

# The Department of General Services

*Presents... “Stretching Your Dollar”*

---

**Contact Liaison** Department of General Services, Procurement Division  
Acquisition and Program Support Services Unit  
Linda Lange, Customer Relations Liaison  
(916) 375-4628  
linda.lange@dgs.ca.gov  
[www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) and select K12 Solutions

---

**About the Department** The Department consists of six divisions. Its diverse functions include e-commerce and telecommunications, acquisition, development, leasing, disposal and management of state properties; architectural approval of local schools and other state-responsibility buildings; and printing services provided by the second largest government printing plant in the U.S.

### **Our Mission**

"Working together,  
we deliver innovative solutions and services  
with efficiency, economy and integrity  
to help our customers succeed."

---

# Procurement Division

---

## Index

The Procurement Division provides you with access to the State's leveraged buy contracts.

Below is a list of the programs designed to help *stretch* your dollar!

Topic	See Page
GS \$Mart	2
CalCard	3
California Multiple Award Schedule (CMAS)	4
E-Rate and CTF Programs	6
Master Agreements and Statewide Commodity Contracts	7
CAL-Store	9
Western States Contracting Alliance (WSCA)	11
Surplus Property Program	12
California State Contracts Register (CSCR)	14
Surfing the Web	16

# GS \$Mart

---

**GS \$Mart  
Lease \$Mart**

Under the umbrella of DGS' *Financial Marketplace*, the GS \$Mart program is designed to facilitate the State of California and local government installment purchases, also commonly referred to as "financings." The marketplace's participating lenders have been pre-qualified to conduct business with the State of California and the financing plans have been streamlined for easy use and understanding.

---

**Program  
benefits**

GS \$Mart and Lease \$Mart is an efficient market that:

- Helps you finance large purchases
  - Uses pre-qualified lenders
  - Offers great interest rates for pre-approved financing plans
  - Has won 3 national awards
- 

**Contact Us**

Pat Mullen (916) 327-2600  
pat.mullen@dgs.ca.gov  
[www.pd.dgs.ca.gov/pd](http://www.pd.dgs.ca.gov/pd) and select "*Financial Marketplace*" on the left side of the screen, then "GS \$Mart."

---

# CAL-Card

---

## CAL-Card

The CAL-Card Program allows California state and local agencies to use the CAL-Card for purchases of goods and services.

Currently the CAL-Card may be used for procurements up to \$25,000 per transaction. Agencies may set transaction levels at their desired limits up to the maximum \$25,000 per transaction. Higher limits are available with prior approvals by DGS and U.S. Bank. The CAL-Card Program is flexible and allows participants to tailor the program to meet their individual card needs.

---

## Program benefits

Below is a list of some of the benefits:

- Drastically streamline the procurement cycle for the purchaser, payments and administrative functions
  - Consolidate invoices of low value purchases to one invoice per month
  - Reduce check requisitions, petty cash, travel expense claims and pay warrants
  - Budget control for each Cardholder and Approving Official
  - Reduce high volume low value purchase order activity
  - Ability to negotiate discounts, delivery and/or service improvement
  - Obtain discounts on purchases (or value-added services) with improved payment timing and lower processing costs to suppliers.
  - Pilot program indicates an average saving of \$24.49 per transaction
  - Save an additional 1% on State Master Purchase Agreement for office supplies
  - VISA acceptance allows for expanded supplier base
  - Dispute, fraud and VISA Waiver Liability protection
  - No cost, no administrative fee!
  - Prompt payment rebate revenue up to day 40
  - Payment terms 45 days
  - No minimum card count or minimum spend
  - Regularly scheduled program/accounting training
  - Dedicated Contractor and state support
  - Quarterly User Group Meetings
- 

## Contact us

You can call (916) 375-4578 or visit us on-line at [www.pd.dgs.ca.gov/calcard](http://www.pd.dgs.ca.gov/calcard)

---

# California Multiple Award Schedule (CMAS)

---

**CMAS** California Multiple Award Schedule

---

**What is  
CMAS?**

The California Multiple Award Schedules (CMAS) program was established in 1994. The CMAS contracts are awarded and administered by the State of California, Department of General Services, Procurement Division, in accordance with Public Contract Code (PCC) Sections 10290 et seq. and Section 12101.5.

