



Department of General Services
Procurement Division
P.O. Box 942804
Sacramento, CA 94204-0001

State of California
MULTIPLE AWARD SCHEDULE
Folsom Technology Group, Inc.

3-01-70-04750 - Brand-Adaptec
Brand-Adobe
Brand-Citrix
Brand-Epson
Brand-Hewlett Packard
Brand-IBM
Brand-InFocus
Brand-Lexmark
Brand-Microsoft
Brand-3Com/Palm
Brand-Symantec
Brand-Viewsonic

CONTRACT NUMBER: 3-01-70-04750

GSA TERM: 4/1/1996 through 3/31/2002

DISTRIBUTION: STATEWIDE

CMAS Schedule O – Based on GSA #GS-35F-4120D (GOVERNMENT TECHNOLOGY SERVICES, INC.)

This contract is available for use by State of California agencies and any city, county, city and county, district or other local governmental body or corporation empowered to expend public funds. While the state makes this contract available, each local agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.

CMAS Contractors are required to provide all CMAS and Federal contract terms and conditions with the list(s) of products, services, and prices. These terms and conditions may include guarantees and other important provisions not included on the contract cover page. PLEASE REQUEST FROM CONTRACTOR A COPY OF ALL CONTRACT TERMS AND CONDITIONS IF NOT PROVIDED INITIALLY.

REPLACE "GOVERNMENT TECHNOLOGY SERVICES, INC." WITH "FOLSOM TECHNOLOGY GROUP" WHERE " GOVERNMENT TECHNOLOGY SERVICES, INC." IS REFERENCED IN THE FEDERAL TERMS AND CONDITIONS.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
FOLSOM TECHNOLOGY GROUP
CMAS NO. 3-01-70-04750**

Effective Date: **2/27/2001**

DAWN FORD, Program Analyst, California Multiple Award Schedule Unit

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
FOLSOM TECHNOLOGY GROUP
CMAS NO. 3-01-70-04750

CMAS CONTRACT TERMS AND CONDITIONS

The attached CMAS contract terms and conditions dated 6/1/00 are incorporated into this contract.

PURCHASE ORDERS

All individual purchase orders issued against this CMAS contract incorporate these ordering provisions as well as all terms and conditions.

The supplier must immediately reject orders that are not accurate. Discrepancies are to be negotiated and incorporated into the order prior to the products and services being delivered.

ISSUANCE OF PURCHASE ORDER

Purchase orders must be issued before the expiration of the CMAS contract. Performance (delivery of product and/or services) of the purchase order may be performed and completed after the expiration of the CMAS contract but must be performed within the delivery date(s) requirement(s) as stated on the purchase order.

SELF-DELETING FEDERAL GSA TERMS AND CONDITIONS

Instructions, or terms and conditions appearing in the Special Items or other provisions of the Federal GSA which are intended to apply to the purchase, license, or rental (as applicable) of the products or services by the U.S. Government in the United States, and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation (FAR), Federal Information Resources Management Regulation (FIRMR), Federal Information Processing Standards (FIPS), General Services Administration Regulation (GSAR), or Federal Installment Payment Agreement (FIPA) shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

ORDER OF PRECEDENCE

The California Multiple Award Schedule terms and conditions shall prevail if there is a conflict between the terms and conditions of the Contractor's federal GSA (or other multiple award contract), packaging, invoices, catalogs, brochures, technical data sheets or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

PRODUCT INSTALLATION

Product installation is not allowed unless specifically provided for in the CMAS contract. If provided for, the CMAS Contractor is fully responsible for all installation services performed under the CMAS contract. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications, unless otherwise specifically stated in the agency's purchase order/Statement of Work (SOW).

INTEGRATED SERVICES

Integrated services are not allowed unless specifically provided for in the CMAS contract. If provided for, the CMAS Contractor is fully responsible for all integrated services performed under the CMAS contract. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications, unless otherwise specifically stated in the agency's purchase order/Statement of Work (SOW).

Agency Note: Unless otherwise directed, Contractor customer references are required to be submitted to the ordering agency prior to issuance of the purchase order to substantiate successful completion of at least one comparable integrated services project.

