



September 2000

TO: PROSPECTIVE VENDORS

RE: VENDOR APPLICATION PACKAGE

Introduction:

Thank you for your interest in contracting with the California Office of State Publishing (OSP) located in Sacramento, California. OSP is at the center of printing and publishing activities for the State of California. The attached package contains information about OSP's Vendor Management Program and how to become a certified vendor. The Vendor Management Program consists of two elements: 1) vendor certifications, and 2) vendor performance evaluations. The materials you have received with this package are specifically related to the certification process. For more general information about the Vendor Management Program, please refer to the related overview.

Vendor Certification Process:

All vendors contracting with OSP for printing and publishing materials are required to meet the applicable requirements contained in this package. This information is generally required once; however, there may be future instances where updated information becomes necessary. After this information has been submitted to OSP and entered into our vendor database, your company will become eligible to receive OSP bid opportunities; however, the certification process does not end there. Eventually, staff from OSP will plan a visit to your company for a production tour and business meeting. Due to time limitations, these visits are frequently delayed; however, any delay of this visit does not preclude your company from receiving bid opportunities.

OSP's certification process includes reviewing and/or completing State of California and OSP forms and general information listed below via the following hyperlinks:

- [STD 204, Payee Data Record](#)
- [STD 21, Drug Free Workplace Certification](#)
- [OSP Vendor Profile Sheet](#)
- [OSP Vendor Management Program, Overview](#)
- [GSPD 401, General Provisions](#)
- [GSPD 451, Bidders Instructions](#)

These forms and information are accessible by clicking your mouse on the selected hyperlink. Please complete the required information and mail a copy to OSP at the address on the letterhead. We believe you will find each of these forms to be self-explanatory and easy to complete.

### STD AND OSP FORMS AND GENERAL INFORMATION:

All STD forms and the OSP vendor profile sheet must be completed and returned to OSP. OSP's vendor profile sheet identifies your company's in-house production capabilities that are matched with related bid opportunities to create vendor bid lists. This information will be entered into our database giving your company eligibility to bid for OSP jobs. The OSP Vendor Management Program Overview provides general information about OSP's vendor certification and performance evaluation processes.

### GENERAL PROVISIONS AND BIDDERS' INSTRUCTIONS:

Form GSPD 401, General Provisions and GSPD 451, Bidders' Instructions are available for your careful review and records. These documents are occasionally updated; therefore, each order is subject to the version of General Provisions and Bidders' Instructions that is in effect on the date each order is issued. To review the General Provisions and Bidders' Instructions, refer to page 1 of this document for the appropriate hyperlink.

### SMALL AND DISABLED VETERAN BUSINESSES:

The State of California encourages business opportunities with certified small businesses and Disabled Veteran Business Enterprises (DVBE). There are many incentives for certified small business and DVBE businesses. For more information how to become a certified small business or DVBE, please click your mouse onto the DGS Small Business and Certification and Resources web site at [www.osmb.dgs.ca.gov/](http://www.osmb.dgs.ca.gov/) or call (916) 322-5060.

### ILLEGAL ALIENS:

Federal law (8 United States Code Section 1621 et seq.) prohibits states from contracting with certain illegal aliens.

### NATIONAL LABOR RELATIONS BOARD:

By signing and submitting this application package to OSP, contractor swears under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the contractor within the immediately preceding two-year period because of the contractor's failure to comply with an order of a federal court which orders the contractor to comply with an order of the National Labor Relations Board. This provision is required by, and shall be construed in accordance with, Public Contract Code Section 10296.

### POLLUTERS:

Government Code Sections 4475–4482 prohibit state agencies from awarding contracts for supplies, equipment, or services to air or water polluters.

### QUESTIONS AND ANSWERS:

In addition to the previously mentioned forms and information, your company needs to be aware of some of OSP's policies and procedures, some of which are contrary to industry customs. The following information is based on commonly asked questions:

1. Questions regarding bid solicitations: Vendors who have questions or concerns related to bids or purchase orders should contact the applicable OSP buyer. This person is identified on all related bid solicitations, bid postings, and purchase orders. The OSP buyer is your primary contact.
2. Prompt invoice payments: All vendor invoices must be submitted in duplicate with the following materials: 1) a sample of your completed work; 2) a proof of delivery *signed by the receiving agency or OSP*; 3) (if applicable) documentation of pre-approved author alteration charges; and 4) artwork, film, disks, dies, etc. **If any of these items are not included with your invoice it will delay payment.** This information is also presented on purchase orders. Please include these materials to ensure prompt invoice payments.

Government Code Sections 927–927.10 and State Contracting Manual Sections 7.20 and 8.22 require state agencies to make timely payments on undisputed invoices to vendors or pay an interest penalty fee. The penalty fee may not be waived, altered, or limited by the state and must be automatically calculated and paid. Normally, payment is due within 45 days from the invoice receipt date (30 days for certified small businesses).

3. No vendor advertising: Unless otherwise requested by OSP, all shipments are to be made using generic packing materials such as, but not limited to, boxes, shrink wrapping, labels, envelopes, and other related shipping materials. Vendor names and/or logos must not appear on any printed materials.
4. Bid due dates and times: All bids, in order to be considered for award, must be submitted to OSP in writing via fax, mail, or messenger by the final due date and time presented in the bid specifications. Late bids or any changes to existing bids after the due date and time will not be considered.
5. Relief from an order: Vendors who request to be relieved from an order already awarded, must submit the request to OSP in writing in a timely manner. This request does not guarantee relief from the contract. Refusal to comply may subject the vendor to the state's General Provisions, Section 13, Rights and Remedies of the State for Default and/or your company may be removed from OSP bid lists.
6. FOB location: Unless otherwise specified by OSP, all bids are considered to be FOB Destination and should include all freight charges.
7. Methodology: OSP's printing procurement process is primarily done using an automated database and sent electronically to vendors using FAX technology. OSP's vendor database is used to select vendors to bid on jobs based on job type and vendor production capabilities. After the vendor bid list is created, vendors receive bid specifications and vendor bids are faxed back to OSP (the fax number appears on the bid specifications). Normally, orders are awarded based on the lowest-priced, compliant, and responsible bidder. Any exceptions to this will be described within each bid solicitation. Buyers do not typically provide notification to vendors regarding bid opportunities; however, formal bid notices are posted in our lobby and on our web site for seven days after the order is awarded. Our web site address is [www.osp.dgs.ca.gov](http://www.osp.dgs.ca.gov).

OSP's vendors represent a critical part of our ability to satisfy our customers' printing and business needs. It is our desire to be a good business partner with all of our vendors while maintaining high expectations for quality job performance, timely deliveries and competitive pricing. With these as mutual goals, we are certain each new job will be a success for both our organizations and our clients.

Sincerely,

LANCE HIBBEN  
Procurement Manager