



**Department of General Services
Procurement Division**

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Broadcast Date: May 13, 2011

TO: Purchasing Authority Contacts (PACs)

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

This broadcast announces the release of Supplement 1 to Statewide Contract 1-10-75-55 for Office Supplies.

Supplement 1 contains revisions and updates to the Contract User Instructions in the following areas:

- SB/DVBE Offramp Provision
- Contract Item revisions
- User Account Registration Process
- Purchase Execution and Ordering Procedure
- SB/DVBE Certification
- Post Consumer Recycled Content (PCRC) Certification Workbook revision

Department are instructed to review Supplement 1 for specific changes. In addition, departments should discard previous versions of the Contract User Instructions and replace with the updated Contract User Instructions (rev 5/12/2011) incorporating all changes from Supplement 1.

Supplement 1 and the updated Contract User Instructions (rev 5/12/2011) are available on the Department of General Services, Procurement Division website at:

<http://www.dgs.ca.gov/pd/Programs/contracts/OfficeSuppliesContract.aspx>

If you have any questions regarding this notification, please contact:

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