



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
CONTRACT NOTIFICATION
****MANDATORY****

CONTRACT NUMBER:	1-10-75-55 Supplement 1
SUPPLEMENT DATE:	5/12/2011
DESCRIPTION:	Office Supplies
CONTRACTOR(S):	National Office Solutions, Inc.
CONTRACT TERM:	10/06/2010 through 10/05/2013
STATE CONTRACT ADMINISTRATOR:	Julie Matthews (916) 375-5918 Julie.Matthews@dgs.ca.gov

ORIGINAL SIGNED

Julie Matthews, Contract Administrator

Date: 5/12/2011

Contract (Mandatory) 1-10-75-55, Supplement 1

Effective May 12, 2011, subject contract for OFFICE SUPPLIES is hereby modified to reflect the following changes:

1) Article 4 (SB/DVBE Offramp Provision) is modified to the following:

SB/DVBE OFF-RAMP PROVISION

The Office Supplies Statewide Contract 1-10-75-55 is **mandatory** for use by all State of California departments except when the “SB/DVBE Off-Ramp” provision is utilized. The SB/DVBE Offramp provision allows a State department to, at its option, purchase contract items from a certified Small Business (SB), including a “microbusiness” (MB), or a Disabled Veteran Business Enterprise (DVBE) in accordance with the rules outlined within this document.

Note: The rules outlined herein are exclusive to the Office Supplies Statewide Contract 1-10-75-55 and do not affect any other contract. Departments may not use the SB/DVBE Off-ramp provision to buy outside of the mandatory statewide contract, if the rules can not be applied. In these situations, the purchase must be made through the mandatory statewide contract.

A. Offramp Usage Rules

In order to utilize the SB/DVBE Off-ramp, departments must comply with the following usage rules:

Requirement	Description / Procedure
Price Quotations	<p>Departments must obtain price quotations from California-certified SB, MB, or DVBE supplier(s) as follows:</p> <ul style="list-style-type: none"> ➤ For purchases between <u>\$0 and under \$5,000</u>, departments must obtain at least one (1) phone quote or written quote. ➤ For purchases between <u>\$5,000 and under \$250,000</u>, departments must obtain at least two (2) price quotations.
Evaluation	<p>State departments must document in the procurement file that the non-IT goods being purchased are:</p> <ol style="list-style-type: none"> 1) <u>Equivalent</u> to the non-IT goods available from the statewide contract including product description, functional requirements, and manufacturer warranties as provided in the statewide contract; <u>and</u> 2) <u>Equal to or less expensive</u> than the pricing offered from the statewide contract for the same products based on the total order value before taxes.
Authority	<p>Departments must have the appropriate non-IT purchasing authority granted by the DGS/DPD in order to utilize the SB/DVBE Off-ramp as identified by the statewide contract.</p>
Transaction Limits	<p>Transactions must be less than \$250,000 excluding sales and use tax, finance charges, postage, and handling charges.</p>
Supplier Certifications	<p>SB/DVBE Off-ramp purchases must be made to a supplier with a current California SB or DVBE certification.</p>

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B. Offramp Reporting Requirements

Departments are required to report all purchases executed through use of the mandatory Office Supplies Statewide Contract 1-10-75-55 SB/DVBE Offramp provision in accordance with the following requirements. This requirement is consistent with Bureau of State Audits (BSA) recommendations in 2010.

SB/DVBE Offramp Reporting Requirements											
Reporting Requirement and Format	<p>Each Purchasing Authority Contact (PAC) or designee must submit a report to DGS/PD which consolidates all department SB/DVBE Offramp transactions for the Office Supplies Statewide Contract 1-10-75-55.</p> <p>Transactions must be reported on the following report template:</p> <ul style="list-style-type: none"> ➤ SB/DVBE Offramp Spend Quarterly Report (Form CMU 11-01) <p><u>Note:</u> The report must be exclusive to the Office Supplies Statewide Contract 1-10-75-55 SB/DVBE Offramp spend activity.</p>										
Submission Due Dates	<p>Purchasing Authority Contact (PAC) or designee must submit the SB/DVBE Offramp Spend Quarterly Report, quarterly by fiscal year, by the tenth of the month following the reporting period.</p> <p>Reporting periods and the related submission dates are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Reporting Period</th> <th style="text-align: center;">Report is due no later than</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">July 1st through September 30th</td> <td style="text-align: center;">October 10th</td> </tr> <tr> <td style="text-align: center;">October 1st through December 31st</td> <td style="text-align: center;">January 10th</td> </tr> <tr> <td style="text-align: center;">January 1st through March 31st</td> <td style="text-align: center;">April 10th</td> </tr> <tr> <td style="text-align: center;">April 1st through June 30th</td> <td style="text-align: center;">July 10th</td> </tr> </tbody> </table> <p><u>Note:</u> When the report submission due date falls on a weekend or on a state-recognized holiday, reports will be due on the next working day following the weekend or holiday.</p>	Reporting Period	Report is due no later than	July 1 st through September 30 th	October 10 th	October 1 st through December 31 st	January 10 th	January 1 st through March 31 st	April 10 th	April 1 st through June 30 th	July 10 th
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April 1 st through June 30 th	July 10 th										
Submit To	<p>Reports must be complete and legible and must be submitted as follows:</p> <p><u>By IMS to:</u> Z-1 DGS/Procurement Division Contracts Management Section Attn: Julie Matthews 707 Third Street , 2nd Floor, MS 2-201 West Sacramento, CA 95605</p> <p><u>By Mail to:</u> DGS/Procurement Division Contracts Management Section Attn: Julie Matthews 707 Third Street , 2nd Floor, MS 2-201 West Sacramento, CA 95605</p> <p><u>By Email to:</u> Julie.Matthews@dgs.ca.gov</p>										

