

State of California
**MASTER AGREEMENT
USER INSTRUCTIONS**
****MANDATORY****

Important Note: These User Instructions replace and supersede all previous versions as of the Issue and Effective date noted below. Ordering Agencies are instructed to carefully review the User Instructions in its entirety.

ISSUE AND EFFECTIVE DATE: 01/24/14	
CONTRACT NUMBER:	5-06-99-01
DESCRIPTION:	Purchase Card Services (CAL-Card Program)
CONTRACTOR:	U.S. Bank
CONTRACT TERM:	10/19/2006 through 04/18/2015
WEBSITE:	http://www.dgs.ca.gov/pd/Programs/CALCard.aspx
STATE CONTRACT ADMINISTRATOR:	Julie Matthews (916) 375-4612 Julie.Matthews@dgs.ca.gov

ORIGINAL SIGNED

Julie Matthews, State Contract Administrator
Multiple Awards Program Section

SUMMARY OF CHANGES	
Revision Date	Description of Changes
01/24/14	User Instructions revision incorporates the following changes: <ul style="list-style-type: none">• User Instructions (revision 1/24/14) replaces and supersedes all previous User Instructions versions.• Section I, Paragraph B – Contractor contact information updated. See referenced paragraph for complete contact information.• Section II, Paragraph B – Link for Local Governmental Agencies updated.

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SECTION I INTRODUCTION AND GENERAL INFORMATION

Master Service Agreement (MSA) 5-06-99-01 provides statewide purchase card services for the State and participating local governmental entities (agencies). It is also made available for partners in the WSCA-NASPO Purchasing Cooperative Program.

This MSA offers the following advantages and benefits to Users:

1. No cost purchase services program.
2. Provides rebates (volume sales and prompt payment) to participating agencies.
3. Eliminates extensive advertising, bidding, and contracting procedures by using the less formal standardized MSA ordering process. Three competitive bids are not required.
4. Contractor has been prequalified for the contract and DVBE criteria have already been met.

Refer to the CAL-Card Program website at <http://www.dgs.ca.gov/pd/Programs/CALCard.aspx> to view the MSA and additional information on the CAL-Card Program.

A. STATE CONTRACT ADMINISTRATOR INFORMATION

The State Contract Administrator for this MSA is identified below:

Julie Matthews
Department of General Services
Procurement Division
707 Third Street, 2nd Floor, MS 2-202
West Sacramento, CA 95605
Phone: (916) 375-4612
Fax: (916) 375-4663
E-mail: julie.matthews@dgs.ca.gov

B. CONTRACTOR INFORMATION

The Contractor primary contacts are listed below.

Role	Name	Contact information
MSA Contract Manager/ Relationship Manager	Courtney Hoppe	Phone: (310) 363-5850 courtney.hoppe@usbank.com
Account Coordinator (for Program Administrators)	Olga Kibasova	Phone: (612) 344-6042 Email: olga.kibasova@usbank.com
Account Coordinator Team (for Program Administrators)	U.S. Bank CAL-Card Team	Phone: (877) 846-9302 calcard@usbank.com
Customer Service (for Cardholders)	Customer Service Representatives	Phone: (800) 344-5696

Detailed program support information provided by U.S. Bank is listed at <http://www.dgs.ca.gov/pd/Programs/CALCard.aspx> (Click on "Contact CAL-Card" ribbon).

C. TERM OF MSA

The term of the MSA is October 19, 2006 through April 18, 2015.

D. ADMINISTRATIVE FEE

Participating agencies do not pay an administrative fee to utilize the CAL-Card MSA.

E. SMALL BUSINESS PREFERENCE

Contractor did not subcontract with certified California small business enterprises.

F. DISABLED VETERAN BUSINESS ENTERPRISES (DVBE)

Contractor did not subcontract with certified DVBE subcontractors. U.S. Bank met the DVBE requirements by performing a "good faith effort."

G. INCENTIVES (REBATES)

Incentives as described in MSA 5-06-99-01 will be paid by the 50th calendar day following the end of a quarter. Participating Agencies are encouraged to review the MSA contract documents for further information on the incentives offered under this MSA.

1. Average Transaction Incentive (Rebate)

Removed per MSA 5-09-99-01 Amendment #3.

2. Volume Sales Incentive (Rebate)

The following formula is used to determine the *Volume Sale Incentive* for each participating agency on a quarterly basis:

$$\begin{array}{l} \text{Quarterly Volume Sales} \\ \text{(for individual participating agency)} \end{array} \times .0057 = \begin{array}{l} \text{Quarterly Volume} \\ \text{Sales Incentive} \end{array}$$

3. Prompt Payment Incentive (Rebate)

The following formula is used to determine the *Prompt Payment Incentive* for each participating agency on a quarterly basis:

$$\frac{(45 - \text{Client Held Days})}{45} \times .0045 \times \begin{array}{l} \text{Quarterly Volume Sales} \\ \text{(for individual participating agency)} \end{array} = \begin{array}{l} \text{Quarterly Prompt} \\ \text{Payment Incentive} \end{array}$$

SECTION II

ORDERING PROCEDURES FOR PARTICIPATING AGENCIES

A. STATE AGENCY INSTRUCTIONS

In addition to procedures delineated in these user instructions, participating agencies are required to comply with requirements contained in the following:

- State Contracting Manual (SCM) Volume 1;
- State Contracting Manual (SCM) Volume 2; and
- Participating agency's internal CAL-Card procedures

1. Authority to Use the MSA

Departments should use this MSA in accordance with Public Contract Code (PCC) 10335, State Administrative Manual (SAM) 1200, and SCM, Volume 1.

