

**State of California
 PARTICIPATING ADDENDUM
 USER INSTRUCTIONS**

Supplement #2

Important Note: Supplement #2 replaces and supersedes Supplement #1 User Instructions dated 05/17/2016.

ISSUE AND EFFECTIVE DATE: October 11, 2016	
TITLE/DESCRIPTION:	Security and Protection Services
CONTRACT NUMBER(S):	7-15-99-24.01 Hawaiya Technologies, Inc. 7-15-99-24.02 Leverage Information Systems, Inc. 7-15-99-24.03 Stanley Convergent Security Solutions, Inc. 7-15-99-24.04 Tec Pro Ltd 7-15-99-24.05 RFI Enterprises, Inc. dba RFI Communications and Security Systems 7-15-99-24.06 Presidio Networked Solutions Group, LLC
CONTRACT TERM:	Various through 10/17/2017
CONTRACT CATEGORY:	Non-Information Technology (Non-IT) Services Information Technology (IT) Goods Information Technology (IT) Services
MAXIMUM ORDER LIMIT:	Non-IT Services: \$500,000 IT Goods: Unlimited IT Services: Unlimited
FOR OPTIONAL USE BY:	State Departments and Local Governmental Agencies
DGS-PD CONTRACT INFORMATION WEBSITE:	http://www.dgs.ca.gov/pd/Programs/Leveraged/NASPO/Security.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

SUMMARY OF CHANGES		
Supplement No.	Revision Description	Effective Date
2	<p><u>Page 6 of 13</u> 10. CONTRACT TERM (Add) 1) C. The contract term is various through October 17, 2017</p> <p><u>Page 8 of 13 through Page 13 of 13</u> All Attachment A (revised) The contract term end date is 10/17/2017</p>	10/11/2016

1) **SCOPE AND OVERVIEW**

- A. The purpose of this NASPO ValuePoint Participating Addendum is to provide a purchasing vehicle for Security and Protection Services body empowered to expend public funds per California Public Contract Code Section 10299.
- B. While the State of California makes this NASPO ValuePoint Participating Addendum available to local governmental agencies, each local agency should make its own determination of whether using this NASPO ValuePoint Participating Addendum is consistent with its procurement policies and regulations.
- C. 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) 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.

B. **Local Governmental Agencies**

- 1) Use of these agreements is optional for local governmental agencies.
- 2) A local governmental agency 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 are empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the NASPO ValuePoint program is consistent with its procurement policies and regulations.

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 - Cooperative
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/std204.pdf>

6) **CONTRACTOR INFORMATION**

See Attachment A for awarded contracts.

7) **ORDERING INSTRUCTIONS**

A. **State Departments**

- 1) Order Limit: \$500,000.00 (Non-IT Services)
Unlimited (IT Goods)
Unlimited (IT Services)
- 2) Ordering Agencies electing to use this PA for the purchase of Security and Protection Services must select a Contractor using the Best Value Request for Offer (RFO) process prior to issuing a PURCHASING AUTHORITY PURCHASE ORDER (STD. 65):
 - a) Ordering Agency will develop an RFO utilizing the template located at:
<http://www.documents.dgs.ca.gov/pd/poliproc/RFO12192011.pdf>

Include information in the RFO such as:

- i. All relevant Ordering Agency contact information necessary for Contractor to respond to Request for Offer
 - ii. A detailed Scope of Work (SOW) for the service or good required
 - iii. The term for proposed services
- b) Ordering Agency must solicit Offers from all contractors in the relevant award categories.
 - c) Contractors may offer greater discounts than those published in their dedicated California pricing website.
 - d) Ordering Agency shall review all responsive offers and select a contractor based on best value.
 - e) Ordering Agency must document the results of the best value RFO process.

B. Local Governmental Agencies

Local agencies will make their own determination.

8) PURCHASE ORDER FORM AND EXECUTION

A. State Departments

- 1) The NASPO ValuePoint/State of California Participating Addendum Number must be shown on the Purchase Order.
- 2) State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.
- 3) 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 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>
- 4) 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.
- 5) 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.

