



Department of General Services
Procurement Division
707 Third Street, Second Floor
West Sacramento, California 95605

MASTER PURCHASE AGREEMENT TELEPHONE EQUIPMENT FOR THE DEAF AND DISABLED USER INSTRUCTIONS

CONTRACTORS: Various

CONTRACT NUMBERS: Various

CONTRACT TERM: June 12, 2006 through June 11, 2010

SERVICE: TELEPHONE EQUIPMENT FOR THE DEAF AND
DISABLED (Statewide)

DISTRIBUTION CODE: ALL CONTRACTING OFFICES; LOCAL AGENCY LIST;
MPA CONTRACTORS, PD CENTRAL RECORDS

NOTE: Electronic version of all documents associated with this MPA can be found on
the DGS/PD Internet web page: www.dgs.ca.gov/pd

USER GUIDE ISSUE DATE AND EFFECTIVE DATE: June 12, 2006

Any questions regarding this MPA shall be directed to the contract administrator:

Department of General Services (DGS)
Procurement Division (PD), Multiple Award Program
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TELEPHONE EQUIPMENT FOR THE DEAF AND DISABLED USER GUIDE

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SECTION I

INTRODUCTION AND GENERAL INFORMATION

This MPA provides statewide telephone equipment for the deaf and disabled for the State and participating local governmental entities (agencies). The procurement process was conducted under the Public Contract Code (PCC), Section 12100 et. seq., for the acquisition of Information Technology (IT) and Telecommunications goods and services.

See <http://www.pd.dgs.ca.gov/masters/TelephoneDeaf> to view the MPA.

This MPA offers the following advantages and benefits to Users:

1. Reduced rates based on aggregated statewide volumes. Maximum pricing has been established.
2. Eliminate extensive advertising, bidding, and contracting procedures by using the less formal standardized MPA ordering process. Three competitive bids are not required.
3. Contractors have been prequalified for the contract and DVBE criteria have already been met.
4. The ordering agency manages the ordering of telephone equipment, approves deliverables, and authorizes payment to the Contractor.

A. CONTRACT ADMINISTRATOR INFORMATION

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B. CONTRACTORS INFORMATION

1. AFCO Electronics
Contract #5-06-58-02
Sandy Gross
471 Roland Way
Oakland, CA 94621
Phone #: (510) 635-7000
Fax #: (510) 635-7004
sandy@afcoelectronics.com
2. Clarity, A Division of Plantronics, Inc.
Contract #5-06-58-03
Cynthia Womac/Steve Woods
4289 Bonny Oaks Drive, Suite 106
Chattanooga, TN 37406
Phone #: (800) 426-3738, Ext. 3509
Fax #: (800) 325-8871
Cynthia.womac@plantronics.com
Steve.woods@plantronics.com
6. HB Distributors, A division of ITN, Inc.
Contract #5-06-58-07
Pam Branner
8741 Shirley Avenue
Northridge, CA 91324
Phone #: (818) 882-0000, Ext. 108
Fax #: (818) 700-1808
pambranner@gmail.com
7. Hitec/Clearsounds
Contract #5-06-58-08
Michele Ahlman
8160 S. Madison Avenue
Burr Ridge, IL 60527
Phone #: (630) 321-2323
Fax #: (630) 654-9219
Michele@ahlman@hitec.com

3. Compu-TTY, Inc.
Contract #5-06-58-04
 Karen Stearns
 3408 Indale Road
 Fort Worth, TX 76116
 Phone #: (817) 738-2485
 Fax #: (817) 738-1970
Karen@computty.com
4. Griffin Laboratories
Contract #5-06-58-05
 Jason Fountain
 27636 Ynez Road, #L7-199
 Temecula, CA 92591
 Phone #: (800) 330-6910
 Fax #: (951) 587-0359
books@griffinlab.com
5. Harris Communications, Inc.
Contract #5-06-58-06
 Robert Harris
 15155 Technology Drive
 Eden Prairie, MN 55344
 Phone #: (952) 906-1180
 Fax #: (952) 906-1099
bob@harriscomm.com
8. Luminaud, Inc.
Contract #5-06-58-09
 Dorothy Lennox
 8688 Tyler Blvd.
 Mentor, OH 44060
 Phone #: (440) 255-9082
 Fax #: (440) 255-2250
info@luminaud.com
9. Weitbecht Communications, Inc.
Contract #5-06-58-10
 Shelly Stein
 926 Colorado Avenue
 Santa Monica, CA 90401
 Phone #: (800) 233-9130
 Fax #: (310) 450-9918
shelly.stein@weitbrecht.com

C. TERM OF MPA

The term of the Master Purchase Agreement (MPA) is June 12, 2006 through December 31, 2010, with two (2) additional one (1) year terms. State agencies may not enter into agreements with an end date extending more than 12-months beyond MPA contract term expiration date. The Department of General Services, Procurement Division may utilize the option for two (2), one (1) year contract extensions. If the current contract is extended, a supplement will be issued noting the new contract expiration date.

D. ADMINISTRATIVE FEE

DGS charges the users of this MPA an administrative fee. The DGS administrative fee is a specified percentage of contracted services. DGS annually sets the percentage for the administrative fee. Agencies using this MPA should check the DGS website for current rates. Local agencies must agree to the State's administrative fee.
<http://www ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>

E. SMALL BUSINESS PREFERENCE

AFCO Electronics (OSDS Ref #33880) and HB Distributors (OSDS Ref #15482) are certified as a California Small Business.

