

State of California
**NATIONAL ASSOCIATION OF STATE
PROCUREMENT OFFICIALS**
Master Price Agreement
Non-Mandatory
User Instructions
(Incorporates Supplements #1, #2 and #3)

CONTRACT NUMBERS:	7-11-99-09
DESCRIPTION:	Postage & Mail Processing Equip., Accessories, Services and Supplies
CONTRACTOR(S):	NEOPOST USA, INC.
CONTRACT TERM:	5/24/2011 through 2/13/2013
DISTRIBUTION CODE:	Posted Electronically on: http://www.dgs.ca.gov/pd/Programs/Leveraged/wsca/PostageandMailprocessingEquip2.aspx
STATE CONTRACT ADMINISTRATOR:	Stacy Jarvis, (916) 375-4378 Stacy.Jarvis@dgs.ca.gov

The most current User Instructions and California General Provisions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following User Guide and California General Provisions.

Original Signature on File
Kayla Dann, Supervisor - Multiple Award Program
Section

1/3/13
Effective Date

NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)
NASPO POSTAGE AND MAIL PROCESSING EQUIPMENT, ACCESSORIES, SERVICES AND SUPPLIES
USER INSTRUCTIONS

American Recovery and Reinvestment Act (ARRA) - Supplemental Terms and Conditions

Ordering departments executing purchases using ARRA funding must attach the ARRA Supplemental Terms and Conditions document to their individual purchase documents. Departments are reminded that these terms and conditions supplement, but do not replace, standard State terms and conditions associated with this leveraged procurement agreement.

Click here to access the [ARRA Supplemental Terms and Conditions](#)

Note: Additional information regarding ARRA is available by clicking here to access the email broadcast dated 08/10/09, titled [Supplemental Terms and Conditions for Contracts Funded by the American Recovery and Reinvestment Act](#)

1. SCOPE

The purpose of this NASPO Master Price Agreement is to provide a purchasing vehicle for **NASPO Postage and Mail Processing Equipment, Accessories, Services and Supplies** for all State Agencies and local government agencies, which is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 10299.

While the State of California makes this NASPO Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this WSCA Master Price Agreement is consistent with its procurement policies and regulations.

The contract term is **5/24/2011 through 2/13/2013**. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the contractor and the State. If a mutual agreement cannot be met, the contract may be terminated at the end of the current contract term.

Order placement and contract execution shall be on or before the expiration date of the NASPO. Delivery of the services requested must be completed within one (1) year after the NASPO expiration date.

2. CONTRACT USAGE/RULES

- a. 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 including the use of the State Financial Marketplace for lease or rental options.
- b. State and local government agency use of NASPO contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the WSCA program is consistent with its procurement policies and regulations.
- c. Local government agencies must have a DGS agency billing code prior to placing orders against this contract. DGS agency billing codes may be obtained by emailing Marilyn.ebert@dgs.ca.gov or Wilson.Lee@dgs.ca.gov with the following information:

Local government agency
Contact name
Telephone number
Mailing address
Facsimile number and email address

- d. Unless otherwise specified within this document, the term "ordering agencies" will refer to all State departments and/or local government agencies eligible to utilize this

NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)
NASPO POSTAGE AND MAIL PROCESSING EQUIPMENT, ACCESSORIES, SERVICES AND SUPPLIES
USER INSTRUCTIONS

contract. Ordering and/or usage instructions exclusive to State departments or local government agencies shall be identified within each article.

3. AGREEMENT SUMMARY (STD 215)

State agencies are required to complete the STD 215 for all contracts, regardless of dollar amount. The justification for contracting based on Government Code Section 19130 is an important component of the contract documentation. The STD 215 should be maintained in the contract file with other purchase documents. Click on the following link to download the STD 215 document.

<http://www.dgs.ca.gov/ols/Forms/Instructions.aspx>

4. 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.

5. STATE CONTRACT ADMINISTRATOR

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

Contact: Stacy Jarvis
Phone: (916) 375-4378
Fax: (916) 375-4663
E-Mail: Stacy.Jarvis@dgs.ca.gov

6. PROBLEM RESOLUTION/CONTRACTOR PERFORMANCE

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.

