RFO requirements

Departments granted purchasing authority to use MA shall solicit a minimum of three (3) offers including one SB and/or DVBE when available, unless otherwise instructed by the individual MA user instructions and document the responses.

Click here to access a Request for Offer template. [Word](#) [PDF](#)

**Note:** Buyers must read the User Instructions of an individual MA to verify whether or not the MA contains a specific solicitation format prior to using the above RFO template.

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### 6.F2.2 Documenting the results

Buyers shall document responses in accordance with individual MA user instructions that may provide an evaluation format. Otherwise, buyers have the option to use the Best Value Determination Worksheet or use their own form to document the results of a MA offer.

Click here to access a Best Value Determination Worksheet. [Word](#) [PDF](#)

Regardless of the format used, the following must be documented in sufficient detail to support the supplier selection:

If a department solicits 3 offers and receives	Then the department shall document reasons why
1-offer	The other two (2) suppliers did not respond.
2-offers	The third supplier did not respond.

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### 6.F2.3 Soliciting more than 3-suppliers

Departments that solicit more than 3 suppliers shall document their files with responses or rationale to equal the minimum 3 offers and then proceed with order execution.

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## Topic 2 – Achieving Best Value Using MA, Continued

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### 6.F2.4 Only one source known

If a department knows of only one source, where multiple MA offers cannot be obtained, the department shall either,

- Conduct a competitive solicitation, if suppliers are known that are not MA authorized or
  - Process the response as an NCB contract, if no other sources are known outside of the MA. Refer to [Chapter 5](#).
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### 6.F2.5 Purchases less than \$5,000.00

MA transactions valued less than \$5,000.00 may be executed without obtaining offers if fair and reasonable pricing has been established and documented. Examples of fair and reasonable pricing methods are described in PAM [Chapter 4](#), Section C, Topic 2.

Documentation to support fair and reasonable pricing must be retained in the procurement file.

[Click](#) here to access file documentation for orders less than \$5,000.00.

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### 6.F2.6 Transactions over \$250,000.00 NCA required

All executed MA purchase documents for either IT goods and services or non-IT services valued over \$250,000.00 must be reported to DGS within 5 working days of award using the NCA. A copy of the NCA is retained in the procurement file.

If only 1 offer is received and an order is executed, then the required documentation to support the selection must be included with the NCA.

Approval by the department's Agency Secretary and Department Director or immediate next ranking official is required. Approval must be included on the order; the location on the order for the signatures is up to each individual ordering entity.

Copies of all completed and submitted NCA documents must be included in the procurement file.

Click here to access the NCA. [Word](#) [PDF](#)

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## Topic 2 – Achieving Best Value Using MA, Continued

**6.F2.7 Transactions over \$500,000.00** MA transactions with an estimated value in excess of \$500,000.00 must have DGS/PD approval prior to eliciting offers. Departments must submit all exemption requests for review and approval to DGS/PD/PAMS. The following process must be followed to obtain an exemption for these transactions.

Stage	Description
1	The department must submit to PAMS a Leveraged Procurement Agreement Exemption Request to \$500,000.00 limit (LPAER) form to exceed \$500,000.00. The LPAER must be completed in its entirety and signed by both the PCO and PAC. Click here to access the LPAER form. <a href="#">Word</a> <a href="#">PDF</a>
2	If PAMS approves the request, the department will be assigned a LPAER number that must appear on all solicitation-related documentation and related purchase documents for compliance and reporting.
3	The department must then submit the RFO to PAMS for review and approval <u>prior</u> to releasing the RFO to MA contractors. <b>Note:</b> This process is repeated each time there is a need to modify to the RFO.
4	The department, upon receiving PAMS's RFO approval, may release the RFO to MA suppliers and proceed with the selection process.
5	All qualified MA suppliers must be contacted, unless otherwise specified within the respective MA user instruction.
6	Prior to contract award the department will submit to DGS/PD/PAMS the following documentation: <ul style="list-style-type: none"> <li>• The final RFO including all addenda</li> <li>• All RFO responses submitted</li> <li>• The purchase document and</li> <li>• The Evaluation and Selection Report for PAMS's concurrence of intended awardee.</li> </ul>
7	Upon review and approval of the order submitted, PAMS will issue an approval letter concurring with the department's recommendation.
8	Upon receiving approval from PAMS, the department may execute the order.
9	The department will submit a copy of the executed purchase document to PAMS. <b>Note:</b> Do not send the purchase document to the DGS/Capture Unit as stated in <a href="#">Chapter 12</a> , Topic 1.
10	All orders must be reported to PAMS within 5 working days of award using the NCA. Refer to Section 2, Topic 7 (6.F7.6) of this chapter for NCA requirements.
11	All documentation must be retained in the procurement file.