F. DISABLED VETERAN BUSINESS ENTERPRISES (DVBE)

DVBE subcontractors have been identified for purposes of this MPA:

AFCO Electronics subcontracted 2% to Kelco Computing Solutions (OSDS Ref #25527) 480 Second Street, Suite 300, San Francisco, CA 94107 (415) 896-2465.

Clarity (a division of Plantronics) subcontracted 3% via an approved Business Utilization Plan.

CompTTY, Inc. subcontracted 3% to Sumrall Solutions LLC (OSDS Ref #33460) at 4524 Mapleplain Avenue, Elk Grove, CA 95758 – (916) 427-3307.

G. VOLUME DISCOUNTS

The following suppliers are offering additional discounts based on order volume:

Contractor	Order Size	Discount
1. Clarity (Plantronics)	\$100,001+	5%
2. Hitec/Clearsounds	\$100,001+	1%
3. Griffin Laboratories	30-59 Units	5%
	60-119 Units	10%
	120+ Units	28%

SECTION II

ORDERING PROCEDURES FOR STATE AND LOCAL AGENCIES

A. STATE AGENCY INSTRUCTIONS

In addition to procedures delineated in these user instructions, requirements contained in the DGS/PD Purchasing Authority Manual (PAM), State Contracting Manual, and the ordering agency's internal contract procedures must be complied with.

1. **Authority to Use the MPA**

Departments should use this MPA in accordance with SAM 4800. Departments/Agencies must have DGS PD approved IT purchasing authority for MPAs. Contracts executed under this MPA may not exceed the approved dollar threshold noted in the department/agency purchasing authority. Refer to Chapter 1 of the Purchasing Authority Manual (PAM) for additional information regarding purchasing authority.

2. **Competition & Advertising**

Ordering agencies are not required to solicit multiple offers nor post an advertisement in the State Contracts Register when executing contracts under this MPA.

3. **Order Limits/Dollar Thresholds**

Contracts may not exceed \$500,000 in accordance with MM03-10 without an approved Leveraged Procurement Agreement Exemption Request form (see Section III-Forms). The total contract value shall be based on the cumulative value after including any amendments (i.e., a \$450,000 contract plus a \$60,000 amendment shall be considered a \$510,000 contract, and subject to the requirements accordingly)." Pursuant to PCC Section 10329, willfully splitting a single purchasing transaction into a series of transactions for the purpose of evading the bidding requirements or to circumvent dollar thresholds is prohibited.

4. **Preparation of Purchase Order**

PURCHASE ORDER (STD 65-See Section III-Forms) - In accordance with all applicable contracting procedures and the applicable instructions for completing the purchasing authority purchase order (Std. 65), regardless of dollar amount, to initiate and execute a purchase order under this MPA. Incorporate the applicable MPA number in Item 8 - Leverage Procurement Agreement (LPA) No.

5. **Statement of Work**

Please refer to the contract and statement of work for contractor's responsibilities at the website below:

<http://www.pd.dgs.ca.gov/masters/TelephoneDeaf>

6. CTAP Equipment Labeling Instructions

Please refer to the CTAP Equipment Labeling Instructions for telephone equipment that requires special labeling at the website below.

<http://www.pd.dgs.ca.gov/masters/TelephoneDeaf>

7. File Documentation and Other Applicable Requirements

Refer to PAM Chapter 6 for more information regarding the required MPA file documentation.

8. American Recovery and Reinvestment Act (ARRA) – Supplemental Terms and Conditions

Ordering departments executing purchases using ARRA funding must attach the ARRA Supplemental Terms and Conditions document to their individual purchase documents. Departments are reminded that these terms and conditions supplement, but do not replace, standard State terms and conditions associated with this leveraged procurement agreement.

Click here to access the [ARRA Supplemental Terms and Conditions](#)

Note: Additional information regarding ARRA is available by clicking here to access the email broadcast dated 08/10/09, titled [Supplemental Terms and Conditions for Contracts Funded by the American Recovery and Reinvestment Act](#)

B. ORDERING INSTRUCTIONS FOR LOCAL AGENCIES

Local agencies utilizing this MPA:

- 1) Agree to all operational terms and conditions (including ARRA T&C's if applicable).
- 2) May use the STD 65 to initiate orders or use their own order document (PO's).
- 3) Are required to submit a copy of their ordering documentation to the MPA Contract Administrator.

SECTION III FORMS

A. Purchase Order Std. 65

<http://www.documents.dgs.ca.gov/osp/pdf/std065.pdf>

B. LPA File Documentation Checklist

<http://www.documents.dgs.ca.gov/pd/delegations/FildocLPA.pdf>

In the event the above link is problematic, this checklist is found in Chapter 6 of the Purchasing Authority Manual. Below is a link to the manual: <http://www.pd.dgs.ca.gov/deleg/pamanual.htm>

C. Request to Exceed \$500,000 Limit

MPA transactions with an estimated value in excess of \$500,000.00 must have *prior* DGS/PD approval. Departments must submit all exemption requests for review and approval to DGS/PD/PAMS.

Visit the PAM website for further instructions:

<http://www.pd.dgs.ca.gov/deleg/PAMchapter06.htm#6f27>

Link to access form: <http://www.documents.dgs.ca.gov/pd/delegations/LPAER.doc>

D. Cost Worksheets (Price Listings)

The contractors' cost worksheets (price listings) are at the website link below:

<http://www.pd.dgs.ca.gov/masters/TelephoneDeaf>