The CMAS contracts are established using products, services and prices from already existing competitively assessed and/or cost compared multiple award contracts. The products, services and prices are primarily from the federal General Services Administration (GSA) multiple award schedule program (website: <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>), but not exclusively. To these products, services and prices, we add California contract terms and conditions and procurement codes and policies and establish a totally independent California contract.

The contracts are utilized statewide by both California state and local government agencies under delegated authority from the Department of General Services. Agencies make best value purchasing decisions according to their own business needs such as price, warranty, supplier performance, maintenance, etc.

Contractors who do not hold a federal GSA schedule from which to offer products, services, and prices may offer other firm's federal GSA schedule (or multiple award contracts) providing they are manufacturer authorized to sell the products or otherwise qualified to perform the services being offered.

---

**Who can use  
the contracts?**

State departments under delegated purchasing authority granted by the Department of General Services, Procurement division, as well as any local government agencies. Local government agencies are defined as any city, county, city and county, district, or other local governmental body or corporation including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.

---

*Continued on next page*

## CMAS, Continued

---

### **Program benefits**

Some of the program benefits are listed below:

- No bids required which saves you time and money – eliminates protests or sole sources
  - Access to approved CMAS contractors listed on the Internet
  - You can use your own purchase order form
  - DVBE Compliant
  - Small business discounts – no administration fee when purchasing from a California certified small business
  - Local government agencies and school districts can use their own “Best Value” criteria (not just lowest price).
  - Competitively assessed IT and non-IT products and services. (Prices are cap prices; you can compare from several CMAS contractors.)
- 

### **What can you buy?**

Purchasing products, information technology (IT) goods and services including telecommunications, and non-IT services such as:

- Photocopiers
  - Library shelving
  - Telephone system
  - Computer system
  - Software development
  - Security system
  - Business consulting – program design
  - Public relations consulting
- 

### **Contact us**

For assistance using the CMAS contracts, go on line at [www.pd.dgs.ca.gov/CMAS](http://www.pd.dgs.ca.gov/CMAS) or call (916) 375-4363 (email [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov).)

---

## E-Rate and CTF Programs

---

**What is E-Rate?**

By utilizing our leveraged contracts as described earlier, you can take advantage of the discounts offered through the E-rate program. E-rate is a federal program of the Federal Communications Commission administered by the Schools and Libraries Division of the Universal Service Administrative Company that provides eligible K-12 public schools and libraries 20% to 90% discounts on approved telecommunications, Internet access, and internal connections costs.

---

**Who can apply?**

Every school and library that expend public funds. The E-rate discounts are based on the number of students eligible for the National Free Lunch Program, Schools and libraries in low-income urban communities and rural areas qualify for higher discounts, however, every school/library should apply.

---

**What is CTF?**

While the E-rate program includes discounts for wider range of telecommunications services, CTF (California Teleconnect Fund) offers discounts for measured business service as well as high bandwidth data lines. When CTF discounts are approved, the telecommunications carrier will discount the telecommunications to the school.

---

**More information?**

Visit us on line at [http://www.pd.dgs.ca.gov/Education Solutions](http://www.pd.dgs.ca.gov/Education_Solutions) and select the E-rate option. Or you can access the information through the Department of Education at [www.cde.ca.gov/erate](http://www.cde.ca.gov/erate).

You can also speak to our E-rate specialist and liaison:

Mary Gilbert, Department of General Services, Procurement Division  
707 3<sup>rd</sup> St., West Sacramento, CA 95605  
(916) 375-4377  
[mary.gilbert@dgs.ca.gov](mailto:mary.gilbert@dgs.ca.gov)

---

# Master Agreements and Statewide Commodity Contracts

---

**Master Agreements**                      They are competitively bid contracts including services, rental, and rental purchases.

---

**Who are eligible to use them?**                      Public Contract Code 10298 allows local agencies to participate in State procurements including agreements for goods, information technology, and services.

Local agencies may contract with suppliers awarded these contracts without further competitive bidding. A local agency is a city, county, city and county, district, or other local governmental body or corporation empowered to expend public funds. When they meet the definition, this includes school districts, water districts, mosquito abatement districts, transportation authorities and many other agencies.

