Form GSOP 1-PIN (04/98)

# STATE OF CALIFORNIA

Department of General Services - Office of Procurement

# PURCHASE ORDER

| Purchase Order No. | Rev. | Date |
|---|---|---|
| 61967 | | 3/12/2008 |

| Supplier No. | Solicitation No. | Delivery Date | FOB Point | Invoice Terms |
|---|---|---|---|---|
| 809299 | 56739 | As Specified | Destination | N45 |

VANWRITE WRITING CONSULTANTS
PO BOX 4414
DAVIS, CA 95617
Attn: DON HALLBERG

*Phone:* 916-799-5843

**Ship To:**
DEPT OF AGING
1300 NATIONAL DRIVE, #200
SACRAMENTO, CA 95834
Attn: GLORIA LINDSAY

**Charge To:**
DEPT OF AGING D-05
1300 NATIONAL DRIVE
SUITE 200
SACRAMENTO CA 95834

| Agency Billing | Agency Purchase Estimate | Purchase Estimate | Revision |
|---|---|---|---|
| 10370 | CDA07178 | 67068 | 0 |

| Agency Contact | Phone | Date Received |
|---|---|---|
| MINDY KING | 916-419-7537 | |

| Item No. | Quantity | Unit | Commodity Code | Description | Unit Price | Extension |
|---|---|---|---|---|---|---|
| 1 | 1 | EA | 7090-000-0003-7 | SOFTWARE LICENSE<br>VANWRITE SENTENCE AEROBICS ENTERPRISE SITE LICENSE (INCLUDES ONE YEAR SOFTWARE USE AND MAINTENANCE FOR CURRENT USERS AND NEW USERS RECEIVING TRAINING DURING 07/08 FISCAL YEAR) | 6,922.2000 | 6,922.20 |

Total Value: 6,922.20

TERMS AND CONDITIONS:

THE ATTACHED STATEMENT OF WORK CONSISTING OF TWO (2) PAGES IS PART OF THIS AGREEMENT.

THE FOLLOWING DOCUMENTS ARE INCORPORATED INTO THIS AGREEMENT AND MAY BE VIEWED AT THE WEBSITE LISTED.

1. IT General Provisions, GSPD-401IT Revised and Effective 4/12/2007
   http://www.pd.dgs.ca.gov/modellang/genprovit.htm

2. IT Purchase Special Provisions (Effective 01/21/03)
   http://www.pd.dgs.ca.gov/modellang/purchsespecial012103.htm

3. IT Software License Special Provisions (Effective 01/21/2003)
   http://www.pd.dgs.ca.gov/modellang/Software%20Special%20Provisions%2001-21-03.htm

FOB DESTINATION:

For the purpose of this award, only FOB Destination will be accepted.

CHANGE ORDERS:

This Purchase Order may be amended, modified, or terminated at any time by mutual agreement of the parties in writing. Change orders amending, modifying or terminating the Purchase Order, including any modifications of the compensation payable, may be issued only by the State Procurement Officer. All such change orders shall be in writing and issued only upon written concurrence of the supplier.

Sales and/or use tax to be extra unless noted above

| Buyer | Phone | BOC Number |
|---|---|---|
| DIANA MERCADO | 916-375-4430 | |

STATE OF CALIFORNIA

Department of General Services - Office of Procurement

# PURCHASE ORDER CONTINUATION

Form GSOP 2-PIN (04/98)



| *Purchase Order No.* | *Revision* | *Date* | *Supplier No.* | *Supplier Name* |
|---|---|---|---|---|
| 61967 | | 3/12/2008 | 809299 | VANWRITE WRITING CONSULTANTS |

| *Item No.* | *Quantity* | *Unit* | *Commodity Code* | *Description* | *Unit Price* | *Extension* |
|---|---|---|---|---|---|---|

Termination, as that term is used in this section, does not include termination for default of the supplier.

STATE CONTRACTS AND PROCUREMENT REGISTRATION:

This Purchase Order has been registered into the State Contracts and Procurement Registration System (https://www.scprs.dgs.ca.gov). The Registration Number is: 41700308292614

# CALIFORNIA DEPARTMENT OF AGING
# CONTRACT AND BUSINESS SERVICES SECTION

## STATEMENT OF WORK

VanWrite Sentence Aerobics Site License & Maintenance

This Statement of Work ("Agreement") reflects the services to be provided by VanWrite Writing Consultants hereinafter referred to as the "Contractor," for the California Department of Aging, hereinafter referred to as the "CDA".

## SCOPE

The Contractor will provide a one hundred and thirty (130) VanWrite Sentence Aerobics software site license and maintenance. VanWrite Sentence Aerobics software maintenance will include:

- Services available via phone and email.
- Support Services available between the hours of 8:00 a.m. to 5:00 p.m. Pacific Standard Time Monday through Friday, excluding holidays.
- 24-hour response time.
- Sentence Aerobics software upgrades.

VanWrite Sentence Aerobics® software automates the editing method taught in the VanWrite business writing class. The software serves as the writer's personal editing coach and will reinforce and preserve the VanWrite training investment made by the State.

## PERIOD OF PERFORMANCE

The term of this Agreement will be twelve (12) months effective upon the Agreement start date or the date the Purchase Order is signed, whichever is later.

## BILLING INFORMATION

The Contractor shall submit invoices (including the purchase order number) to the following address:

Department of Aging
1300 National Drive, Suite 200
Sacramento, CA 95834
Attn: Mindy King

## POINTS OF CONTACT

Contractor Primary Contact:

VanWrite Writing Consultants
Don Hallberg
PO Box 4414
Davis, CA 95617-4414
Phone: (916) 553-4202
Fax: (916) 553-4012
Email: VanWrite@VanWrite.com

CDA Primary Contact:

Gloria Lindsay, Training Coordinator
Contracts and Business Services Section
1300 National Drive, Suite 200
Phone: (916) 419-7514
E-mail: GLindsay@aging.ca.gov

All maintenance renewal notices shall be sent to the CDA's Primary Contact.

## TERMINATION

The State shall have the right to terminate maintenance upon delivery of written notice at least thirty (30) calendar days prior to any scheduled renewal date.