CALIFORNIA DEPARTMENT OF GENERAL SERVICES

PROCUREMENT DIVISION
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

COOPERATIVE AGREEMENT
USER INSTRUCTIONS
SUPPLEMENT #1

ISSUE AND EFFECTIVE DATE: 10/30/2015	
TITLE/DESCRIPTION:	Copiers, Printers and Related Devices (NASPO ValuePoint)
CONTRACT NUMBER(S):	7-15-70-23 Canon U.S.A., Inc. 7-15-70-24 Konica Minolta Business Solutions USA, Inc. 7-15-70-25 Ricoh USA, Inc. 7-15-70-26 Sharp Electronics Corporation 7-15-70-27 Xerox Corporation
CONTRACT TERM:	Various through 12/31/2019
CONTRACT CATEGORY:	IT Goods and Services
MAXIMUM ORDER LIMIT:	Unlimited
FOR USE BY:	State and Local Governmental Agencies (See Section B)
DGS-PD CONTRACT INFORMATION WEBSITE:	
STATE CONTRACT ADMINISTRATOR:	Cynthia Okoroike (916) 375-4389 cynthia.okoroike@dgs.ca.gov

Ordering Agencies are instructed to carefully review these User Instructions in its entirety. For questions, please contact the State Contract Administrator and reference the "Title/Description" and/or Contract Number(s). Changes to this document will be issued through a User Instructions Supplement.

Notice to State Departments:
Products and/or services on these cooperative agreements may be available on Mandatory Statewide Contracts. If this is the case, the use of these cooperative agreements is restricted unless the State department has an approved exemption pursuant to MM 05-11, and as further explained in the Statewide Contract User Instructions. Statewide Contracts are listed at http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm. This restriction does not apply to local governmental agencies.

ORIGINAL SIGNED ***10/30/2015***

Cynthia Okoroike, State Contract Administrator Date

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SUMMARY OF CHANGES		
Supplement No.	**Revision Description**	**Effective Date**
1	User Instructions Supplement #1 replaces and supersedes the previous User Instructions version (dated 10/12/2015). Supplement #1 incorporates the following change: • Add Sharp Electronics Corporation to the list of Copiers, Printers and Related Devices contract.	10/30/2015

For copies of previous User Instructions versions, please contact the State Contract Administrator listed in section 2 D.

A. SCOPE AND OVERVIEW

The Department of General Services, Procurement Division (DGS-PD) has established California Participating Addendum contracts with individual Contractors (as noted on page 1) for use of the NASPO ValuePoint Copiers, Printers and Related Devices Master Agreements executed by the State of Nevada.

These California Participating Addendums provide State departments and local governmental agencies the opportunity to acquire products and services in accordance with the instructions provided herein and the terms and conditions outlined in the individual California Participating Addendums. Attachment A identifies specific California Participating Addendum information and awarded product/service categories by Contractor.

Note: Throughout this document, “California Participating Addendum” may be used interchangeably with “agreement” or “contract.” Unless otherwise specified within this document, the term “Ordering Agencies” will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and usage instructions exclusive to State departments or local governmental agencies shall be identified within each section.

B. CONTRACT AVAILABILITY

1. State Departments

a. Use of these agreements is non-mandatory for State of California departments.

b. State departments are restricted from using these agreements for products and services available on Mandatory California Statewide Contracts. See Section E.3.a. (Restricted/Disallowed Products and Services) for more information.

2. Local Governmental Agencies

a. Use of these agreements is optional for local governmental agencies.

b. Local governmental agencies are defined as any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges, empowered to expend public funds.

c. Each local governmental agency shall determine whether use of these agreements is consistent with its procurement policies and regulations.

C. CONTRACT TERM

The term for these California Participating Addendums is from the date of the State's approval through December 31, 2019, or upon termination by the State, whichever occurs first.

Note: Orders placed under these contracts shall be executed on or before the expiration date of the California Participating Addendum.

