

COOPERATIVE AGREEMENT USER INSTRUCTIONS

<i>ISSUE AND EFFECTIVE DATE: 5/6/2016</i>	
TITLE/DESCRIPTION:	Public Safety Communication Equipment-Radio (NASPO ValuePoint Cooperative Agreement)
CONTRACT NUMBER(S):	7-16-58-08 Harris Corporation 7-16-58-09 Icom America, Incorporated 7-16-58-12 Daniels Electronics Ltd dba Codan Radio Communications 7-16-58-13 NEC Corporation of America
CONTRACT TERM:	VARIOUS through 6/30/2016 (See Attachment A for individual Participating Addendum term dates)
CONTRACT CATEGORY:	IT Goods
MAXIMUM ORDER LIMIT:	Unlimited
FOR USE BY:	State and Local Governmental Agencies (See Section 2)
DGS-PD CONTRACT INFORMATION WEBSITE:	http://www.dgs.ca.gov/pd/Programs/Leveraged/NASPO/PublicSafetyCommunicationsEquipment.aspx
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 Public Safety Communication Equipment Statewide Contracts. All state departments and/or agency purchases of radio and related electronic equipment requires California Governor's Office of Emergency Services, Public Safety Communications (Cal OES-PSC) approval. The Cal OES-PSC can be reached at (916) 657-9173.

Original Signature on File

Cynthia Okoroike, State Contract Administrator

5/6/2016

Date

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USER INSTRUCTIONS

1. 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 Public Safety Communication Equipment Master Agreements executed by the State of Washington.

These California Participating Addendums provide State departments and local governmental agencies the opportunity to acquire products and accessories in accordance with the instructions provided herein and the terms and conditions outlined in the individual California Participating Addendums. Offered product/service categories include:

- Radios-LMR (Land Mobile Radios)
 - Portable (single-band and dual-band)
 - Mobile (single-band and dual-band)
 - Desktop/Console (single-band and dual-band)
 - Base Station/Repeater
 - In-Vehicle Repeater
- Gateway Devices
- Microwave Radios
- Dispatch Consoles
- Microwave Antennas
- LMR Antennas

Attachment A (Contractor Information) 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.

2. CONTRACT AVAILABILITY

A. State Departments

- 1) Use of these agreements is non-mandatory for State of California departments.
- 2) State departments are restricted from using these agreements for products and services available on Mandatory Public Safety Communication Equipment Statewide Contracts. See Section 5.D (Restricted/Disallowed Products and Services) for more information.

B. Local Governmental Agencies

- 1) Use of these agreements is optional for local governmental agencies.
- 2) 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.
- 3) Each local governmental agency shall determine whether use of these agreements is consistent with its procurement policies and regulations.

3. CONTRACT TERM

Participating Addendum term dates for each individual contract are identified in Attachment A.

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

4. CONTRACT ADMINISTRATOR

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

A. State Contract Administrator

The State Contract Administrator contact for these agreements is:

Contact: Cynthia Okoroike
Phone: 916/375-4389
Fax: 916/375-4663
E-Mail: cynthia.okoroike@dgs.ca.gov
Address: Department of General Services, Procurement Division
Multiple Award Program Section, Masters Unit 2
707 Third Street, 2nd Floor
West Sacramento, CA

B. Contractor Contract Manager

Contractor contact information is outlined in Attachment A (Contractor Information).

5. CONTRACT INFORMATION

A. Lead State Agreement (NASPO ValuePoint Base Contract)

The California Participating Addendums are based on some or all of the products, services and prices from the NASPO ValuePoint Public Safety Communication Support Equipment Products and Services Master Agreements issued by the State of Washington. Copies of the Washington NASPO ValuePoint Master Agreements are available at: <http://www.naspovaluepoint.org/#/contract-details/61/contractors>.

B. California Participating Addendum (Contract Documents)

California Participating Addendum contracts and related documents are posted on the Cal eProcure website. To obtain copies:

- Go to *Cal eProcure - State Contract Search* (<https://www.caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx>)
- Enter the Participating Addendum number in the *Contract ID* field and click Search ()
- Click View () to access Participating Addendum webpage.
- Click View () to download Participating Addendum attachments.

C. Available Products and Services

Attachment A (Contractor Information) identifies specific California Participating Addendum information and awarded product/service categories by Contractor. Product categories include:

- Radios-LMR (Land Mobile Radios)
 - Portable (single-band and dual-band)
 - Mobile (single-band and dual-band)
 - Desktop/Console (single-band and dual-band)

- Base Station/Repeater
- In-Vehicle Repeater
- Gateway Devices
- Microwave Radios
- Dispatch Consoles
- Microwave Antennas
- LMR Antennas

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

1) Products/Services available on Mandatory Statewide Contracts

State departments are restricted from using the NASPO ValuePoint Contracts to circumvent using the Mandatory Statewide Contracts published on the California Department of Technology website (<http://www.cio.ca.gov/otp/contracts.asp>) including:

- Statewide Contract 1-11-58-20 (Radio Equipment, Mobile Relay Station)
- Statewide Contract 1-11-58-46 (Radio Equipment, Vehicular Repeater System)

State Departments are responsible for obtaining an exemption from CAL OES Governor's Office of Emergency Services prior to issuing a purchase order for any product categories that are available on Mandatory Statewide Contracts.