THIS CONTRACT PROVIDES

[Only products from the manufacturer\(s\) listed below are available within the scope of this contract:](#)

[Adaptec](#)
[Adobe](#)
[Citrix](#)
[Epson](#)
[Hewlett Packard](#)
[IBM](#)
[InFocus](#)
[Lexmark](#)
[Microsoft](#)
[3Com/Palm](#)
[Symantec](#)
[Viewsonic](#)

EXCEPTIONS TO THE ATTACHED FEDERAL GSA MULTIPLE AWARD SCHEDULE

LEASING:

Except as stated below, Federal GSA Lease provisions are NOT acceptable, and cannot be sold through CMAS because the rates and contract terms are unacceptable, and not applicable to the state.

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
FOLSOM TECHNOLOGY GROUP
CMAS NO. 3-01-70-04750

SEAT Management financing options are NOT available through this contract.

Federal Lease to Own Purchase (LTOP) and hardware rental provisions with no residual value owed at end term are acceptable (\$1 residual value is acceptable).

As an alternative, agencies may consider financing through the state's financial marketplace GS \$Mart™. All terms and conditions and lenders are pre-approved for easy financing. The GS \$Mart™ Internet address is www.dgs.ca.gov/pd then click on GS \$Mart™. Buyers without Internet access may contact the GS \$Mart™ Administrator, Pat Mullen by phone at 916/327-2600 or via e-mail at pat.mullen@dgs.ca.gov for further information.

SMALL BUSINESS ORDERING CONSIDERATION

Effective January 1, 1999, pursuant to Assembly Bill No. 2405, prior to placing orders under the California Multiple Award Schedule program, state agencies shall whenever practicable first consider offers from small businesses that have established CMAS contracts [GC Section 14846(b)]. NOTE: Substantiation of compliance with this requirement will be requested by the Department of General Services auditors when your files are reviewed.

The following website lists CMAS Small Business Partners:

www.pd.dgs.ca.gov
(click on CMAS; go to Small Business Partners)

SMALL BUSINESS ADVANTAGE

In response to our commitment to increase participation by small businesses, the Department of General Services is **waiving the 1.21% administrative fee (a fee currently charged to customer agencies to support the CMAS program) for orders to registered small business enterprises.**

ACCEPTANCE TESTING CRITERIA

Acceptance testing may be required as specified in the purchase order for all newly installed technology systems, and individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period.

ORDER FORM

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.

The Procurement Division will bill each state and local agency for use of CMAS contracts, equal to 1.21% of the value of each order. The Procurement Division will bill state and local agencies directly. The 1.21% fee should NOT be included in the order total, or remitted before a bill is received from us.

One copy of each order shall be forwarded to the Department of General Services (DGS), Procurement Division, CMAS Unit, 1500 - 5th Street, Suite 116, Sacramento, CA 95814, Attention: Carol Umfleet (IMS# C-39). To ensure that the 1.21% administrative fee is not charged on small business orders, these orders must be sent to the attention of Marisa Truax.

ORDERING PROCEDURES

The ordering entity is required to complete and distribute the order form. For services, the ordering entity shall modify the information contained on the form to include the service period (start and end date), and the monthly cost (or other intermittent cost), and any other information pertinent to the services being provided. The cost for each line item should be included on the order, not just system totals.

CONTRACT PRICING

Contract prices for products and/or services are maximums. The ordering agency is encouraged to negotiate lower prices.

STATE POLICY

USE OF CMAS IS OPTIONAL. AGENCIES ARE STRONGLY ENCOURAGED TO OPTIMIZE THE BENEFITS OF THE CMAS PROGRAM BY COMPARING DIFFERENT SCHEDULES FOR VARYING PRODUCTS, SERVICES AND PRICES, AND CAREFULLY REVIEWING ALL CONTRACT TERMS AND CONDITIONS, TO OBTAIN THE BEST VALUE AVAILABLE.

THE CALIFORNIA MULTIPLE AWARD SCHEDULE DOES NOT REDUCE OR RELIEVE STATE AGENCIES OF THEIR RESPONSIBILITY TO MEET STATEWIDE REQUIREMENTS REGARDING CONTRACTS OR PROCUREMENTS OF GOODS OR SERVICES. Special attention should be given to the Automated Accounting System requirements of State Administrative Manual (SAM) Section 7260-62, the Productive Use Requirements of SAM Section 5203.

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
FOLSOM TECHNOLOGY GROUP
CMAS NO. 3-01-70-04750

Agencies should be aware that approval from the Department of Information Technology (DOIT) is required for:

- procurement of major Information Technology systems pursuant to SAM Section 4819.39;
- purchase of imaging equipment which exceed \$25,000; and
- purchase of used Information Technology equipment.