D. CONTRACT ADMINISTRATORS

The State and the Contractor(s) have assigned contract administrators as single points of contact for problem resolution and related contract issues.

The State Contract Administrator contact for these agreements is:

Name: Cynthia Okoroike
Phone: (916) 375-4389
Fax: (916) 375-4663
E-Mail: cynthia.okoroike@dgs.ca.gov

Contractor contact information is outlined in Attachment A.

E. CONTRACT INFORMATION

1. Lead State Agreement

The California Participating Addendums are based on some or all of the products, services and prices from the NASPO ValuePoint Copiers, Printers and Related Devices issued by the State of Nevada. Copies of the Utah NASPO ValuePoint Master Agreements are available at: http://www.naspovaluepoint.org/#/contract-details/35/overview/general

Ordering Agencies should refer to Attachment A for links to the California Participating Addendum contract documents.

2. Available Products and Services

Contractors may only offer products and services for groups defined below:

- Group A – Convenience Copiers
- Group B – Production Copiers
- Group C – Wide Format Devices
- Group D – Printers

Attachment A identifies specific California Participating Addendum information and awarded groups by Contractor.

3. Restricted/Disallowed Products and Services (State Departments Only)

The following restrictions apply to all State departments. These restrictions do not apply to local governmental agencies unless the restriction is identified within the Utah NASPO ValuePoint Master Agreement. .

a. Products/Services available on Mandatory Statewide Contracts

Products and services available on Mandatory California Statewide Contracts cannot be purchased by State departments without an exemption. State departments shall obtain an exemption in accordance with the Statewide Contract User Instructions prior to issuing a purchase order under these agreements. For current printer and copier Statewide Contracts see the State Contracts Index Listing located at http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm.

4. Contractor Pricing

A Product and Service Schedule (PSS) containing contract product and pricing information is posted on each Contractors' dedicated website. Pricing is based on a discount off list price. Contractors may offer greater discounts and/or lower prices than those published in their PSS. Links to each Contractor's dedicated website and PSS are identified in Attachment A.

F. CONTRACT USAGE/RULES

1. Goods and Services

This Participating Addendum is for equipment and associated maintenance services.

2. Adherence to Applicable Laws (State Departments Only)

State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchase authority requirements (e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volumes 1, 2 and 3).

3. Purchase Authority (State Departments Only)

Prior to placing orders under these agreements, State departments must have been granted purchasing authority by DGS-PD for the use of cooperative agreements. The State department's current purchasing authority number must be entered in the appropriate location on each purchase document. State departments that have not been granted purchasing authority by DGS-PD may access the Purchasing Authority Application by contacting DGS-PD's Purchasing Authority Management Section by email at pams@dgs.ca.gov.

4. Mission Critical (State Departments Only)

State departments must complete and submit a Mission Critical certification form for all orders which require DGS review and approval. The form is available at www.documents.dgs.ca.gov/pd/delegations/pac021810.pdf

5. California Seller's Permit (State Departments Only)

California Seller's Permit information for each Contractor is identified in Attachment A. Prior to placing orders under these agreements, State departments should verify that permits are currently valid at www.boe.ca.gov. State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3, as applicable.

6. DGS Administrative Fee

Ordering agencies will not be charged the DGS Administrative fee nor will they be invoiced by the Contractor(s) for use of these agreements.

G. ORDERING PROCEDURES

1. Contractor Selection Process

a. State Departments

State departments electing to use these agreements must select a Contractor using the Best Value Request for Offer (RFO) process outlined below:

- *Develop RFO* – Ordering Agency will develop a RFO which includes the following information, at a minimum:
  - All relevant Ordering Agency contact information necessary for the Contractor to respond to the RFO; and
  - A detailed specification or scope of work (SOW) for the products and services is required.

- *Solicit Offers* – Ordering Agency shall solicit offers from a minimum of three Contractors within the awarded product/service category.