---

**What kind of agreements are available?**                      Below lists some of the agreements that may be available. Contracts may need to be renewed, etc., so it is a good idea to check back frequently as they do change.

Document Conversion Services	Imaging, Workflow, Document Management
Geographic Information Software and Services	Information Technology Consulting Services
Network Maintenance Services and Technical Services	Pagers and Pager Services
Health Insurance Portability and Accountability Act	Business and Management Consulting Services
Certified Shorthand Reporters	Electronic Information Library Services
Parcel Mail Sorting and Expedited Delivery	

---

**Program benefits**                      Below lists the program benefits:

- You can place orders directly with suppliers
- Flexible requirements
- Already established terms and conditions
- No order or delegation limits
- A variety of Master Rental and Service Agreements to stretch your dollars!

---

*Continued on next page*

# Master Agreements and Statewide Commodity Contracts, Continued

---

## **About the program**

Local agencies have historically looked to State contracts as a bellwether in assisting procurement decisions. The State of California has a long history of joint participation with local agencies in the purchase of cars, trucks, police vehicles, ammunition and pre-fabricated classrooms. The State continues to invite participation and assist in local procurements. The State actively participates in purchasing organizations such as the California Association of Public Purchasing Officers (CAPPO), National Association of State Purchasing Officials (NASPO), and the National Contract Management Association (NCMA).

Participating in State contracts is usually accomplished by the local agency through use of its own order forms and direct contact with the contractor. Information Technology (IT) master agreements add great flexibility to the local agency decision making for software and IT services. Master Agreements for a wide variety of consulting services are also available. These agreements have generally been competitively bid to include local agency participation per the government codes cited above. Please see the related pages herein to peruse the complete lists of available masters, contracts and schedules.

---

## **Contact us**

Visit our website at [www.pd.dgs.ca.gov/Master Agreements](http://www.pd.dgs.ca.gov/Master%20Agreements) or call (916) 375-4442.

Other programs accessible through this site are:

Master Agreements and Statewide Contracts  
Natural Gas Purchasing Program  
California Multiple Awards Schedules

These programs specifically offer a vast array of goods and services that a particular local agency may not have the expertise in procuring.

---

## CAL-Store (State Contract)

---

**CAL-Store**

This is one major contract that will increase your buying power. Cal-Store Contracts with Compucom, GE IT Solutions, Marketware Technologies to provide many of your technology needs.

---

**About CAL-Store**

CAL-Store is a statewide agreement that has been price analyzed, competitively bid and legally executed by the State of California. The bidding process has been completed so that each individual government entity does not need to repeat the process, time and again, for the same products or services.

Its breadth of products and services allow you to streamline your IT procurement. With CAL-Store, you can incorporate all your IT needs in a single purchase order and reference only one contract number.

Web based catalogs provide quick price quotes and provide you with up-to-date order status.

One of the unique features of this contract is that manufacturers and products can be added “on the fly”.

---

**Who are eligible?**

State agencies, local government, education & the public sector are all eligible customers.

---

**Example of use**

CompuCom reported the following schools utilizing their contract.

Ontario-Montclair USD  
Redlands USD  
Goleta Union High School  
Santa Maria Union High School

They also do business with higher education customers as well.

---

*Continued on next page*

## CAL-Store, Continued

---

**Documentation** All catalogs are online and can be accessed from the PD home page at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)

---

**Contact CAL-Store DGS Contract Administrator** Visit us on-line at [www.pd.dgs.ca.gov/CAL-Store](http://www.pd.dgs.ca.gov/CAL-Store) or you can contact one of the DGS Contract Administrators below:

Mary Scholer  
916-375-4390  
Toll Free: 800-559-5529  
[Mary.Scholer@dgs.ca.gov](mailto:Mary.Scholer@dgs.ca.gov)

Steve Lower  
916-375-4539  
Toll Free: - 800-559-5529  
[Steve.Lower@dgs.ca.gov](mailto:Steve.Lower@dgs.ca.gov)

---

**Cal-Store contacts**

**CompuCom Systems, Inc.**  
Rich Shuba - Gen Manager  
Toll Free: 800-915-9373  
<https://catalog.compucom.com/gentempl/home.cfm>