Special attention is to be given to the following:

- SAM Section 4819.41 and 4832 certifications for Information Technology procurements and compliance with policies.
- Services may not be paid for in advance.
- Agencies must adhere to the guidelines in SAM Section 2120/2121 for servicing office equipment.
- Agencies are required to file with the Department of Fair Employment and Housing (DFEH) a Contract Award Report Std. 16 for each order over \$5,000 within 10 days of award, including amendments which exceed \$5,000.
- Pursuant to Public Contract Code Section 10359 state agencies are to report all Consulting Services Contract activity for the preceding fiscal year to DGS and the six legislative committees and individuals that are listed on the annual memorandum from DGS.

YEAR 2000 COMPLIANCE

Contract language pertaining to Year 2000 Compliance is addressed in the attached CMAS Terms and Conditions.

PUBLIC WORKS PROJECTS

A public works contract is defined as an agreement for “the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind” in accordance with the Public Contract Code (PCC) Section 1101. State agencies planning these types of projects need to review the State Contracting Manual (SCM) Section 10 for applicable guidelines and regulations.

Agency CMAS orders may allow for a public works component only when it is incidental to the overall project requirements. Agencies are to ensure that the applicable laws and codes pertaining to the Contractor and sub-Contractor licensing, prevailing wage rates, bonding, labor code requirements, etc. are adhered to by the prime Contractor as well as any sub-Contractor during the performance under the agency’s CMAS order.

Note: In accordance with Labor Code Section 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works. Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the order that the prevailing wage rates are on file at the agency’s office, and will be made available upon request. The prevailing wage rates are available from the DIR at www.dir.ca.gov (select Statistics & Research) or (415) 703-4774.

LEASE/PURCHASE ANALYSIS

State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental, and retain a copy for future audit purposes (SAM 3700). The LPA is not required to be approved by the Department of General Services.

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
FOLSOM TECHNOLOGY GROUP
CMAS NO. 3-01-70-04750

PRICE ANALYSIS

CMAS contracts are considered "price analyzed" because they are based upon federal government multiple award schedules on which a price/cost analysis was already performed, or upon other multiple award schedules where the products have been competitively bid, price compared and are presumed fair and reasonable. Therefore, additional analysis is not required by the individual ordering agencies.

FEDERAL DEBARMENT

When federal funds are being expended, the ordering agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the Contractor before the purchase order is issued.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

ORDER LIMITS

The maximum amount of each transaction placed under the award contract is **\$500,000.00**.

Splitting of contracts to avoid any monetary limitations is prohibited (SAM 1215).

Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders (SAM 3572).

Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited (SAM 4819.34).

MINIMUM ORDER LIMITATION

[There is no minimum dollar value limitation on orders placed under this contract.](#)

MULTIPLE CONTRACTS ON STD. 65 ORDER FORM

Agencies may include multiple contracts from the same supplier on a single Std. 65 Contract/Delegation Purchase Order. Agencies wishing to create a single purchase order using multiple CMAS contract numbers must adhere to the following guidelines, without exception.

1. All contracts must be for the same CMAS supplier.

2. The order must go to one supplier location.
3. Place the word "CMAS" in the space usually reserved for the contract number. On Std. 65s, this is at the top of the form. The word "CMAS" signifies that the order contains items from multiple CMAS contracts.
4. The purchasing agency may only use one (1) bill code.
5. For each individual contract (as differentiated by alpha suffix), the agency must identify and group together the contract number with line items and subtotal per contract number (do not include tax in the subtotal), AND sequentially identify each individual contract as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing by the Procurement Division.
6. The total of all items on the purchase order must not exceed the order limit identified in the CMAS contract.
7. Do not combine items from both commodity and information technology contracts. Commodity contracts begin with the number 4 and information technology contracts begin with the number 3. The order limits are different for these types of contracts.

MAINTENANCE TAX

Section 1655 of the Sales and Use Tax Regulations of the Business Taxes law Guide under Optional Warranties rule is that sales tax shall not be charged on optional warranties and therefore the Contractor is considered the end user and liable for the sales tax. Prices charged for service are not subject to sales tax and neither can sales tax be assessed the state for any part or consumable supply installed that is included in the full service maintenance.