B. Local Governmental Agencies

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

9) NASPO VALUEPOINT BASE CONTRACT

This Participating Addendum is based on some or all of the products and prices from NASPO ValuePoint Security and Protection Services, State of Nevada contract 3047.

A copy of the actual NASPO ValuePoint Master Agreement is available on the Internet at:
<http://www.aboutNASPO ValuePoint.org/contract.cfm/contract/2013-2018a>

10) CONTRACT TERM

The contract term for this California Participating Addendum is Various through October 17, 2017 with an option to extend the contract for one (1) additional two (2) additional years. 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.

11) 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.

12) PAYMENTS AND INVOICES

A. State Departments

1) Payment Terms

See NASPO ValuePoint 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.

2) 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.

3) CAL-Card Use

- a) 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) and must include all required documentation applicable to the purchase.

- b) The 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 (SCM) Volume 1, Volume 2 and Volume 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.

B. Local Governmental Agencies

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

13) TERMINATION

Any State or Local 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 NASPO ValuePoint Master Price Agreement concerning failure to perform or upon mutual consent.

ATTACHMENT A

NASPO VALUEPOINT CONTRACT ORDERING INFORMATION

Contractor Name	Hawaiya Technologies, Inc.
Contract Number	7-15-99-24.01
Contract Term Dates	11/10/2015 through 10/17/2017
NASPO ValuePoint Master Agreement	http://www.aboutwsca.org/#/contract-details/20/contractor/89
CA General Terms and Conditions (GTC-610)	http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx
CA State IT Commodities 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	Mun-Won Chang
Phone	808-372-7288
Ordering Address	99-1312 Koaha Place, Ste. 103 Aiea, Hawaii 96701
Contact	Susan Cochran
Phone	808-944-0913
Fax	808-441-5900
Email	SCochran@Hawaiyatech.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://hawaiyatech.com/wordpress/NASPOValuePoint/california/ *Please contact the Contract Manager for a detailed breakout of manufacturer list price, contracted price and discount percentage received.
Contractor Ownership Information	Hawaiya Technologies, Inc. , a private company
California Seller's Permit	Hawaiya Technologies, Inc. Seller's Permit No. is 102201483. Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	26-1679831
CAL-Card Accepted	Hawaiya Technologies, 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.

ATTACHMENT A

NASPO VALUEPOINT CONTRACT ORDERING INFORMATION

Contractor Name	Leverage Information Systems, Inc.
Contract Number	7-15-99-24.02
Contract Term Dates	11/10/2015 through 10/17/2017
NASPO ValuePoint Master Agreement	http://www.aboutwsca.org/#/contract-details/20/contractor/90
CA General Terms and Conditions (GTC-610)	http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx
CA State IT Commodities 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	Doug Chesler
Phone	425-420-1555
Ordering Address	18815-139 th Ave NE, Ste. B Woodinville, WA. 98072
Contact	Colin McElroy
Phone	425-420-1445
Fax	425-485-9400
Email	CA3041NASPO VALUEPOINT@legverageis.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://purchasing.state.nv.us/Security_Protection/LEVERAGE_Cost.pdf *Please contact the Contract Manager for a detailed breakout of manufacturer list price, contracted price and discount percentage received.
Contractor Ownership Information	Leverage Information Systems, Inc. , a private company
California Seller's Permit	Leverage Information Systems, Inc. Seller's Permit No. is 99729558. Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	91-1607710
CAL-Card Accepted	Leverage Information Systems, 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.

ATTACHMENT A

NASPO VALUEPOINT CONTRACT ORDERING INFORMATION

Contractor Name	Stanley Convergent Security Solutions, Inc.
Contract Number	7-15-99-24.03
Contract Term Dates	11/10/2015 through 10/17/2017
NASPO ValuePoint Master Agreement	http://www.aboutwsca.org/#/contract-details/20/contractor/94
CA General Terms and Conditions (GTC-610)	http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx
CA State IT Commodities 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	Scott Wulforst
Phone	775-287-8110
Ordering Address	4690 Longley Ln. #23 Reno, Nv. 89502
Contact	Scott Wulforst
Phone	775-287-8110
Fax	775-828-5623
Email	scott.wulforst@sbdinc.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://purchasing.state.nv.us/Security_Protection/stanprice.pdf *Please contact the Contract Manager for a detailed breakout of manufacturer list price, contracted price and discount percentage received.
Contractor Ownership Information	Stanley Security Solutions, a private company
California Seller's Permit	Stanley Security Solutions, Seller's Permit No. is 100458023. Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	20-1044950
CAL-Card Accepted	Stanley Security Solutions, 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.