  - If multiple Contractors are solicited and less than three offers are received, the Ordering Agency must document their file with the reasons why the other Contractors solicited did not respond with an offer.
  - Agencies may use State-approved Servicing Subcontractors (Authorized Dealers) for soliciting offers. See Section B (Servicing Subcontractors) for agency requirements.
  - Orders valued less than $5,000 may be executed without obtaining multiple offers if fair and reasonable pricing has been established and documented within the procurement file.

- *Determine Best Value* – Ordering Agency will review all responsive offers and select a Contractor based on best value, with cost as one of the criteria.

- *Document Results* – Ordering Agency must document the results of the best value RFO process within the procurement file including, but not limited to, Contractors that were contacted, recap of their offers, how the selection was made and criteria for determining "best value". Ordering Agencies have the option to use the Best Value Determination Worksheet or the agency's own form to document the results.

- *Issue Purchase Order* – Ordering Agency will issue purchase order document to the selected Contractor in accordance with Section 7.C (Purchase Order Form).

b. Local Governmental Agencies

Local governmental agencies may use the contractor selection process described in Section 7.A.1 above or other process in accordance with their procurement policies and regulations.

2. Authorized Dealers

a. State-approved Authorized Dealers may provide offers, accept purchase orders, fulfill purchase orders, perform maintenance/warranty services and accept payment from Ordering Agencies for products and associated services offered under the specific Contractor's California Participating Addendum.

b. Ordering Agencies may only use State-approved Authorized Dealers for soliciting offers and order execution when:

- Attachment A indicates if Authorized Dealers are available for use under the specific California Participating Addendum; and
- The firm is identified on the Approved Authorized Dealer listing posted on the State's eProcurement website.

c. If soliciting offers from Authorized Dealers, State departments must retain a copy of the State's Approved Authorized Dealer listing, for the individual California Participating Addendum, in the procurement file.

d. All purchase order documents to Authorized Dealers must contain the California Participating Addendum Number and the prime Contractor's name as instructed in Attachment A.

3. Purchase Order Form and Execution

All Ordering Agency purchase order documents executed under these agreements must contain the applicable California Participating Addendum Number as shown in Attachment A. See Section B for additional requirements when executing orders through Authorized Dealers.

a. State departments

State departments must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available on the DGS-PD website at http://www.dgs.ca.gov/pd/Forms.aspx (select Standard STD Forms).

b. Local Governmental Agencies

Local governmental agencies may use their own purchase order document in lieu of the State's purchase order form.

H. INVOICING AND PAYMENT

1. Payment Terms

Payment terms for these agreements are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty- five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

2. Payee Data Record

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments should contact the Contractor for copies of the Payee Data Record.

3. CAL-Card

State departments may use the CAL-Card for the payment of invoices. Use of the CAL-Card requires the execution of Purchasing Authority Purchase Order (Std. 65) as referenced in Section 7.C (Purchase Order Form) and must include all required documentation applicable to the purchase.

CAL-Card is a payment mechanism, not a procurement approach and, therefore, does not relieve departments from adhering to all procurement laws, regulations, policies, procedures, and best practices, including those discussed in the State Contracting Manual Volumes 1, 2 and 3. This includes but is not limited to the application of all sales and use tax laws, rules and policies as applicable to the purchase.

I. PROBLEM RESOLUTION/CONTRACTOR PERFORMANCE

Ordering agencies should first attempt to resolve complaints, issues or disputes informally with the Contractor. If the issue or dispute cannot be resolved by the Ordering Agency, the issue may be elevated to the DGS-PD State Contract Administrator.

