

State of California  
**NATIONAL ASSOCIATION OF STATE  
 PROCUREMENT OFFICIALS**  
**Master Price Agreement**  
**Non-Mandatory**  
**User Instructions**  
**(Supplement #1)**

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 11/13/2012
DISTRIBUTION CODE:	Posted Electronically on: <a href="http://www.dgs.ca.gov/pd/Programs/Leveraged/wsca/PostageandMailprocessingEquip2.aspx">http://www.dgs.ca.gov/pd/Programs/Leveraged/wsca/PostageandMailprocessingEquip2.aspx</a>
STATE CONTRACT ADMINISTRATOR:	Stacy Jarvis, (916) 375-4378 Stacy.Jarvis@dgs.ca.gov

The purpose of this contract supplement is to incorporate the following changes into the User Instructions for this Master Price Agreement:

- 1) Update Section 2. **CONTRACT USAGE/RULES** Paragraph a. to include a statement about use of the State Financial Marketplace when exercising lease or rental options.
  - 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.

**ORIGINAL SIGNATURE ON FILE**  
 \_\_\_\_\_  
 Kayla Dann, Manager - Multiple Award Program Section

**10/30/2012**  
 \_\_\_\_\_  
 Effective Date

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

- 2) Update Section 5. **STATE CONTRACT ADMINISTRATOR** information as shown below:

**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

- 3) Update Section 10. **WSCA BASE CONTRACT** to revise its title to **NASPO BASE CONTRACT** and to revise the website location for the NASPO Master Price Agreement OFF22 now on the DGS/PD website and at BidSync as follows:

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 NASPO Master Agreement is available at:

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

or

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

- 4) Update **ATTACHMENT A – NASPO CONTRACT ORDERING INFORMATION** to revise the internet locations for the NASPO Massachusetts Master Price Agreement OFF22 and to revise Neopost contact information.