



**Department of General Services
Procurement Division**

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Broadcast Date: October 2, 2014

Bulletin #: K-55-14

**TO: Procurement Contracting Officers (PCO)
Purchasing Authority Contacts (PAC)
CAL-Card Program Administrators**

RE: New Agreement for Purchase Card Services (CAL-Card)

The Department of General Services, Procurement Division (DGS-PD) has executed a new leveraged procurement agreement for the State's Purchase Card Services (CAL-Card) Program as follows:

Agreement No.	Contractor Name	Agreement Term
7-14-99-22	U.S. Bank National Association	9/29/14 – 12/31/18

This new agreement replaces the current Master Service Agreement (MSA) 5-06-99-01. All purchase card services provided to participating agencies for the State's CAL-Card Program will be governed by this new agreement effective October 1, 2014.

The new agreement is available on the DGS-PD CAL-Card Program website at:
<http://www.dgs.ca.gov/pd/Programs/CALCard.aspx>.

Instructions for Current Participating State Agencies:

State agencies currently participating in the CAL-Card Program will continue to receive card services under this new agreement with U.S. Bank without interruption. However, in order to ensure timely receipt of rebates earned under the new agreement terms, state agencies are required to complete the CAL-Card subscription agreement process below:

Subscription agreement process for current participating state agencies:

- 1) Complete a CAL-Card [Subscription Agreement](#) (formatted STD 213);
- 2) Submit the completed Subscription Agreement for signature to U.S. Bank at calcardprogram@usbank.com with return instructions; and

- 3) Upon final signature by the agency, email a scanned copy of the executed Subscription Agreement to U.S. Bank at calcardprogram@usbank.com.

Instructions for Current Participating Local Agencies:

Local agencies currently participating in the CAL-Card Program will also continue to receive services under this new agreement without interruption. U.S. Bank National Association will be mailing a unique Local Agency Subscription Letter to each current participating local agency regarding participation in the new agreement. Local agencies will have the option to sign and confirm participation or sign indicating notice of termination. If you do not receive your Local Agency Subscription Letter by October 31, 2014, please email calcardprogram@usbank.com.

If you have questions regarding this notification, please contact the DGS-PD CAL-Card State Contract Administrator below:

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