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## Topic 2 – Achieving Best Value Using MA, Continued

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### **6.F2.8 Amendments specific to IT**

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendments.

Amendments may be executed for incidental omissions such as: Transposition of numbers from the solicitation response to the purchase document or for inadvertent failures to include such things as contact names or for mistyped addresses. This does not apply to changes in quantity or time.

Amendments must also be executed for contractor name changes that have been authorized in the MA contract.

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### **6.F2.9 Amendments specific to non-IT services**

Original orders, which do not include options for changes, (e.g., quantity or time), may be amended. This only applies to the first amendment, the time shall not exceed one year, or add not more than 30% of the original order value, not to exceed \$250,000.00. The original contract must have permitted amendments. Outside of these conditions, the NCB process must be followed. Refer to PAM, [Chapter 5](#), Topic 2.

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## Topic 3 – Western States Contracting Alliance (WSCA)

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### 6.F3.0 How WSCA was established

PCC sections 10298 – 10299 allow DGS/PD to enter into cooperative purchasing agreements with other states. The WSCA establishes cooperative multi-state contracts where participating states may join together to achieve cost-effective and efficient acquisition of quality products and services. These agreements are also referred to as Master Price Agreements (MPA).

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### 6.F3.1 What WSCA includes

The State's WSCA contracts are available to departments with approved non-IT or IT LPA purchasing authority for MPA use as follows:

Non-IT	IT
<ul style="list-style-type: none"> <li>• Industrial supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Computing system products and services</li> <li>• Wireless voice and data services</li> <li>• Wireless telecommunication services and equipment.</li> </ul>

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### 6.F3.2 How do departments use WSCA?

Departments executing orders using the WSCA program are not required to obtain three offers or document best value, but are encouraged to conduct price comparisons among the WSCA suppliers if available.

[Click](#) here to access the WSCA MPA and obtain supplier contact names and numbers.

Departments must:

- Obtain a complete copy of the WSCA MPA (WSCA base contract, CA participating addendum, CA terms and conditions and ordering instructions)
  - Define the project scope to determine which goods and services are needed
  - Check the electronic catalog and print a copy of an e-quote supporting the order
  - Obtain the proper approval for IT orders in accordance with SAM sections 4500 et seq.-telecommunications and 4800 et. seq. –information technology.
  - Execute the order using the STD.65, unless otherwise directed within the specific WSCA user instructions.
  - Retain all documentation in the procurement file.
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## Topic 3 – Western States Contracting Alliance (WSCA),

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**6.F3.3 Pricing is maximum** WSCA pricing conforms to guaranteed price discount levels; the contractor may change the price of any product or service at any time based upon list price changes, but guaranteed for the contract term. Departments should contact the contractor or authorized reseller to see if there is a large quantity discount available.

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**6.F3.4 WSCA contract numbers** The WSCA contracts use the original WSCA contract number, rather than a Master Agreement number that begins with a “5” or “6”.

Example:

Hewlett-Packard Company	WSCA Contract Number: 90-00151
Grainger Industrial Supply	WSCA Contract Number: 6416

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**6.F3.5 Amendments** Unless otherwise instructed by the user instructions, WSCA orders that require changes can be amended without submitting NCB contract justification documentation. Although any amendment should contain the same degree of detail for changes that the original order contained. Refer to [Chapter 8](#), Topic 7 for additional information on amending purchase documents.

