



CALIFORNIA STRATEGIC SOURCING INITIATIVE COPIERS AND ASSOCIATED SERVICES CONTRACT – FREQUENTLY ASKED QUESTIONS

QUESTIONS	ANSWER
What products may I purchase using the CSSI contract?	Digital, black and white photocopiers from Sharp are available on the new contract. For detailed information, please refer to the common specifications located at http://www.documents.dgs.ca.gov/pd/strategic/specsdigitalcopiers.pdf
Once awarded, how long will the contracts be in place?	The contract for copiers will be for three years, with up to two optional one-year extensions.
With technology changing so quickly, doesn't that mean the State will be locked into purchasing obsolete models?	The State will refresh common specifications on a regular basis (approximately every six to 12 months) to accommodate changes in the marketplace.
Will the State pay increased prices for copiers as pricing declines with improvements in models?	Contract prices will be discounted based on industry indices that are periodically adjusted to reflect reduced market prices for a specific product. The State will also include rigorous reporting requirements in the contract to monitor the prices it pays.
Will the current Department of General Services (DGS) contracts for Office Equipment-Copiers remain in place?	The goal of the CSSI is to establish a "best-in-class" copier contract for all State authorized purchasers to use. As a result, the State is reviewing existing agreements/contracts that currently provide copiers. Depending on the terms and conditions of those contracts, some will not be renewed, others will be modified to eliminate the duplicate products, and others will be available to non-CSSI products. Other contracts will be cancelled for State agency use. Non-state agencies may continue to have access to those office copier contracts.
How soon can buyers purchase from the CSSI contracts?	Buyers may purchase copiers when the contract becomes effective, July 7, 2005. User Instructions will be posted on the CSSI Web site and an e-mail will be sent to State PCO/PACs.
Is this a mandatory contract?	The contract is mandatory except as provided for in the contract User Instructions. The State will take all practical measures to ensure that State agencies and departments use the new strategically sourced contracts. User Instructions will outline the exemption process.
Do I need authority to purchase off these contracts?	Yes. Prior to placing orders against this contract, State departments must have been granted purchasing authority by the DGS Procurement Division for the use of the State's contract. A department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by the DGS Procurement Division for the use of the State's contract may access the Purchasing Authority Application at http://www.pd.dgs.ca.gov/deleg/pamanual.htm (see Chapters 1 and 13) or may contact the DGS Procurement Division's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov .
Are there going to be fees charged to departments (or suppliers) for purchases, similar to fees associated with the California Multiple Award Schedules?	Yes. Similar to all contracts the DGS Procurement Division has established, a 2.48 percent administration fee will be charged. In addition, CSSI contracts include a share-in-savings fee, which is detailed in the User Instructions.



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Can buyers purchase copiers using CAL-Cards and/or CAL-Buy?	The contractors will provide a choice of ordering methods, to include the Internet or facsimile to pay for purchases made under the contract. Information will be included in the User Instructions.
Will departments using the CSSI contract still be required to solicit multiple bids to fulfill “best value” requirements?	No. This is a competitively bid contract and will fulfill requirements for fair and reasonable pricing for departments. No comparison shopping is necessary.
This bid allows local government agencies to participate; will the contractor be responsible for collecting the administrative fee?	No. The administrative fee will be collected by the DGS.
What are “common specifications” and how did the State create them?	Common specifications refer to State-defined standards for this product category. California’s common specifications were developed after a complete analysis of technology choices and use in State agencies. The review resulted in the need for several requirements for both products and services including levels of copier performance, standardization of warranty length, and identification of service and support usage and patterns.
Who should I contact if I have more questions?	<ol style="list-style-type: none"> 1. Contact the Contract Manager for Copiers and Associated Service, Terry Lee-Coker, at: terry.lee@dgs.ca.gov or (916) 375-4556 2. Contact the Purchasing Authority Management Section (delegation issues) at: pam@dgs.ca.gov 3. Visit the CSSI Web site: http://www.pd.dgs.ca.gov/stratsourcing 4. Call the CSSI Information Line: (866) 885-8344 (toll free)
How much does the State anticipate saving with these new contracts?	California State departments and agencies spend about \$21 million each year on the awarded category. CSSI analysis indicates an opportunity for the State to save an average of more than 40 percent on the price of the copiers and their associated services.
How will the savings on this contract be validated?	The State has developed a rigorous process to ensure that savings calculations are reliable. In addition, the State has hired an independent auditor to verify the savings calculations.
What are the current prices paid by the State for these items?	The current historical average price for copiers ranges from \$8,814 to \$32,487 depending on copier specifications. Buyers using the new contract can expect an average savings of 40 percent off historical pricing and associated services.
Will buyers be able to purchase from California-certified small businesses and Disabled Veteran Business Enterprises (DVBEs)?	Yes. The User Instructions will outline this process.
Should I purchase off the Strategically Sourced contract if I can get better pricing	Though buyers may find lower, one-time prices for individual items using existing contracts, CSSI contracts will net greater savings for your department because they are based on “total-cost-of-ownership”



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elsewhere?	<p>packages that include detailed service requirements and warranties.</p> <p>By using the new, streamlined contract, your department has an opportunity to achieve savings and modernize the State's procurement system. In the long run, this means your department will have more resources to provide programs and services.</p>