Contracts executed under this MSA may not exceed the approved dollar threshold noted in the department/agency purchasing authority. Refer to SCM Volume 2, Chapter 1 for additional information regarding purchasing authority at the website link below:

<http://www.dgs.ca.gov/pd/Resources/publications/SCM2.aspx>

2. Competition and Advertising

Ordering agencies are not required to solicit multiple offers nor post an advertisement in the State Contracts Register when executing an addendum to participate in this MSA.

3. CAL-Card Program Participation Requirements (for State agencies only)

In order to participate in this MSA and the CAL-Card Program, State of California agencies must:

- Execute an addendum to the CAL-Card MSA by signing a formatted Standard Agreement (STD 213) in accordance with the terms and conditions of the MSA;
- Provide a completed a Request to Participate (RTP) form to the Contractor
- Comply with the CAL-Card Program Participation Requirements listed in SCM Volume 2 and Volume 3, Chapter 9.

4. Cost Limits/Dollar Thresholds

The CAL-Card program is a "no cost" program; however, if there are costs under this MSA, the costs may not exceed \$250,000 in accordance with MM 03-10. The total contract value shall be based on the cumulative value after including any amendments (i.e., a \$200,000 contract plus a \$60,000 amendment shall be considered a \$260,000 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.

5. CAL-Card Contract

Please refer to the CAL-Card MSA contract documents for the contractor's responsibilities at the website link below:

<http://www.dgs.ca.gov/pd/programs/CALcard.aspx> (Click on "Contract Information" ribbon)

6. MSA File Documentation and Other Applicable Requirements

Please refer to SCM Volume 2, Chapter 6 for more information regarding the required MSA file documentation at the website link below:

<http://www.dgs.ca.gov/pd/Resources/publications/SCM2.aspx>

B. INSTRUCTIONS FOR LOCAL AGENCIES

Local agencies utilizing this MSA:

- Agree to all operational terms and conditions.
- May use the local agency addendum document to initiate a contract by following the instructions at the website link below:

<http://www.dgs.ca.gov/pd/Programs/CALCard.aspx> (Click on PArticipation Information)

C. INSTRUCTIONS FOR WSCA-NASPO STATES

WSCA-NASPO States, US Bank, and the State of California agree to mutually develop a participating agreement.

1. Contract Administration

Lead state (State of California) administers the MSA (base contract), based on the approved budget.

2. WSCA-NASPO Managing Participation

- WSCA-NASPO participating states are responsible for managing participation of its entities.
- WSCA-NASPO Amendments
 - Lead state (State of California) is responsible for amending the base contract if required.
 - Participating states are responsible for negotiating with Contractor any amendments to their own participating agreement with Contractor, but must keep lead state informed of changes made to such participating agreement.

3. Incentive (Rebate) Programs

WSCA-NASPO states are entitled to the same Incentive (Rebate) Programs that are provided to the Lead state.

D. STATE AGENCIES WITH OVERSIGHT RESPONSIBILITIES

1. Department of General Services, Procurement Division, Purchasing Authority Management Section (PAMS) - <http://www.dgs.ca.gov/pd/Programs/Delegated.aspx>
2. State Controller's Office - <http://www.sco.ca.gov/>
3. Department of Finance - <http://www.dof.ca.gov/>
4. Bureau of State Audits - <http://www.bsa.ca.gov/>

SECTION III FORMS/GUIDES

A. Participation Documents

Participation documents are available at the following website:

- <http://www.dgs.ca.gov/pd/Programs/CALCard.aspx> (Click on "Participation Information" ribbon)

B. File Documentation Checklist (State Agencies only)

For the acquisition of "Cost" services under this MSA, state agencies must follow the documentation requirements for Leveraged Procurements found in SCM Volume 2, Chapter 6.

C. CAL-Card Contact Information

CAL-Card Program contacts are available at the following website:

- <http://www.dgs.ca.gov/pd/Programs/CALCard.aspx> (Click on "Contact CAL-Card" ribbon)

D. Program Guides

Program Guides are available at the following website:

- <http://www.dgs.ca.gov/pd/Programs/CALCard.aspx> (Click on "Forms and Resources" ribbon)

E. Training

Training information is available at the following website:

- <http://www.dgs.ca.gov/pd/Programs/CALCard.aspx> (Click on "Training" ribbon)

F. Excluded Merchant Category Codes

Department of General Service and U.S. Bank have developed a listing of "High Risk" Merchant Category Codes. Excluded Merchant Category Codes for the CAL-Card Program are listed at the following website:

- <http://www.documents.dgs.ca.gov/pd/Calcard/CALCardMCC.doc>