OPEN MARKET/INCIDENTAL, NON-SCHEDULE ITEMS

The only time that open market/incidental, non-schedule items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision. If the NSP provision is not included in the schedule, or the products and/or services required do not qualify under the parameters of the NSP provision, the products and/or services must be procured separate from CMAS.

NOT SPECIFICALLY PRICED (NSP) ITEMS

[Contractors must be authorized providers of the hardware/software or services they offer under the Not Specifically Priced \(NSP\) Items provision; or, otherwise, risk contract termination.](#)

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
FOLSOM TECHNOLOGY GROUP
CMAS NO. 3-01-70-04750

CMAS Contractor has the option of accepting orders for non-contract products and services (NSP items), subject to the following requirements. Agency orders containing only NSP items are prohibited. To be included on an order issued under this contract, NSP items must adhere to the following provisions and limitation.

1. The Contractor agrees to specifically monitor all schedule orders received to ensure adherence to this provision.
2. A schedule order containing NSP items may be issued only if such an order results in the lowest overall alternative to meet the needs of the Government.
3. NSP items shall be clearly identified in the schedule order. Any product or service already specifically priced and included in the schedule contract may not be identified as a NSP item.
4. Maximum Order Limitation: For orders \$250,000.00, or less, the total dollar value of all NSP items included in a schedule order shall not exceed \$5,000.00. For orders exceeding \$250,000.00, and at the option of the supplier, the total dollar value of all NSP items in a schedule order shall not exceed 5% of the total cost of the order, or \$25,000.00 whichever is lower. This includes orders with approved "exception" limits.
5. An NSP item included in an order issued against a schedule contract is subject to all of the terms and conditions set forth in the schedule contract.
6. The following NSP items ARE SPECIFICALLY EXCLUDED from any order issued under this contract:
 - a) Items which are not intended for use in directly supporting the priced items included in the same order. An item must be subordinate to the specifically-priced item that the NSP item is supporting.

For example, a cable, which is not otherwise specifically priced in the contract, is subordinate to a specifically priced printer or facsimile machine, and is eligible to be an NSP item subject to that cable meeting the remaining NSP requirements. However, a printer or facsimile machine, which is not otherwise specifically priced in the contract, is not subordinate to a specifically priced cable, and is not eligible to be an NSP item.
 - b) Supply type items, except for the minimum amount necessary to provide initial support to the priced schedule items included in the same order.
 - c) Software, except operating software.
 - d) Computers, Computer Systems, Workstations and Terminals.
 - e) External Peripherals.
 - f) Trade-ins, Upgrades, involving the swapping of boards, are permissible, where the schedule contract makes specific provisions for this action. In those instances where it is permitted, the schedule order must include the replacement item and an order notation that the purchase involves the swapping of a board.
 - g) Items which do not meet the Productive Use Requirements.
 - h) Any other item or class of items which is specifically excluded from the scope of this schedule contract.
 - i) Public Works components which are NOT incidental to the overall project requirements. Refer to the previous Public Works Projects provision as well as the CMAS Terms and Conditions, Provision #7.
 - j) Products or services the supplier is NOT factory authorized or otherwise certified or trained to provide.
 - k) Follow-on consultant services that were previously recommended or suggested by the same supplier for information technology projects. Refer to the CMAS Terms and Conditions, Provision #33.

The Contractor will not accept any order under the contract containing NSP items which does not conform to these terms. The Contractor will promptly notify the Customer agency issuing the non-conforming order of its non acceptance and the reasons for its non acceptance.

PRODUCTIVE USE REQUIREMENTS

Each equipment or software component must be in current operation for a paying customer and the paying customer must be external to the Contractor's organization (not owned by the Contractor and not owning the Contractor).

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
FOLSOM TECHNOLOGY GROUP
CMAS NO. 3-01-70-04750**

To substantiate compliance with the Productive Use Requirements, the Contractor must provide the name and address of a customer installation and the name and telephone number of a contact person.

The elapsed time such equipment or software must have been in operation is based upon the importance of the equipment or software for system operation and its cost. The following designates product categories and the required period of time for equipment or software operation prior to approval of the replacement item on CMAS.

Category 1 - Critical Software: Critical software is software that is required to control the overall operation of a computer system or peripheral equipment. Included in this category are operating systems, data base management systems, language interpreters, assemblers and compilers, communications software, and other essential system software.