To report contractor performance issues, ordering agencies must submit a completed Contract/Contractor Evaluation. 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 following link has instructions for this process <http://www.documents.dgs.ca.gov/osp/pdf/std004.pdf>

7. NASPO CONTRACT INFORMATION

See Attachment A for awarded contract and contract Terms and Conditions.

8. DOLLAR THRESHOLDS (Local Governments are Exempt)

- NASPO Program Limitation: **\$500,000.00**

All orders are subject to the most current Management Memo (Currently MM 08-05 including supplements, or whichever Management Memo is in effect at the time a purchase order is issued.) Go to DGS/PD web site www.dgs.ca.gov/pd to obtain a copy of the most current Management Memo

Departments executing WSCA/NASPO orders over \$500,000.00 for non-IT goods must obtain DGS/PD approval prior to executing the purchase document. The following information must be documented by the department and submitted to DGS/PD:

NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)
NASPO POSTAGE AND MAIL PROCESSING EQUIPMENT, ACCESSORIES, SERVICES AND SUPPLIES
USER INSTRUCTIONS

- Identify the need for the goods and/or services and the dollar value of the impending purchase document.
- Explain how the department has determined that issuance of a purchase document to this particular contractor makes good business sense and how best value for the department has been achieved.

Upon review and approval of the documentation submitted, DGS/PD will issue an approval letter concurring with the department's request. Upon receiving approval from DGS/PD, the department may proceed to execute the order SCM Vol. 2, Chapter 6 F3.6.

- Departments executing orders using the WSCA/NASPO program are not required to obtain three offers or document best value, but conducting price comparisons among the NASPO suppliers, if available, is encouraged. Refer to the user instructions of each contract SCM Vol. 2, Chapter 6 F3.1.
- Exempt entities are not subject to these order limits.

9. EXECUTING THE PURCHASE ORDER

THE NASPO/STATE OF CALIFORNIA CONTRACT NUMBER MUST BE SHOWN ON THE PURCHASE ORDER.

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

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. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.documents.dgs.ca.gov/osp/pdf/std065.pdf>

The ordering agency defines the project scope to determine which goods and related services 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. NOTE: CAL-Card (procurement card; i.e. visa) orders are also accepted.

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.

10. NASPO BASE CONTRACT

This NASPO contract is based on some or all of the products and/or services and prices from NASPO Postage and Mail Processing Equipment, Accessories, Services and Supplies Contract, Common Wealth of Massachusetts Contract #OFF22.

A copy of the actual NASPO Master Agreement is available on the Internet at:

<http://www.dgs.ca.gov/pd/Programs/Leveraged/wsca/PostageandMailprocessingEquip2.aspx>

or

<http://www.bidsync.com/DPX?ac=agencycontview&contid=82961>

NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)
NASPO POSTAGE AND MAIL PROCESSING EQUIPMENT, ACCESSORIES, SERVICES AND SUPPLIES
USER INSTRUCTIONS

11. CONTRACT TERM

The contract term for the California Participating Addendum is **5/24/2011** through **2/13/2013**.

12. PRICING

Agencies should contact the contractor to see if there is a large quantity discount available. Additionally, educational discounts may be available for educational entities. Please contact the contractor for additional information. See Attachment A for pricing.

13. ON-LINE ORDERING

Contact the supplier representative to discuss setting up an online ordering website for your agency. State agencies must still provide a copy of the ordering document to the Department of General Services, Procurement Division. If using a CAL-Card, a copy of the on-line order acknowledgement must be sent in place of the ordering document. **THE AGENCY BILLING CODE MUST BE INCLUDED ON EITHER DOCUMENT (Local Governments are Exempt)**.

14. PURCHASE ORDER DISTRIBUTION (Local Governments are exempt)

For state agencies, copies of the STD. 65 with original signatures, or if using the CAL-Card, copies of the order acknowledgement, must be sent to the Contractor, State Controller and Department of General Services, Procurement Division. .