E. Contractor Pricing

Pricing is based on a discount off list price. Contractors may offer greater discounts and/or lower prices than those published in their Pricelist. Links to each Contractor's dedicated website and Pricelist are identified in Attachment A.

6. GUIDELINES/RULES

A. Radio Equipment Approval (State Departments only)

- 1) The purchase of all radio and related electronic equipment requires the **California Governor's Office of Emergency Services, Public Safety Communications (Cal OES-PSC)** technical review and approval per State Administrative Manual, Chapter 4530. The Cal OES-PSC may be reached at (916) 657-9173.
- 2) All radio transmitting devices available on this contract must be licensed by the Federal Communication Commission (FCC) before being put into service. Cal OES-PSC performs all processes required to obtain the licenses for all radio equipment owned or operated by the State. In addition, service manuals are required when Cal OES-PSC will maintain the equipment. State agencies should contact Cal OES-PSC before the purchase order (STD 65, Contract/Delegation Purchase Order) is issued so the required number of service manuals can be included and the required FCC license can be acquired.
- 3) State agency purchase orders for radio and related electronic equipment must have a Cal OES-PSC stamp and signature affixed.
- 4) Contractors are required to reject all State purchase orders for radio and related electronic equipment if not stamped and signed by Cal OES-PSC, or risk termination of their contract(s).

B. 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).

C. 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.

D. 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.

E. DGS Administrative Fee

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

7. ORDERING PROCEDURES

A. State Departments

State departments electing to use these agreements must:

- Define the project scope to determine which goods and services are needed
- Obtain a complete copy of the applicable California Participating Addendum and NASPO ValuePoint Master Agreement (See Section 5.B for instructions on accessing Participating Addendum documents on Cal eProcure).
- Check the electronic catalog (Pricelist) and print a copy of an e-quote supporting the order
- Obtain California Governor's Office of Emergency Services, Public Safety Communications (Cal OES-PSC) approval in accordance with Section 6.A (Radio Equipment Approval)
- Execute the order using a Purchase Order (Std. 65). 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).

Note: State Departments are not required to obtain multiple offers or document best value, but conducting price comparisons among the Contractors is encouraged.

B. Local Governmental Agencies

Local governmental agencies may select a contractor and use their own purchase order document (in lieu of the State's purchase order form) in accordance with their procurement policies and regulations.

C. Servicing Subcontractors (Authorized Resellers)

- 1) Ordering Agencies may use State-approved Servicing Subcontractors (Authorized Resellers) if:
 - Authorized Resellers are available for use under the specific California Participating Addendum; and
 - The company is identified on the Approved current Authorized Reseller listing posted on the State's maybe (Subcontractor) for consistency in terminology website (See Section 5.B for instructions on accessing documents on Cal eProcure).
- 2) State departments must retain a copy of the State's Approved Authorized Reseller listing, for the individual California Participating Addendum, in the procurement file.

- 3) All purchase order documents to Authorized Resellers must contain the California Participating Addendum Number and reference the prime Contractor's name.

8. INVOICING AND PAYMENT

A. 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 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 copy the Payee Data Record (Std. 204) in order to process payment of invoices. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

C. CAL-Card

State departments may use the CAL-Card for the payment of invoices. Use of the CAL-Card requires the execution of a Purchase Order (Std. 65) 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.

9. PROBLEM RESOLUTION

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

ATTACHMENT A
(CONTRACTOR INFORMATION)

California Participating Addendum (Contract) No.	7-16-58-08
Contractor Name	Harris Corporation
Term Dates	3/25/2016 through 6/30/2016
Lead State Agreement	Washington NASPO ValuePoint Master Price Agreement No. 06913
California Participating Addendum Website	Cal eProcure (See Section 5.B for Cal eProcure contract search instructions)
Product Categories	<p><u>Radios</u></p> <ul style="list-style-type: none"> • Portable, Dual-Band • Portable, Single-Band tier I • Portable, Single-Band tier II • Portable, Single-Band tier III • Mobile, Dual-Band • Mobile, Single-Band tier I • Mobile, Single-Band tier II • Mobile, Single-Band tier III • Desktop, Dual-Band • Desktop, Single-Band tier I • Desktop, Single-Band tier II
CAL-Card Accepted	Yes (See Section 8.C for CAL-Card use requirements)
SB/DVBE Certification(s)	None
Seller's Permit No.	19685321
CONTRACTOR CONTRACT MANAGER	
Contract Manager	Daphne Monroe
Phone	434/385-2869
Fax	N/A
Email	dmonroew@harris.com
ORDERING INFORMATION	
Contractor Website (Product Pricing Information)	http://pspc.harris.com/NASPO/
Contractor Ordering Information	221 Jefferson Ridge PKWY Lynchburg, VA 24501
Servicing Subcontractors (Authorized Resellers)	Yes; Refer to the Participating Addendum State-Approved Authorized Reseller Listing posted on Cal eProcure . (See Section 7.C for Authorized Reseller requirements)