<u>Cost</u>	<u>Prior Operation</u>
More than \$100,000	8 months
\$10,000 up to \$100,000	4 months
Less than \$10,000	1 month

Category 2 - All Information Technology Equipment and Non-Critical Software: Information technology equipment is defined in SAM Section 4819.2.

<u>Cost</u>	<u>Prior Operation</u>
More than \$100,000	6 months
\$10,000 up to \$100,000	4 months
Less than \$10,000	1 month

CREDIT CARD

Folsom Technology Group accepts the State of California credit card (CAL-Card).

Agencies are NOT required to submit support documentation to CMAS for CAL-Card transactions, and the CMAS Unit will not bill agencies for CAL-Card transactions.

REMINDER: SERVICES CAN NOT BE PAID IN ADVANCE

CONTRACTOR TRAVEL

State agencies (not local governments) should refer to SAM Section 0774 "TRAVEL AND RELATED REIMBURSEMENT OF PERSONS NOT STATE EMPLOYEES," when transportation and per diem costs are to be reimbursed by the state.

If the contract provides for travel, state agencies may pay travel and per diem expenses according to state travel time and per diem rules (represented employee rates) and verified receipts. Local government, education and special districts will pay travel time and per diem according to their statutory requirements. All travel and per diem expenses must be within contract parameters, and incorporated into the agency's order.

If travel is NOT addressed or is not covered in the contract, then the agency cannot include it as a line item on the order.

SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Destination.

PAYMENT TERMS

Net 45 days.

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

DELIVERY

30 days after receipt of order, or as negotiated between agency and Contractor.

WARRANTY

See award schedule for warranties.

OWNERSHIP INFORMATION

Folsom Technology Group is a small business enterprise (OSBCR certification expires 7/31/2001). The Office of Small Business Certification and Resources (OSBCR) certifications beyond the expiration date can be verified by calling 916/323-5478 or on their website at: <http://www.osmb.dgs.ca.gov>.

CONTRACT DISTRIBUTION AND UPDATES

Contractors will provide to agencies a copy of their catalog(s) or listing(s), contract terms and conditions, and all updates upon request.

SUPPLIER QUARTERLY REPORTS

Contractors are required to submit a detailed report quarterly to the DGS Procurement Division, CMAS Unit, 1500 - 5th Street, Suite 116, Sacramento, CA 95814,

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
FOLSOM TECHNOLOGY GROUP
CMAS NO. 3-01-70-04750**

Attention: Carol Umfleet. A separate report is required for each contract, as differentiated by alpha suffix (if applicable). Suppliers with resellers are responsible for reporting reseller ordering activity. Any report that does not follow the required format or that excludes information will be deemed incomplete.

New schedules for contractors with existing schedules, and extensions or renewals of existing schedules, will be approved ONLY if the contractor has submitted to the CMAS Unit all quarterly reports due. (Copies of only purchase orders are no longer acceptable). Each quarterly report is required within two weeks of the end of March, June, September, and December of each calendar year. A report is required even when there is no activity.

The report must include the agency name, purchase order number, purchase order date, agency billing code, pre-tax total order cost, agency contact name, address and phone number, and total dollars for the quarter. Tax must NOT be included in the quarterly report, even if the agency includes tax on the purchase order.

A sample quarterly report (Attachment A) indicating required format and information is attached for your reference.

AMERICANS WITH DISABILITY ACT (ADA)

Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42 USC 12101; California Code of Regulations, Title 2, Title 22; California Government Code, Sections 11135, et seq.; and other federal and state laws, and Executive Orders prohibit discrimination. All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities. See Attachment B for Procurement Division's ADA Compliance Policy of Nondiscrimination on the Basis of Disability.

Individual government agencies are responsible for self-compliance with ADA regulations.

Supplier sponsored events must provide reasonable accommodations for persons with disabilities.

ALTERNATIVE MEDIA AND ON-LINE ACCESS TO SCHEDULES

Contact Contractor directly regarding the availability of schedules or listings on CD ROM, or access to electronic Bulletin Board Systems (BBS).

