

Information Technology (IT) Modules

The Procurement Division (PD) has developed information technology (IT) model contracts for ease of use. It is Procurement Division's recommendation that you use these modules, combined with the current General Provisions and a well-developed Statement of Work, in all IT solicitations and contracts regardless of dollar value.

In developing an IT contract, include the Information Technology General Provisions, thereafter, select and use only those modules (Special Provisions) required for the transaction at hand. For instance, if you are acquiring personal services, the contract would include the IT General Provisions and the Personal Services Special Provisions. Additionally, develop a Statement of Work tailored to the transaction, describing Contractor and State responsibilities, contract duration, tasks to be performed, how payment is to be made, etc. The Statement of Work now includes many of the provisions formerly included in prior model contracts, i.e., Rider B and Rider C equipment and software listings, delivery and installation information (schedules and costs), acceptance testing criteria, specific maintenance requirements (response times, escalation procedures), etc.

To use the new modules, select the Special Provisions applicable to the transaction and either incorporate them by reference or attach them as a hard copy to the contract document (STD.2, STD.213, STD.65), and develop and attach a Statement of Work.

NOTE: The IT version of the STD.213 is slightly modified to coincide with IT terminology. If the STD.2 document is used, the provisions contained on the reverse side of the STD.2 document are not to be included, as these provisions have been incorporated into the Information Technology General Provisions.

The STD.213 already provides that the terms and conditions of the following attachments are a part of the Agreement. Therefore, it is only necessary that you identify which Special Provisions you will be utilizing. For example, on a large-scale system integration contract, the face of the STD.213 would include the following:

- Attachment 1, Statement of Work (including Equipment and Delivery Schedules)
- Attachment 2, Form GSPD 401, IT General Provisions, Effective 04/12/07
- Attachment 3, Information Technology Purchase Special Provisions
- Attachment 4, Information Technology Maintenance Special Provisions
- Attachment 5, Information Technology Software License Special Provisions
- Attachment 6, Information Technology Personal Services Special Provisions

Agencies may also attach Agency Special Provisions, such as facility security requirements or federal funding requirements.

There are two (2) versions of the STD.213 for information technology. Version STD.213www includes a pointer to the General Provisions at Procurement Division's web site. If you intend to "point" to the General Provisions (as opposed to having them included as an attachment) use this version. If you intend to attach a hard copy of the General Provisions to the contract, use the standard version (without the "www").

Refer to the State Contracting Manual, Volume 3, for further information on the development of the Statement of Work, available for viewing at our web site, under "Policies and Procedures".

This "model language" is not to be modified without first gaining approval of DGS/PD. Call Patti Malinsky at (916) 375-4434, or e-mail Patti.Malensky@dgs.ca.gov should you have any questions regarding the use of, or the content of the IT modules.

INFORMATION TECHNOLOGY CONTRACT MODULES

- [Information Technology Purchase Special Provisions](#), effective 02/08/07
- [Information Technology Maintenance Special Provisions](#), effective 01/21/03
- [Information Technology Software License Special Provisions](#), effective 01/21/2003
- [Information Technology Personal Services Special Provisions](#), effective 02/08/07

For Special Provisions used prior to 02/8/07 reference links are provided below

- [Information Technology Personal Services Special Provisions](#) (1/21/03)

For Special Provisions used prior to 01/21/03 reference links are provided below

- [Information Technology General Terms and Conditions](#) (03/27/00)
- [Information Technology Purchase Special Provisions](#) (03/27/00)
- [Information Technology Maintenance Special Provisions](#) (03/27/00)
- [Information Technology Software License Special Provisions](#) (03/27/00)
- [Information Technology Personal Services Special Provisions](#) (03/27/00)