



**Department of General Services  
Procurement Division**

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**Bulletin K-55-12**

**TO: Procurement and Contracting Officers (PCOs)  
Purchasing Authority Contacts (PACs)  
Small Business and Disabled Veteran Business Enterprise (SB/DVBE)  
Advocates**

**RE: Termination – Mandatory Statewide Contract 1-10-75-55 for Office Supplies**

This broadcast is a reminder of the termination of Contract 1-10-75-55 for Office Supplies with National Office Solutions, Inc. effective September 28, 2012.

State departments must now use other procurement methods such as [fair and reasonable pricing](#), [the SB/DVBE Option](#) or [competitive solicitations](#) to purchase office supplies. Click the links above for information about each procurement method (information from [Chapter 4](#) of the [State Contracting Manual Volume 2](#)).

DGS/PD advises departments to solicit California Certified SB and/or DVBEs when purchasing office supplies. To find an SB/DVBE supplier, visit [DGS/PD eProcurement](#).

<b>SB/DVBE Purchasing</b>	<b>Description / Procedure</b>
<b>Price Quotations</b>	When obtaining price quotations from a certified SB, MB, or DVBE departments must: <ul style="list-style-type: none"><li>➤ Follow fair and reasonable pricing guidelines by obtaining at least <b>one (1)</b> phone quote or written quote for purchases between <u>\$0 and under \$5,000</u>.</li><li>➤ Follow SB/DVBE Option guidelines by obtaining at least <b>two (2)</b> price quotations for purchases between <u>\$5,000 and under \$250,000</u>. <u>Note:</u> Quotes must be obtained from suppliers of the same certification type (SB or DVBE).</li></ul>
<b>Authority</b>	Departments must have the appropriate non-IT purchasing authority granted by the DGS/PD in order to utilize the SB/DVBE Option.

If departments want to purchase office supplies through National Office Solutions, Inc. (a certified SB) after contract expiration, do not reference Contract #1-10-75-55 on the Purchasing Authority Purchase Order (STD. 65) as it will no longer be a valid contract.

The contract catalog website, calnosi.com, will not process orders for departments on or after the contract termination date but will be available to view invoicing and order statuses until 12/31/2012.

Purchasing Authority Contacts are advised to notify their accounting divisions of contract expiration and to reconcile all undisputed invoice balances within the NET 45 payment terms of the contract.

If you have any questions regarding this notification, please contact:

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