J. ATTACHMENTS

Attachment A – Contract Information

California Participating Addendum (Contract) No.	**7-15-70-23**
Contractor Name	**Canon U.S.A., Inc.**
Term Dates	9/25/2015 through 12/31/2019
Lead State Agreement	Nevada NASPO ValuePoint Master Agreement No. 3091
California Participating Addendum Website	https://www.bidsync.com/DPX?ac=agencycontview&contid=116920
Product/Service Categories *(Awarded Groups)*	Group A – Convenience Copiers Group B – Production Copiers Group C—Wide Format Group D – Printers
Contractor Website *(Product and Pricing Information)*	http://ebb.cusa.canon.com/portal/page/portal/sites/home?state_site=116
Payment Terms	Net 45 days
CAL-Card Accepted	Yes (See Section H, 3 for CAL-Card use requirements)
SB/DVBE Certification(s)	None
Seller's Permit No.	30625725
CONTRACTOR CONTRACT MANAGER	
Contract Manager	Mike Hurley
Phone	(631) 330-3613
Fax	(631) 330-5459
Email	isgbidamin@cusa.canon.com
ORDERING/REQUEST FOR OFFER (RFO) INFORMATION	
Contractor (Direct) Ordering Information	Canon U.S.A., Inc. One Canon Park Melville NY, 11747 (631) 330-3613 isgbidamin@cusa.canon.com
Ordering through State-Approved Authorized Dealers	All purchase orders to Authorized Dealers must contain the California Participating Addendum Number and must be addressed as follows: Canon U.S.A., Inc. c/o < Authorized Dealer Name> <Authorized Reseller Address>

Attachment A – Contract Information

California Participating Addendum (Contract) No.	**7-15-70-24**
Contractor Name	**Konica Minolta Business Solutions USA, Inc.**
Term Dates	8/5/2015 through 12/31/2019
Lead State Agreement	Nevada NASPO ValuePoint Master Agreement No. 3091
California Participating Addendum Website	https://www.bidsync.com/DPX?ac=agencycontview&contid=116524
Product/Service Categories *(Awarded Groups)*	Group A – Convenience Copiers Group B – Production Copiers Group D – Printers
Contractor Website *(Product and Pricing Information)*	http://kmbs.konicaminolta.us/naspo3091
Payment Terms	Net 45 days
CAL-Card Accepted	Yes (See Section H, 3 for CAL-Card use requirements)
SB/DVBE Certification(s)	None
Seller's Permit No.	131921089
CONTRACTOR CONTRACT MANAGER	
Contract Manager	Robin Craft
Phone	(916) 201-2004
Fax	(703) 506-1257
Email	rcraft@kmbs.konicaminolta.us
ORDERING/REQUEST FOR OFFER (RFO) INFORMATION	
Contractor (Direct) Ordering Information	Konica Minolta Business Solutions USA, Inc. Attn: KMBS Selling Branch or Dealer 500 Dayhill Road Windsor, CT 06096 (800) 456-5219 windorders@kmbs.konicaminolta.us
Ordering through State-Approved Authorized Dealers	All purchase orders to Authorized Dealers must contain the California Participating Addendum Number and must be addressed as follows: Konica Minolta Business Solutions c/o < Authorized Dealer Name> <Authorized Reseller Address>

Attachment A – Contract Information, continued

California Participating Addendum (Contract) No.	**7-15-70-25**
Contractor Name	**Ricoh USA, Inc.**
Term Dates	8/5/15 through 12/31/2019
Lead State Agreement	Nevada NASPO ValuePoint Master Agreement No. 3091
California Participating Addendum Website	https://www.bidsync.com/DPX?ac=agencycontview&contid=116870
Product/Service Categories *(Awarded Bands)*	Group A – Convenience Copiers Group B – Production Copiers Group C—Wide Format Group D – Printers
Contractor Website *(Product and Pricing Information)*	http://www.ricoh-usa.com/rmap/wsca/
Payment Terms	Net 45 days
CAL-Card Accepted	Yes (See Section H, 3 for CAL-Card use requirements)
SB/DVBE Certification(s)	None
Seller's Permit No.	222783521
CONTRACTOR CONTRACT MANAGER	
Contract Manager	Leon Townsend
Phone	(213) 840-7243 or (310) 342-7673
Email	Leon.townsend@ricoh-usa.com
ORDERING/REQUEST FOR OFFER (RFO) INFORMATION	
Contractor (Direct) Ordering Information	Ricoh U.S.A., Inc. 6610 Wooster Avenue Los Angeles, CA 90056 Phone: 310-342-7673 eFax: 800-541-3583
Ordering through State-Approved Servicing Subcontractors *(Authorized Dealers)*	All purchase orders to Authorized Resellers must contain the California Participating Addendum Number and must be addressed as follows: Ricoh U.S.A., Inc. c/o < Authorized Reseller Name> <Authorized Reseller Address>