Department of General Services
Procurement Division
Data Entry Unit-Second Floor North
P.O. Box 989052
West Sacramento, CA 95798-9052
IMS: Z-1

State Controller's Office
3301 C Street
Sacramento, CA 95814
Attn: Audit Unit

15. PAYMENTS AND INVOICES

a. Payment Terms

See **NASPO Supplier Contract Information** (Attachment A) 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.

Local government agencies may make payments according to their statutory requirements.

b. Payee Data Record (Std. 204)

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

NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)
NASPO POSTAGE AND MAIL PROCESSING EQUIPMENT, ACCESSORIES, SERVICES AND SUPPLIES
USER INSTRUCTIONS

16. DELIVERY

30 days after receipt of order, or as negotiated between agency and contractor and included in the purchase order, or as otherwise stipulated in the contract.

17. TERMINATION

Any State or Local agency may terminate any order against this agreement upon 30 days notice provided the products or services have not already been accepted. This does not affect the termination clause of the WSCA Master Price Agreement concerning failure to perform or upon mutual consent.

**NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)
**NASPO POSTAGE AND MAIL PROCESSING EQUIPMENT, ACCESSORIES, SERVICES AND SUPPLIES
 USER INSTRUCTIONS****

ATTACHMENT A

WSCA CONTRACT ORDERING INFORMATION

Contractor Name	NEOPOST USA, INC.
Contract Number	7-11-99-09
Contract Term Dates	5/24/2011 through 2/13/2013
WSCA Master Agreement	http://www.dgs.ca.gov/pd/Programs/Leveraged/wsc/PostageandMailprocessingEquip2.aspx or http://www.bidsync.com/DPX?ac=agencycontview&contid=82961
CA General Provisions	http://www.dgs.ca.gov/pd/Programs/Leveraged/wsc/PostageandMailprocessingEquip2.aspx
CA Participating Addendum	http://www.dgs.ca.gov/pd/Programs/Leveraged/wsc/PostageandMailprocessingEquip2.aspx
Ordering Address	478 Wheeler Farm Road Milford, CT 06461
Contact	John Winslow
Phone	(916) 213-9268
Fax	(203) 876-5440
Email	Government@neopost.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://www.bidsync.com/DPX?ac=agencycontview&contid=82961
Contractor Ownership Information	NEOPOST USA, INC. is a large business enterprise.
California Seller's Permit	NEOPOST USA, INC. 's California Seller's Permit No. is 21686444 Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	94-2388882
CAL-Card Accepted	NEOPOST USA, INC. accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)

STD. 204 (Rev. 6-2003)

1	<p>INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.</p> <p>NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.</p>		
2	<p>PAYEE'S LEGAL BUSINESS NAME (Type or Print)</p> <hr/> <p>SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) E-MAIL ADDRESS</p> <hr/> <p>MAILING ADDRESS BUSINESS ADDRESS</p> <hr/> <p>CITY, STATE, ZIP CODE CITY, STATE, ZIP CODE</p>		
3	<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> PARTNERSHIP CORPORATION:</p> <p><input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)</p> <p> <input type="checkbox"/> LEGAL (e.g., attorney services)</p> <p> <input type="checkbox"/> EXEMPT (nonprofit)</p> <p> <input type="checkbox"/> ALL OTHERS</p> <hr/> <p><input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center; font-size: small;">(SSN required by authority of California Revenue and Tax Code Section 18646)</p>		<p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number</p>
4	<p><input type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California.</p> <p><input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding.</p> <p style="margin-left: 100px;"><input type="checkbox"/> No services performed in California.</p> <p style="margin-left: 100px;"><input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.</p>		
5	<p style="text-align: center;">I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.</p> <hr/> <p>AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) TITLE</p> <hr/> <p>SIGNATURE DATE TELEPHONE () () ()</p>		
6	<p>Please return completed form to:</p> <p>Department/Office: _____</p> <p>Unit/Section: _____</p> <p>Mailing Address: _____</p> <p>City/State/Zip: _____</p> <p>Telephone: () _____ Fax: () _____</p> <p>E-mail Address: _____</p>		

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (PAGE 2)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov</p>
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business. All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>