



**Department of General Services
Procurement Division**
707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: February 28, 2011

TO: Purchasing Authority Contacts (PACs)

RE: Mandatory Statewide Contract 1-10-75-55 for Office Supplies

The Department of General Services, Procurement Division (DGS/PD) is pleased to announce the availability of the new Office Supplies Statewide Contract 1-10-75-55 with National Office Solutions, Inc. (contractor), a California-certified Small Business (SB).

This broadcast provides the following information for State Departments:

- Statewide Rollout Key Action Dates
- Contract User Instructions
- Customer Forum Dates and registration information
- Additional resources

Statewide Rollout Key Action Dates

As part of the implementation of the new Office Supplies Statewide Contract, the DGS/PD will be providing a staged statewide rollout of the contract in order to allow for a transition period for state departments.

The key action dates of the statewide rollout are as follows:

Action	Date
Office Supplies Statewide Contract 1-10-75-55 posted on DGS/PD website.	February 28, 2011
Initial User Account Registration*	February 28, 2011 through March 21, 2011
Informational Customer Forums (see below for specific event dates)	February 28, 2011 through April 1, 2011
Statewide Contract 1-10-75-55 becomes mandatory for all state departments.	March 21, 2011

* **Note:** Ordering agencies may register for an account at any point in time during the life of the contract.

Americans with Disabilities Act (ADA): It is the policy of the State to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. Persons with disabilities requiring reasonable modification to participate in the meeting/training should **provide their request to Tasha Nomura at Tasha.nomura@dgs.ca.gov or 916-375-4567** . You may also contact the Procurement Division main office at (916) 375-4400 or the **Procurement Division TTY** (West Sacramento) at (916) 376-1891, **California Relay Service** at 1-800-735-2922 or 1-888-877-5379; TTY at 1-900735-2929 or 1-888-877-5378, Speech to speech at 1-800-854-7784. It is recommended that DGS receives the request **at least five working days prior to the event.**

Contract User Instructions

The Office Supplies Statewide Contract 1-10-75-55 User Instructions provide ordering agencies with contract usage rules, user account registration process, ordering procedures and other important information regarding the use of this contract.

The Office Supplies Statewide Contract 1-10-75-55 User Instructions are available on the DGS/PD website at:

- Office Supplies Statewide Contract 1-10-75-55 DGS/PD site:
<http://www.dgs.ca.gov/pd/Programs/contracts/OfficeSuppliesContract.aspx>

Ordering agencies are advised to review the contract user instructions in detail prior to ordering off this contract.

Customer Forums

The DGS-PD invites state departments to attend an informational customer forum for the new Office Supplies Statewide Contract. The customer forums will cover information such as:

- Overview of the contract requirements and Contract User Instructions
- Account registration
- Ordering procedures
- Resources for information
- Demonstration of Online Ordering System
- Question and Answer Session

Agency purchasing staff and end users are encouraged to attend one of the sessions.

Forum locations and registration links for each training site are listed below. Please click the link to register for the session you would like to attend:

Date	Time	Location	Register Link
Monday, March 7, 2011	9:00 am – 11:00 am	Department of General Services 707 Third Street, Auditorium – 1 st Floor Sacramento, CA 95605	Register Now
Monday, March 7, 2011	1:30 pm – 3:30 pm	Department of General Services 707 Third Street, Auditorium – 1 st Floor Sacramento, CA 95605	Register Now
Thursday, March 10, 2011	1:30 pm – 3:30 pm	Webinar (Hosted through Go-To-Meeting)	Register Now
Tuesday, March 15, 2011	9:00 am – 11:00 am	Webinar (Hosted through Go-To-Meeting)	Register Now

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Date	Time	Location	Register Link
Wednesday, March 16, 2011	9:00 am – 11:00 am	Department of General Services 707 Third Street, Auditorium – 1 st Floor Sacramento, CA 95605	Register Now
Wednesday, March 16, 2011	1:30 pm – 3:30 pm	Department of General Services 707 Third Street, Auditorium – 1 st Floor Sacramento, CA 95605	Register Now
Friday, March 18, 2011	9:00 am – 11:00 am	Department of General Services 707 Third Street, Auditorium – 1 st Floor Sacramento, CA 95605	Register Now
Friday, March 18, 2011	1:30 pm – 3:30 pm	Department of General Services 707 Third Street, Auditorium – 1 st Floor Sacramento, CA 95605	Register Now
Wednesday, March 23, 2011	9:00 am – 11:00 am	Webinar (Hosted through Go-To-Meeting)	Register Now
Wednesday, March 23, 2011	1:30 pm – 3:30 pm	Webinar (Hosted through Go-To-Meeting)	Register Now

If you are unable to attend the scheduled customer forums, the materials reviewed during the customer forum (including a webinar video file) will be available on the DGS/PD website.

If you have questions regarding these events, please contact the State Contract Administrator at julie.matthews@dgs.ca.gov. For customer forum registration information or issues, please email Natasha.nomura@dgs.ca.gov.

Resources

Additional resources for information on the Office Supplies Statewide Contract are provided below:

- Office Supplies Statewide Contract 1-10-75-55 DGS/PD site:
<http://www.dgs.ca.gov/pd/Programs/contracts/OfficeSuppliesContract.aspx>
- National Office Solutions, Inc. (contractor) website:
www.calnosi.com

State Contract Administrator

If you have any questions regarding this notification, please contact the State Contract Administrator below:

Julie Matthews
(916) 375-5918
Julie.matthews@dgs.ca.gov

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