CONTRACTOR MAILING ADDRESS AND PHONE NUMBER

Orders may be mailed to the following address, or faxed to **916/851-7334**:

**Folsom Technology Group
11353 Sunrise Gold Circle, Suite I
Rancho Cordova, CA 95742
Attn: Jennifer Albright**

Agencies with questions regarding products and/or services may contact the contractor as follows:

**Phone: 888/299-3844 or 916/851-7330
E-mail: www.ftgroup.com**

DGS PROCUREMENT DIVISION CONTACT AND PHONE NUMBER

Carol Umfleet
Department of General Services
Procurement Division, CMAS Unit
1500 - 5th Street, Suite 116
Sacramento, CA 95814

**Phone # 916/324-8045 Calnet # 8/454-8045
Fax # 916/323-1441**

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
FOLSOM TECHNOLOGY GROUP
CMAS NO. 3-01-70-04750

Want to know more about CMAS? We welcome the opportunity to present the details of this program to your agency or group. Please contact the California Multiple Award Schedule Unit at 916/324-8045 or Calnet 8/454-8045 to arrange a date and time.

ATTACHMENT A

CMAS QUARTERLY BUSINESS ACTIVITY REPORT (A REPORT IS REQUIRED EVEN WHEN THERE IS NO ACTIVITY)

1. Calendar Quarter Number: (Quarter # and Year)
2. CMAS Contract Number: XX-XX-XX-XXXXX (including alpha suffix if applicable)
3. Contractor: Company Name and Address
4. Contractor Contact: Name and Phone Number

5.	6.	7.	8.	9.	10.	11.	12.
Agency Name	Purchase Order Number	Purchase Order Date	Agency Billing Code	Total Dollars per Purchase Order	Agency Contact	Agency Address	Phone Number
FORMAT							

13. Total dollars for quarter: \$ _____

The Quarterly Report must contain all of the above data elements, but may be in a landscape report format.

1. Identify the calendar quarter number and year for the report you are submitting.
2. Identify your company's CMAS contract number. A separate report is required for each contract, as differentiated by alpha suffix (if applicable). Multiple contracts on Std. 65 State Purchase Order form should be itemized by contract number. For each individual contract (as differentiated by alpha suffix), identify and group together the contract number with line items and subtotal per contract number (do not include tax in the subtotal).
3. Identify your company name and mailing address.
4. Identify the company contact and phone number for the CMAS contract or the person preparing and submitting the report.
5. Identify the state agency or local government that issued the CMAS order.
6. Identify the purchase order number on the order form. This is not your invoice number. This is the number the agency or local government assigns to the order.
7. Identify the date the purchase order was issued. This is not the date you received, accepted, or invoiced the order.
8. Identify the state agency billing code. This is a five-digit number identified on the upper right hand corner of the Std. 65 purchase order form. You must identify this number on all purchases made by State of California agencies. Local governments will not reference a billing code. You may leave this blank for local government orders.
9. Identify the total dollars of each purchase order before tax. Tax must NOT be included in the quarterly report, even if the agency includes tax on the purchase order. The total dollars per order should indicate the entire purchase order amount regardless of when you invoice order, perform services, deliver product, or receive payment.
10. Identify the "Bill To" agency or local government CONTACT on the purchase order.
11. Identify the "Bill To" agency or local government ADDRESS on the purchase order.
12. Identify the agency or local government phone number on the purchase order.
13. Identify the total dollars pre-tax for all orders placed in that calendar quarter.

ATTACHMENT B

ADA NOTICE

Procurement Division (State Department of General Services)
AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE
POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

To meet and carry out compliance with the nondiscrimination requirements of the Americans With Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing a reasonable modification to participate in the Procurement process, or for persons having questions regarding reasonable modifications for the Procurement process, please contact the Procurement Division at (916) 445-2500 (main office); the Procurement Division TTY/TDD (telephone device for the deaf) or California Relay Service numbers which are listed below. You may also contact directly the Procurement Division contact person that is handling this procurement.

IMPORTANT: TO ENSURE THAT WE CAN MEET YOUR NEED, IT IS BEST THAT WE RECEIVE YOUR REQUEST AT LEAST 10 WORKING DAYS BEFORE THE SCHEDULED EVENT (i.e., MEETING, CONFERENCE, WORKSHOP, etc.) OR DEADLINE DUE-DATE FOR PROCUREMENT DOCUMENTS.

The Procurement Division TTY telephone numbers are:

Sacramento Office: (916) 322-7535
Fullerton Office: (714) 773-2093

The California Relay Service Telephone Numbers are:

Voice: 1-800-735-2922 or 1-888-877-5379
TTY: 1-800-735-2929 or 1-888-877-5378
Speech to Speech: 1-800-854-7784