

E-COMMERCE / E-GOVERNMENT SERVICES
ORDERING PROCEDURES



State of California • Department of General Services • Gray Davis, Governor
P R O C U R E M E N T D I V I S I O N
707 3rd Street, 2nd Floor • West Sacramento, California 95605 • (916) 375-44

STATE OF CALIFORNIA
MULTIPLE AWARD CONTRACT

SUPPLEMENT 4

September 26, 2002

CONTRACT NOS:	EPQE-02-70-0142 through EPQE-02-70-0158
COMMODITY:	PREQUALIFIED POOL OF E-COMMERCE / E-GOVERNMENT CONTRACTORS
CONTRACTORS:	IDENTIFIED INSIDE
EFFECTIVE:	SEPTEMBER 18, 2000 TO SEPTEMBER 18, 2003
DISTRIBUTION CODE:	EDP CONTRACT LIST, PLUS TELECOMMUNICATIONS DIVISION'S COMMUNICATIONS REPRESENTATIVE LIST PLUS BUSINESS SERVICES OFFICE'S (BSO) LIST PLUS LOCAL AGENCY MAILING LIST

This Supplement is being issued to incorporate a number of new Category I through IV contractors who were just approved for inclusion in the pool of pre-approved contractors, as a result of the reopening (Revision D) of this MULTIPLE AWARD CONTRACT for E-Commerce/E-Government Services. In addition, one existing contractor has now qualified for inclusion in a higher budget category than they had previously.

This supplement also serves as official notice that this multiple award contract is being extended another year, through September 18, 2003, as noted above.

There has been some confusion regarding the new DGS billing rate for the use of this MSA. The new rate is 1.93 % of the contract amount.

Management Memo 02-19, issued on August 19, 2002 has dramatically altered the usage of Master Contracts. The changes in the Management Memo take precedence over those previously issued in the Ordering Instructions and the new procedures are noted in this supplement.

DEPARTMENT OF GENERAL SERVICES CONTACT FOR THIS CONTRACT
IS MARK MITCHELL , September 26, 2002
PHONE: (916) 375-4497

**DIANA LABONTE, ACTING MANAGER,
TECHNOLOGY ACQUISITIONS SECTION**

ORDERING PROCEDURES

(Supplement Number 4)

FOR USE OF THE PREQUALIFIED E-COMMERCE / E-GOVERNMENT CONTRACTORS

(For contracts less than
\$500,000.00)

MULTIPLE AWARD CONTRACT

September 26, 2002

MISSION STATEMENT PROCUREMENT DIVISION

To provide professional, value-added procurement and materials management services, using effective innovative processes that result in continuous customer satisfaction while maintaining public trust with the assurance that each tax dollar will be used in the most efficient manner.

E-COMMERCE / E-GOVERNMENT SERVICES

ORDERING PROCEDURES

A. PURPOSE OF THIS SUPPLEMENT

This supplement is being issued to include additional prequalified contractors to the existing E-Commerce/E-Government Services MAC. It is also being issued to increase the State fee from 1.21% to 1.93%.

Note: MANAGEMENT MEMO 02-19, ISSUED ON AUGUST 20, 2002, INCLUDED NEW PROCEDURES RELATED TO THE USE OF MASTER AGREEMENTS. THESE NEW PROCEDURES SUPERSEDE PREVIOUSLY ISSUED ORDERING PROCEDURES. IF AMENDMENTS TO THIS MANAGEMENT MEMO ARE ISSUED, ANY CHANGES IN THOSE AMENDMENTS WILL APPLY ALSO. PLEASE REFER TO THE MANAGEMENT MEMO FOR SPECIFIC DETAILED INFORMATION. HOWEVER, THE FOLLOWING SUMMARY INFORMATION MUST NOW BE ADHERED TO.

A. For Orders in Excess of \$500,000

1. **Orders over \$500,000 are not delegated out for this Multiple Award Contract. All such orders must be handled with the involvement of DGS-Procurement Division.** Obtain approval of DGS to exceed the \$500,000 ordering limit; request must include how effective competition will be assured. Additional competitive measures may be required by DGS. However the following information applies even to Procurement Division use of this MAC:
2. All qualified suppliers must be contacted. This will provide agencies an opportunity to review and evaluate various contractor proposals. After review and evaluation of proposals, the ordering agency should be able to determine which contractor offered the best value effective solution and award the contract.
3. All orders must be reported to DGS within five working days using the "Notice of Contract Award" form.

B. For Orders less than \$500,000 (The only ones delegated to agencies by these Ordering Instructions.)

1. Solicit and obtain a minimum of three offers, including one small business and/or one DVBE firm (if available). This will provide agencies an opportunity to review and evaluate various contractor proposals. After review and evaluation of proposals, the ordering agency should be able to determine which contractor offered the best value effective solution and award the contract. If less than three offers are received, documentation of solicitation methods must be included with contract reporting to DGS. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed.
2. All orders exceeding \$250,000 must be reported to DGS within five working days using the "Notice of Contract Award" form.
3. Variance of model contract terms is allowed only with DGS approval.