California Participating Addendum (Contract) No.	**7-15-70-26**
Contractor Name	**Sharp Electronics Corporation**
Term Dates	10/20/2015 through 12/31/2019
Lead State Agreement	Nevada NASPO ValuePoint Master Agreement No. 3091
California Participating Addendum Website	https://www.bidsync.com/DPX?ac=agencycontview&contid=111362
Product/Service Categories *(Awarded Bands)*	Group A – Convenience Copiers Group B – Production Copiers
Contractor Website *(Product and Pricing Information)*	http://www.sharpgov.com/naspo/Home/tabid/2505/Default.aspx
Payment Terms	Net 45 days
CAL-Card Accepted	Yes (See Section H, 3 for CAL-Card use requirements)
SB/DVBE Certification(s)	None
Seller's Permit No.	11607572
CONTRACTOR CONTRACT MANAGER	
National Contract Manager	Craig Pulver
Phone	480/890-8163
Email	PulverC@sharpsec.com
ORDERING/REQUEST FOR OFFER (RFO) INFORMATION	
Contractor (Direct) Ordering Information	Sharp Electronics Corporation or Authorized Provider Per contact information located on the Sharp Web Portal http://sharpgov.com/naspo
Ordering through State-Approved Servicing Subcontractors *(Authorized Resellers)*	All purchase orders to Sharp Electronics Corporation must contain the California Participating Addendum Number and must be addressed as follows: Sharp Electronics Corporation c/o < Authorized Provider Name> <Authorized Provider Address> **Note**: Only Sharp Electronics Corporation shall receive payments from users.

Attachment A – Contract Information, continued

California Participating Addendum (Contract) No.	**7-15-70-27**
Contractor Name	**Xerox Corporation**
Term Dates	9/5/2014 through 5/31/2019
Lead State Agreement	Nevada NASPO ValuePoint Master Agreement No. 3091
California Participating Addendum Website	https://www.bidsync.com/DPX?ac=agencycontview&contid=111362
Product/Service Categories *(Awarded Bands)*	Group A – Convenience Copiers Group B – Production Copiers Group D – Printers
Contractor Website *(Product and Pricing Information)*	www.portal.xerox.com/NASPO-California
Payment Terms	Net 45 days
CAL-Card Accepted	Yes (See Section H, 3 for CAL-Card use requirements)
SB/DVBE Certification(s)	None
Seller's Permit No.	160468020
CONTRACTOR CONTRACT MANAGER	
National Contract Manager	Annie Van Gilder
Phone	(480) 588-8313
Email	annie.vangilder@xerox.com
ORDERING/REQUEST FOR OFFER (RFO) INFORMATION	
Contractor (Direct) Ordering Information	Xerox Corporation or Authorized Provider Per contact information located on the Xerox Web Portal www.portal.xerox.com/NASPO-California
Ordering through State-Approved Servicing Subcontractors *(Authorized Resellers)*	All purchase orders to Xerox Corporation must contain the California Participating Addendum Number and must be addressed as follows: Xerox Corporation c/o < Authorized Provider Name> <Authorized Provider Address> **Note**: Only Xerox Corporation shall receive payments from users.