

State of California
**COOPERATIVE AGREEMENT
USER INSTRUCTIONS**

ISSUE AND EFFECTIVE DATE: 10/14/2015	
TITLE/DESCRIPTION:	Financial Institution Data Match (FIDM) Services
CONTRACT NUMBER(S):	7-15-70-31 Informatix, Inc.
CONTRACT TERM:	July 2, 2015 through June 30, 2020
CONTRACT CATEGORY:	IT Goods and Services
MAXIMUM ORDER LIMIT:	Unlimited
FOR OPTIONAL USE BY:	State Departments
DGS-PD CONTRACT INFORMATION WEBSITE:	http://www.dgs.ca.gov/pd/Programs/Leveraged/wsca/FIDM.aspx
STATE CONTRACT ADMINISTRATOR:	Lori Tomita (916) 375-4580 lori.tomita@dgs.ca.gov

Note to Ordering Agencies: Please carefully review the User Instructions in its entirety. Ordering Agencies are required to comply with the instructions provided herein and the terms outlined within the individual California Participating Addendum (Contracts) listed above. 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 Instruction Supplement.

[Original Signature on File](#)

Lori Tomita, Contract Administrator
Multiple Awards Program Section

1. SCOPE AND OVERVIEW

- A. The purpose of the Participating Addendum is to provide services to conduct data matching between state child support enforcement agencies and financial institutions. The State of Michigan award of solicitation number 007115B0003520 for Informatix, Inc. is referenced hereto as Article 1 – Statement of Work (SOW).
- B. State of California makes this Participating Addendum **available to State Departments only**.

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.

2. CONTRACT AVAILABILITY

- A. Use of this agreement is non-mandatory for State of California departments.
- B. Ordering state agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, California Acquisition Manual and California Codes.
- C. Per Management Memo 05-11, products available on a mandatory statewide contract cannot be purchased by State departments under this agreement.

3. DGS ADMINISTRATIVE FEE

The agency will not be charged the DGS Administrative fee and agencies will not be invoiced by the contractor for the use of this contract.

4. STATE CONTRACT ADMINISTRATOR

Department of General Services, Procurement Division
Multiple Award Program - WSCA
707 Third Street, 2nd Floor, MS #202
West Sacramento, CA 95605-2811

Contact: Lori Tomita
Phone: (916) 375-4580
Fax: (916) 375-4663
E-Mail: lori.tomita@dgs.ca.gov

5. PROBLEM RESOLUTION/CONTRACTOR PERFORMANCE

- a. Ordering agencies and/or contractors shall inform the State Contract Administrator in a timely manner of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, contractor performance, outstanding deliveries, etc.
- b. To report contractor performance issues, ordering agencies must submit a completed Contract/Contractor Evaluation, STD. 4. If the performance by the contractor was unsatisfactory, a copy of the Contract/Contractor Evaluation form must also be sent to Office of Legal Services. The STD. 4 form can be obtained from this link: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std004.pdf>

6. CONTRACTOR INFORMATION

See Attachment A (of User Instructions) for awarded contract.

7. ORDER LIMITS/DOLLAR THRESHHOLDS

Cooperative Agreements Limitation: Unlimited

8. PURCHASE ORDER FORM AND EXECUTION

- A. The Participating Addendum Number must be shown on the Purchase Order.
- B. State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.
- C. Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Direct link to the Standard Form 65: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std065.pdf>
- D. The ordering agency defines the project scope to determine which goods are needed, and checks the electronic catalog for pricing. Then the ordering state agency completes a Form 65 (Contract/Delegation Purchase Order), including all pertinent information for each individual order issued against the Agreement and sends the Form 65 to the selected Contractor.
- E. As a hard copy catalog is not available, you must print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order and retain this in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

9. CONTRACT TERM

The contract term is July 2, 2015 through June 30, 2010 with an option to extend the contract for two (2) additional one (1) year period. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the contractor(s) and the State. If a mutual agreement cannot be met, the contract may be terminated at the end of the current contract term.

10. PRICING

The California Participating Addendum includes Attachment A for California

11. PAYMENTS AND INVOICES

A. Payment Terms

See Supplier Contract Information Attachment A (of User Instructions) for Payment Terms.

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 agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

B. Payee Data Record (Std. 204)

Each state accounting office must have a Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should request a Std. 204 from the contractor and forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

12. TERMINATION

Any State agency may terminate any order against this agreement upon a 30 day notice provided the products or services have not already been accepted. This does not affect the termination clause of the Participating Addendum concerning failure to perform or upon mutual consent.

ATTACHMENT A

COOPERATIVE CONTRACT ORDERING INFORMATION

Contractor Name	Informatix, Inc.
Contract Number	7-15-70-31
Contract Term Dates	07/02/2015 through 06/30/2020
CA General Provisions	http://www.documents.dgs.ca.gov/pd/poliproc/GSPD401IT14_0905.pdf
CA Participating Addendum	https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx
Contract Manager	Danielle Pittman, Project Director – Data Match Services
Phone	(623) 322-9638 (cell (602) 361-3853)
Email	danielle.pittman@informatixinc.com
Ordering Address	2485 Natomas Park Drive, Suite 430 Sacramento, CA 95833-2934
Phone	(916) 830-1400
Fax	(916) 830-1403
Email	procurement@informatixinc.com
Pricing (Website) Category Warranty Delivery Shipping Freight	N/A
Contractor Ownership Information	Informatix, Inc. is a private company
California Seller's Permit	Informatix, Inc. California Seller's Permit No. is 19782237 Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	93-1064755
CAL-Card Accepted	No, Informatix, Inc. does not accept CAL-Card