**GE IT Solutions**  
Carlos Negrete - Gen Manager  
Toll Free: 877-874-4382  
[www.gepcdirect.com/dgs](http://www.gepcdirect.com/dgs)

**Marketware Technologies**  
Jean-Paul Taylor - GM  
Toll Free: 866- GOV-IT4U  
[www.govit4u.com/](http://www.govit4u.com/)

---

# Western States Contracting Alliance (WSCA)

---

**WSCA** Western States Contracting Alliance

---

**About WSCA** The Western States Contracting Alliance (WSCA) establishes cooperative multi-State contracts where participating states may join together in order to achieve cost-effective and efficient acquisition of quality products and services. Government purchasing benefits from cumulative volume discounts.

WSCA agreements are available to all State of California governmental entities (state agencies, cities, counties, school districts, universities, etc.). That expends public funds for the acquisition of both goods and services. The State of California participates in selected WSCA agreements as covered under the California agreements when searching the main WSCA Website, which is [www.aboutwsca.org](http://www.aboutwsca.org).

---

**Program benefits** Below lists some of the program benefits:

- Easy to use
  - No quotes are required
  - Pricing is exceptionally low
  - No administration fee charged (CMAS/Masters there is a fee)
- 

**Current contracts** WSCA has a wide variety of currently established agreements. The State of California has signed Participating Addendums, which allow all State of California government agencies the ability to purchase from WSCA established contracts, with the following:

<b>Products and Services</b>	<b>Contractor</b>
Computer equipment, software and services	<ul style="list-style-type: none"><li>• Hewlett Packard</li><li>• Dell</li><li>• Gateway</li></ul>
Industrial supplies	<ul style="list-style-type: none"><li>• Grainger</li></ul>
Wireless telecommunications services and equipment	<ul style="list-style-type: none"><li>• AT &amp; T</li><li>• Nextel</li><li>• Sprint</li><li>• Verizon Wireless</li></ul>

---

**Contact us** Visit us on-line at [www.pd.dgs.ca.gov/WSCA](http://www.pd.dgs.ca.gov/WSCA). Or you can contact one of our contract analysts for assistance:

Jennifer Herrera (916) 375-4429 ([jennifer.Herrera@dgs.ca.gov](mailto:jennifer.Herrera@dgs.ca.gov))  
Pam Mizukami (916) 375-4430 ([pam.mizukami@dgs.ca.gov](mailto:pam.mizukami@dgs.ca.gov))

# Surplus Property Program

---

## Property Reuse Program

The Department of General Services Property Reuse Program disposes of surplus personal property from California state agencies. The property is made available to other state agencies, political subdivisions, and assistance organizations for donation or a predetermined service and handling fee. The public is also invited to shop on a first come, first served, cash and carry basis; checks and credit cards are accepted.

---

## Where does the surplus come from?

Surplus comes from State surplus. The following is a list of the Governments/agencies who donate:

- State and Local Governments
  - School Districts
  - Private Sector Corporations
  - Private Donations
- 

## What you can buy

Below lists some of the things available through the Property Reuse Program, for donation or at a fraction of the original cost!

Computers	Desks
Books	Tables/chairs
Office Dividers	Office Supplies
Hand and machine tools	Hardware
Medical Supplies	Food service equipment
Office machines and supplies	Textiles
Airplanes	Clothing
Boats	Construction equipment
Communications equipment	Furniture
Electronic Equipment	

---

## Store hours

The surplus property warehouse showroom is open to the public Monday through Friday from 9:00 AM to 4:00 PM at the following location:

Department of General Services  
Materials Management  
1700 National Drive  
Sacramento, CA 95834  
(916) 928-4630

---

*Continued on next page*

## Surplus Property Program, Continued

---

### E-Surplus

*What is E-Surplus?*

E-Surplus is a program designed to market surplus and/or unclaimed government property through on-line Internet auction sites.

*Who can participate?*

All State, local entities as well as the public, may participate.

*Can local agencies use the e-Surplus program to auction property?*

Yes. The e-Surplus program has revenue sharing agreements with several cities and counties.