ATTACHMENT A

NASPO VALUEPOINT CONTRACT ORDERING INFORMATION

Contractor Name	Tec Pro Ltd
Contract Number	7-15-99-24.04
Contract Term Dates	11/10/2015 through 10/17/2017
NASPO ValuePoint Master Agreement	http://www.aboutwsca.org/#/contract-details/20/contractor/96
CA General Terms and Conditions (GTC-610)	http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx
CA State IT Commodities 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	Joseph M. E. Saunders
Phone	907-348-1800
Ordering Address	816 Whitney Rd. Anchorage, AK. 99501
Contact	Kolby Miller Joe Saunders
Phone	907-348-1800
Fax	855-348-1830
Email	info@tecpro.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://purchasing.state.nv.us/Security_Protection/TecProCost.pdf -or- Request PDF Tec Pro Ltd. NASPO VALUEPOINT Catalog by visiting TecPro.com , call 907-348-1800, or email info@techpro.com
Contractor Ownership Information	Tec Pro Ltd. , a private company
California Seller's Permit	Tec Pro Ltd. , Seller's Permit No. is 101153146. Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	92-0178156
CAL-Card Accepted	Tec Pro Ltd. , 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.

ATTACHMENT A

NASPO VALUEPOINT CONTRACT ORDERING INFORMATION

Contractor Name	RFI Enterprises, Inc. dba RFI Communications and Security Systems
Contract Number	7-15-99-24.05
Contract Term Dates	11/10/2015 through 10/17/2017
NASPO ValuePoint Master Agreement	http://www.aboutwsca.org/#/contract-details/20/contractor/96
CA General Terms and Conditions (GTC-610)	http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx
CA State IT Commodities 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	Ken Frank or John Wilkinson
Phone	530-798-9291 (Ken) or 408-298-5400 (John)
Ordering Address	N/A – Fax only
Contact	Ken Frank or John Wilkinson
Phone	Same as above
Fax	408-882-4801
Email	kfrank@rfi.com or jwilkinson@rfi.com
Pricing (Website) Category Warranty Delivery Shipping Freight	*Please contact John Wilkinson (Contract Manager) for a detailed breakout of manufacturer list price, contracted price and discount percentage received.
Contractor Ownership Information	RFI Enterprises, Inc. , a private company
California Seller's Permit	RFI Enterprises, Inc. , Seller's Permit No. is 99111595. Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	77-0062511
CAL-Card Accepted	RFI Enterprises, 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.

ATTACHMENT A

NASPO VALUEPOINT CONTRACT ORDERING INFORMATION

Contractor Name	Presidio Networked Solutions Group, LLC
Contract Number	7-15-99-24.06
Contract Term Dates	4/20/2016 through 10/17/2017
NASPO ValuePoint Master Agreement	http://www.aboutwsca.org/#/contract-details/20/contractor/96
CA General Terms and Conditions (GTC-610)	http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx
CA State IT Commodities 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	Robert Williamson
Phone	425-468-6456
Ordering Address	10655 NE 4 th Street, Suite 212 Bellevue, WA 98004
Contact	Same as above
Phone	Same as above
Fax	N/A
Email	rwilliamson@presidio.com
Pricing (Website) Category Warranty Delivery Shipping Freight	*Please contact the Contract Manager for a detailed breakout of manufacturer list price, contracted price and discount percentage received.
Contractor Ownership Information	Presidio Networked Solutions Group, LLC , a private company
California Seller's Permit	Presidio Networked Solutions Group, LLC , Seller's Permit No. is 102206212. Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	76-0515249
CAL-Card Accepted	Presidio Networked Solutions Group, LLC , 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.