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**6.F3.6 Orders over \$250,000.00** All WSCA orders over \$250,000.00 must be reported to DGS/PD within 5 working days of execution using the NCA. Approval by the department’s Agency Secretary and Department Director or immediate next ranking official must be secured on the order and must be an original signature. The location on the order for the signatures is up to each individual ordering entity. A copy of the NCA must be retained in the procurement file.

Click here to access the NCA. [Word](#) [PDF](#)

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## Topic 3 – Western States Contracting Alliance (WSCA),

Continued

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### **6.F3.7 Orders over \$500,000.00**

Departments executing WSCA orders over \$500,000.00 must obtain DGS/PD approval prior to executing the purchase document. The following information must be documented by the department and submitted to DGS/PD:

- Identify the need for the goods and/or services and the dollar value of the impending purchase document.
- Explain how the department has determined that issuance of a purchase document to this particular contractor makes good business sense and how best value for the department has been achieved.

Upon review and approval of the documentation submitted, DGS/PD will issue an approval letter concurring with the department's request. Upon receiving approval from DGS/PD, the department may proceed to execute the order.

All orders at this dollar threshold must also be reported to DGS/PD within 5 working days of execution using the NCA form.

Click here to access the NCA. [Word](#) [PDF](#)

All relevant documentation, including the NCA must be retained in the procurement file.

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## Topic 4 – California Integrated Information Network (CIIN)

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**6.F4.0 Consolidating services** GC sections 15250-15254 authorize DGS to direct the consolidation and joint use of telecommunications system resources used by departments. Consequently, departments are required to utilize contracts under the oversight of DGS/Telecommunications (DGS/TD) to obtain voice and data services

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**6.F4.1 Contract services** The services listed below are available from the DGS, Telecommunications Division Contract CNT-001 often referred to as the CIIN or CALNET contract.

These services are mandatory for all departments in accordance with Management Memo 04-08.

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<b>6.F4.2 Voice network services</b>	Local usage	International toll free
	Long distance	900 service
	Long distance access	Operator services
	Advanced intelligent network (AIN)	Calling card
	Toll free	Prepaid calling card
	Enhanced toll free	Centrex audio conferencing
	800 Enhanced call routing (ECR)	Audio conferencing

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<b>6.F4.3 Line side services</b>	Business access line (1MB)	Custom local signaling services (Class)
	Centrex	Interactive voice response (IVR) and call router
	ISDN	Automated attendant/call routing
	Account Codes	Automated Call Director (ACD)
	PBX Trunks	ACD/Management Information System (MIS)
	Super trunk service	Announcement/music in queue
	Voice mail	Computer interface (CompuCall) service
		Intelligent call routing

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<b>6.F4.4 Data services</b>	Dedicated Transport	Frame relay service and asyn.
	Extended dedicated services	Transfer mode data services
	SONET (Synchronous Optical Network)	InterLATA frame relay & ATM
	Ring and access services	Extended frame relay
	ISDN	Gigabit Metropolitan Area Network (GigaMan)
	Primary rate (ISDN)	Managed extended frame relay
	Switched 56	Managed frame relay
	Switched T1/T3	Extended ATM

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## Topic 4 – California Integrated Information Network (CIIN), Continued

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### 6.F4.5 Additional services

Billing Products

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### 6.F4.6 Management Memo 04-08

Management Memo 04-08 requires departments to utilize DGS/TD contracts to obtain voice and data services and to use consolidated services wherever available.

In addition, departments are required to request approval and/or project delegation from the Telecommunications Division for the following:

- Teleconferencing/video conferencing
  - PBX telephone systems
  - Hybrid telephone systems with trunk connections
  - Hybrid telephone systems to be installed behind a consolidated system
  - Stand alone ACD or Voice Mail systems connected to consolidated systems
  - Data Transport outside of the consolidated Frame Relay Services
  - Request for Proposal or Invitation for Bid for telecommunications equipment and services
  - Telecommunications consulting services
- 

### 6.F4.7 Can other LPA's be used for telecom equipment purchases?

Yes.

Once approval has been obtained from the DGS/TD, the equipment may be procured through any approved LPA or any other authorized procurement category providing the department has IT purchasing authority.

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