---

### Both program benefits

- Extends the useable life of products purchased with tax dollars
  - Provides environmentally friendly and appropriate disposition solutions for state agencies
  - Returns money to the state through the sale of state owned surplus material to the public
  - Saves tax dollars by reducing the state agencies requirement for warehouse space
  - Provides state owned surplus computers to refurbishes for distribution to schools
  - Promotes reuse of products, therefore limiting the need for purchasing new
  - Provides low cost or no cost products to tax supported entities thereby saving additional tax dollars
  - Provides low cost products to eligible small businesses
  - Contracts with recyclers
  - Limits the amount of unwanted state owned property going to landfills
- 

### Contact us

Please visit us at our website at [http://www.pd.dgs.ca.gov/surplus\\_property](http://www.pd.dgs.ca.gov/surplus_property) or call:

Property Reuse Program (916) 928-4630

E-Surplus Program (916) 928-5806

---

# California State Contracts Register (CSCR)

---

**CSCR** California State Contracts Register

---

**What is CSCR?** The California State Contracts Register (CSCR) is your one-stop information source for state contracting opportunities. The CSCR connects business to government, providing an easy-to-use, on-line publication, which lists services and construction contracts over \$5,000 and commodity contracts over \$25,000.

CSCR is an electronic meeting place where government officials advertise for the contractors they need and business owners find the contracting opportunities they want. The CSCR organizes the daily advertisements into 20 categories and over 200 subcategories, making it easy for business to locate the advertisements they want.

---

## **Program benefits**

### Government Community Benefits

- As a Local Government/special district, you can use the on-line publication to advertise to over 20,000 readers monthly!
- No publication delays
- Advertisements receive maximum exposure
- Attach bid solicitation packages from your desktop

### Business Community Benefits

- Hundreds of contracts advertised daily, as of today 4350 active
- A central source for contracting opportunities
- Easy, on-line access
- Early notification means more time to prepare a winning bid

### Saves Time!

The Subscription Outreach Service (SOS) notifies you of state contracting opportunities the day they are published in the CSCR. It enables you to create a custom profile of the state contracting opportunities that interest you. When there is a match, we e-mail or fax the advertisement to you, so you spend less time searching the Internet and more time spent doing other things!

---

*Continued on next page*

## CSCR, Continued

---

### Contact Us

Contact us on-line at [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov) and “Go to Contracts Register”:

Marc Anderson  
(916) 375-4582  
[marc.anderson@dgs.ca.gov](mailto:marc.anderson@dgs.ca.gov)

Carol Loscutoff  
(916) 375-4583  
[carol.loscutoff@dgs.ca.gov](mailto:carol.loscutoff@dgs.ca.gov)

---

# Surfing the WEB

Internet Access [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) and select a program from the pull down menu or the Featured links on the side bar, then walk through the programs.

Procurement Division of the California Department of General Services - Microsoft Internet Explorer

www.pd.dgs.ca.gov/default.htm

**Procurement**

Select a Procurement Program [dropdown] Go

**Small Business Summit**  
November 21, 2003 is the date for the California Small Business Economic Summit which will focus on the economic development of the State's vital small business community.

**Management Memo 03-10**  
Guidelines for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitively Bid Contracts, which supersedes Management Memo 02-19 and revisions.

**Contracting and Procurement Review**  
The latest status and related procurement reform information.

**State Contract and Procurement Registration System** and **Frequently Asked Questions**

**Notice To Bidders: Revision on DVBE Bid Requirements** for April 1, 2003.

**Reciprocity Program**  
The Reciprocity program is dedicated to helping small business certification

**Featured Links**

- Bid Opportunities
- CAL-Buy
- CAL-Card
- Cal-PCA
- CAL-Store
- CAM
- CMAS
- Contracts
- Delegation
- Dispute Resolution
- Document Management
- DVBE Program
- Education Solutions
- Engineering
- GS \$Mart
- Lease \$Mart
- Master Agreements
- Model Language
- OMR-IT
- Purchase Estimate
- Purchasing Compliance
- Small Business
- Surplus Property
- WSCA

Questions? Contact your Customer Relations Liaison

Linda Lange  
(916) 375-4628  
linda.lange@dgs.ca.gov  
[www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) and select K12 Solutions