B. PREQUALIFIED CONTRACTORS BY BUDGET CATEGORY

Following is a listing by Category of the newly added contractors who are joining the previously approved pool of E-Commerce contractors. Unlike previous versions of these

**E-COMMERCE / E-GOVERNMENT SERVICES
ORDERING PROCEDURES**

Ordering Instructions, the state is no longer going to list the email addresses and fax numbers of the new contractors. This is due to the fact that there has been such a constant change in such information, that the state cannot keep the information on this website current. Therefore, agencies seeking to use this MAC should contact the contract administrator for the most current information regarding the contractors. DGS-PD maintains the most current information and will be glad to provide it to state and local agencies upon request.

CATEGORY 1(approved for projects up to \$25,000)

CONTRACTOR
No new firms

CATEGORY II CONTRACTORS (approved for projects up to \$250,000)

CONTRACTOR	Comments
Creatus 1754 Technology Drive San Jose, CA 95110 George Thomas 408-441-9960 x 135	
Devine Consulting 2610 Central Ave, Suite 120 Union City, CA 94587 Michael Murphy 510-324-3700	
E-Infodata.com 1033 Walnut, #200 Boulder, CO 80302 Don Knox 303-381-2262	
New Avenue System 150 N. Santa Anita, Suite 980 Arcadia, CA 91006 Leon Darmawwaangsa 626-254-1757	
Reliance Systems PO 27503 Tempe, AZ 85282 Sanjay Dhole 602-437-3333	
Rosart Multimedia 4011 Idaho St. Suite 3	

**E-COMMERCE / E-GOVERNMENT SERVICES
ORDERING PROCEDURES**

San Diego, CA 92104	
Jose Rosa 619-692-9439	

CATEGORY III CONTRACTORS (approved for projects up to \$750,000)

CONTRACTOR	Comments
Congruent Solutions 10823 East Estates Drive Cupertino, CA 95014 Bala Ramon 408-252-2187	
ECom Enterprises 1230 Oakmead Parkway, Suite 318 Sunnyvale, CA 94086 Jarrod Jodoin 408-720-9194	
Logical Networks John Hafen 360-491-7774	
nFormed Kathleen Lane 626-254-1757	
Periscope Holdings 900 Congress Ave, Suite 400 Austin, TX 78701 John Walters 888-472-9102	
Princeton Solutions 3841 North Freeway Blvd Sacramento, CA 95384 Michael Fogarty 916-679-0300	
Schemazoo 1256 Folsom San Francisco, CA 94103 Kira Chuchom	

**E-COMMERCE / E-GOVERNMENT SERVICES
ORDERING PROCEDURES**

415-626-7323	
Univessence Digital Studios 1875 Century Park East, Suite 930 Los Angeles, CA 90067	
David Cheung 416-733-8514	

CATEGORY IV CONTRACTORS (approved for projects over \$750,000)

CONTRACTOR	Notes
Harte Hanks 27911 West Franklin Parkway Valencia, CA 91355	Previously approved for Category 2. Now approved for Category 4
Elizabeth Paquelet 617-241-5701	
Natoma Technologies 9851 Horn Road, Suite 240 Sacramento, CA 95827	
Ron Dickson 916-717-2534	

**E-COMMERCE / E-GOVERNMENT SERVICES
ORDERING PROCEDURES**

**PREQUALIFIED CONTRACTORS
AND THEIR CONTRACT NUMBER**

You will need the following information when placing your order. Listed alphabetically:

CATEGORY I

CONTRACTOR NAME	CONTRACT NUMBER
No new firms	

CATEGORY II

CONTRACTOR NAME	CONTRACT NUMBER
Creatus	EPQE-02-70-0143
Devine Consulting	EPQE-02-70-0144
E-Infodata.com	EPQE-02-70-0146
New Avenue Systems	EPQE-02-70-0151
Reliance Systems	EPQE-02-70-0155
Rosart Multimedia	EPQE-02-70-0156

CATEGORY III

CONTRACTOR NAME	CONTRACT NUMBER
Congruent Solutions, Inc.	EPQE-02-70-0142
eCom Enterprises	EPQE-02-70-0145
Logical Networks, Inc.	EPQE-02-70-0149
nFormed	EPQE-02-70-0152
Periscope Holdings, Inc.	EPQE-00-70-0153
Princeton Solutions	EPQE-02-70-0154
Schemazoo	EPQE-02-70-0157
Univessence Digital Studios, (USA), Inc.	EPQE-02-70-0158

CATEGORY IV

CONTRACTOR NAME	CONTRACT NUMBER
Harte Hanks*	EPQE-02-70-0147
Natoma Technologies	EPQE-02-70-0150

***Contractor has moved up in budget category from previous qualification.**