ATTACHMENT A, continued
(CONTRACTOR INFORMATION)

California Participating Addendum (Contract) No.	7-16-58-09
Contractor Name	Icom America, Incorporated
Term Dates	4/4/2016 through 6/30/2016
Lead State Agreement	Washington NASPO ValuePoint Master Price Agreement No. 06913
California Participating Addendum Website	Cal eProcure (See Section 5.B for Cal eProcure contract search instructions)
Product Categories	<ul style="list-style-type: none"> • <u>Radios</u> <ul style="list-style-type: none"> ○ Portable, Single-Band tier II ○ Portable, Single-Band tier III ○ Mobile, Single-Band tier II ○ Mobile, Single-Band tier III ○ Desktop, Single-Band tier II
CAL-Card Accepted	Yes (See Section 8.C for CAL-Card use requirements)
SB/DVBE Certification(s)	None
Seller's Permit No.	30702126
CONTRACTOR CONTRACT MANAGER	
Contract Manager	Kristina Pickering
Phone	425/450-6092
Fax	206/450-6063
Email	salescontracts@icomamerica.com □
ORDERING INFORMATION	
Contractor Website (Product Pricing Information)	http://www.icomamerica.com
Contractor Ordering Information	12421 Willows Road E Kirkland, WA 98034
Servicing Subcontractors (Authorized Resellers)	Yes; Refer to the Participating Addendum State-Approved Authorized Reseller Listing posted on Cal eProcure . (See Section 7.C for Authorized Reseller requirements)

ATTACHMENT A, continued
(CONTRACTOR INFORMATION)

California Participating Addendum (Contract) No.	7-16-58-12
Contractor Name	Daniels Electronics Ltd dba Codan Radio Communications
Term Dates	3/25/2016 through 6/30/2016
Lead State Agreement	Washington NASPO ValuePoint Master Price Agreement No. 06913
California Participating Addendum Website	Cal eProcure (See Section 5.B for Cal eProcure contract search instructions)
Product Categories	<ul style="list-style-type: none"> • <u>Radios</u> <ul style="list-style-type: none"> ○ Base Station/Repeaters, Single-Band tier II
CAL-Card Accepted	Yes (See Section 8.C for CAL-Card use requirements)
SB/DVBE Certification(s)	None
Seller's Permit No.	100542892
CONTRACTOR CONTRACT MANAGER	
Contract Manager	Stephen W. Chipok
Phone	800/664-4066 or 250/382-8268
Fax	877/750-0004 or 250/382-6139
Email	Steve.chipok@codanradio.com <input type="checkbox"/>
ORDERING INFORMATION	
Contractor Website (Product Pricing Information)	http://www.codanradio.com/support/
Contractor Ordering Information	Contact: Karen Boot Phone: 800/664-4066 or 250/382-8268 Fax: 877/750-0004 or 250/382-6139 Email: LMRsales@codanradio.com Address: 43 Erie Street, Victoria British Columbia, Canada V8V 1P8
Servicing Subcontractors (Authorized Resellers)	None

ATTACHMENT A, continued
 (CONTRACTOR INFORMATION)

California Participating Addendum (Contract) No.	7-16-58-13
Contractor Name	NEC Corporation of America
Term Dates	3/25/2016 through 6/30/2016
Lead State Agreement	Washington NASPO ValuePoint Master Price Agreement No. 06913
California Participating Addendum Website	Cal eProcure (See Section 5.B for Cal eProcure contract search instructions)
Product Categories	<ul style="list-style-type: none"> • Microwave Radios
CAL-Card Accepted	Yes (See Section 8.C for CAL-Card use requirements)
SB/DVBE Certification(s)	None
Seller's Permit No.	100377699
CONTRACTOR CONTRACT MANAGER	
Contract Manager	Mary McCollum
Phone	214/262-5530
Fax	214/262-5705
Email	Mary.McCollum@necam.com □
ORDERING INFORMATION	
Contractor Website (Product Pricing Information)	<p>https://www.necam.com/Service_Provider/NASPO/</p> <p>To register for NEC's NASPO CA Pricing Extranet:</p> <ul style="list-style-type: none"> • Go to https://www.necam.com/Service_Provider/NASPO/ and click on register • Register your email address and enter the partner code: F39e916! • Login with registered email address and initial password: newuser • Select a security question and submit your answer. • System emails you a temporary password. • Login with this temporary password. • Create a permanent password while supplying the security answer (both are case sensitive). • Login to NEC's NASPO CA Pricing Extranet. <p>If you have any problems accessing the site, please email webmaster@necam.com</p>
Contractor Ordering Information	3929 W. John Carpenter Freeway Irving, TX 75063
Servicing Subcontractors (Authorized Resellers)	Yes; Refer to the Participating Addendum State-Approved Authorized Reseller Listing posted on Cal eProcure . (See Section 7.C for Authorized Reseller requirements)