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2) Article 7 (Contract Items) has been modified to include the following language:

PRISON INDUSTRY AUTHORITY (PIA) ITEMS

PIA items, such as binders and files, are required by statute to be purchased from the Prison Industry Authority. State departments must obtain a PIA waiver for any items mandated to be purchased from PIA. State departments with questions regarding PIA's waiver policy and procedure may contact PIA at (916) 323-2419 or visit PIA's website at <http://www.pia.ca.gov/>.

ACCESSING ELECTRONIC CATALOG

There are three (3) levels of access for viewing the electronic catalog: Public, Guest, and Registered.

Public User Access:

Access to the California Office Supplies Catalog electronic version is available to the public at www.calnosi.com (under the Online Ordering Tab). Public access does not require a username or password to view contract items.

Public users have the following capabilities within the system:

- Search electronic catalog for contract items; and
- View contract item information (without pricing)

Guest User Access:

State department personnel may register as a "Guest User" with National Office Solutions, Inc. for additional access to the electronic catalog. Note: Guest Users do not have authority to purchase or create orders through the online ordering system.

Guest Users have the following capabilities within the system:

- Search electronic catalog for contract items
- View contract item information (with pricing)
- Create Carts

To register as a Guest User, department personnel must complete the Guest Registration Form online at www.calnosi.com (under the Online Ordering Tab).

Registered Users Access:

State department personnel who are authorized to place orders on behalf of their department will be required to register as a "Registered User" with the Contractor in order to place orders through this contract.

Registered Users have the following capabilities:

- Search electronic catalog for contract items
- View contract item information (with pricing)
- Create Carts
- Create official orders through the online ordering system (optional)
- Submit official purchase orders to the contractor via the ordering methods outlined in the Contract User Instructions, Article 10 (Ordering Procedure).

To register as a Registered User, department personnel must complete the *User Account Registration Process* outlined in Article 8 (User Account Registration).

3) Article 8 (User Account Registration) has been updated as follows:

"All ordering agency personnel placing orders against this contract must establish a "Registered User" account with the Contractor prior to placing orders against this contract. (Refer to Article 7C for user access options)."

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- 4) Article 9 (Purchase Order Execution) and Article 10 (Ordering Procedure) have been modified to include the following language regarding the Contractor’s online ordering system Purchase Order document and submission process:**

Contractor’s online ordering system Purchase Order document – The purchase order that is generated from the Contractor’s online ordering system has been determined as an acceptable purchase document for this contract per the DGS/PD Purchasing Authority Management Section. The Purchase Order document generated from the Contractor’s online ordering system must be printed, signed, and retained as the official purchase document in the State department’s procurement file.

For all orders placed through the online ordering system, ordering agencies must provide the Contractor a copy of the signed purchase document identified with the phrase “Confirming Order: Do Not Duplicate”, via email, facsimile or U.S. Mail. Best practices are to follow the purchase order distribution instructions provided on the Purchasing Authority Purchase Order (STD 65), which indicate the original signed purchase order should be sent to the contractor. However, email and facsimile copies are acceptable.

The signed purchase order document should be provided to the Contractor as soon as possible, if not immediately, after the order is submitted through the system. This is in accordance with State Contracting Manual (SCM) Volume 2 (Paragraph 8.2.3, 8.2.6, and 8.2.7).

- 5) Article 25 (SB/DVBE Participation) has been modified to reflect corrected certifications for the contractor as follows:**

SB/DVBE CERTIFICATIONS			
Name	Prime or Subcontractor	Certification Type	OSDS Certification #
National Office Solutions, Inc.	Prime Contractor	MB	36519
Reliable Business Equipment	Subcontractor	MB/DVBE	44377

- 6) Attachment B – Post Consumer Recycled Content (PCRC) Certification Workbook has been revised effective 5/12/2011. Attachment B – Post Consumer Recycled Content (PCRC) Certification Workbook (rev 5/12/2011) is located at:**
<https://www.bidsync.com/DPX?ac=agencycontview&contid=64401>.
- 7) Contract 1-10-75-55 Price List has been revised effective 5/12/2011. The California Office Supplies Catalog has been updated to reflect all changes to contract item information.**
- **Contract 1-10-75-55 Price List (rev 5/12/2011) is located at:**
<https://www.bidsync.com/DPX?ac=agencycontview&contid=64401>.
 - **Updated California Office Supplies Catalog is located at:**
<http://calnosi.com/>

All other terms and conditions shall remain the same.