

State of California
SOFTWARE COOPERATIVE AGREEMENT (SCA)
AMENDMENT No.: 2



Contractor: CDW Government LLC
Contract Number: SCA-19-70-0025U
SCA Contract Term: 11/01/2019 through 10/31/2024
Contract Base: County of Riverside RFQ# RIVCO-2020-RFQ-0000048
Microsoft Master Agreement Number 8084445

This contract is available for use by State of California departments only.

This amendment is being issued to:

- Revise the provision, "**OFFICE 365 CLOUD PURCHASES**"
- Revise the provision, "**SCA BASE CONTRACT**"
- Revise the provision, "**ISSUE PURCHASE ORDER TO**"
- Extend the term of this SLP agreement through October 31, 2024 and to replace the existing agreement in its entirety.

This contract is available for use by State Agencies which initiated enrollments, parented under Microsoft Master Agreement Number 01E73134 and 01E73970, through a Software Cooperative Agreement (SCA) that has now expired, may True-Up or procure Supplemental Licenses, Software Assurance, and Subscriptions, as an addition to their active enrollments, by referencing the SCA currently active at the time of purchase of these additional items.

Products, added to the enrollments when initially signed by the customer, are price protected (fixed prices throughout an enrollment period) by the Agency's agreement with their Licensing Solution Provider (LSP), and should therefore be purchased at the original fixed price.

The SCA Contractor is required to provide all SCA contract terms and conditions with the list of products, services and prices.

The most current ordering instructions and terms and conditions are included herein. If there are future changes to the ordering instructions and/or terms and conditions, these changes will be incorporated by an amendment to this contract.

**SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2**

Terms and conditions listed below are hereby incorporated by reference and made a part of this SCA Agreement as if attached herein and shall apply to the purchase of goods or services made under this Participating Agreement. Contractor non-compliance with the requirements of this contract may result in contract termination.

By signing below, Contractor agrees to the General Provisions dated September 5, 2014, Microsoft Enterprise Agreement Amendment ID 8084445 dated October 22, 2019 and all other provisions included herein.

- 1) General Provisions – Information Technology (GSPD-401IT), effective 9/5/2014
- 2) Cloud Computing Services Special Provisions (Software as a Service) effective 3/15/2018
- 3) Cloud Computing – Software as a Service (SaaS) General Provisions effective 6/07/2019

For State of CA:

Original Signature on File

Patrick Mullen
Manager
Multiple Award Programs Section
Procurement Division
Department of General Services

Date

For Contractor:

Original Signature on File

Signature

Printed Title

Printed Name

Company Name

Date

**SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2**

OFFICE 365 CLOUD PURCHASES

When procuring Office 365 Cloud products/services, State departments should conduct an analysis and use their own due diligence to determine if Office 365 is the most cost effective solution that meets their business needs and security requirements. In addition, state departments should not issue a Request for Offer (RFO) or enter into an agreement with a Microsoft SCA Contractor prior to reading the SCA User Instructions.

AVAILABLE PRODUCTS AND/OR SERVICES

This contract provides for the purchase and warranty of software, software maintenance, technical support, and implementation services.

Only products from the manufacturer listed below are available within the scope of this contract:

- **Microsoft**

UNAVAILABLE PRODUCTS AND/OR SERVICES

The following products and/or services are not available under this contract:

- **STANDALONE HARDWARE**
- **CONSULTING**
- **TRAINING**
- **INSTALLATION SERVICES**

IMPLEMENTATION SERVICES

Before procuring Implementation Services, state departments should conduct an analysis and use their own due diligence to determine if these services are the most cost effective solution that meets their business needs and security requirements.

Requirements

- State departments must complete a Statement of Work (SOW) for all Implementation services.
- Job titles/categories are limited to those identified in the SLP price list.
- Hourly rates must not exceed those identified in the SLP price list.
- Implementation services can only be purchased when they are in support of software purchased under the SLP.
- Time and Material pricing must not exceed the job Title hourly rate times the number of hours to complete the job.

NOTE: Implementation Services under this contract must be paid in arrears.

SOFTWARE MAINTENANCE, SUBSCRIPTION AND SAAS RENEWALS

Software Maintenance, Subscription and SaaS renewals shall be fixed at the agencies prior applicable rates (or lower), with a 0% uplift (no up-lift) and no additional increases, fees or charges added, for the duration of this SCA contract.

SCA BENEFITS

Under this Microsoft Enterprise License Agreement (MELA), you may qualify for free online E-Learning courses, training vouchers and other benefits. When accessing your account at the Microsoft Volume Licensing Service Center, be sure to check what benefits you are entitled to. If you need assistance, please contact your Licensing Solution Provider (LSP).

SCA BASE CONTRACT

**SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2**

This SCA is based on CDW Government LLC's participating Agreement #8084445, and is based on the products and/or services and prices from the County of Riverside Microsoft Enterprise License Agreement (MELA)# PSA-0001522 RFQ# RIVCO-2020-RFQ-0000048 that has a term of 11/1/2019 through 10/31/2024.

CONTRACTOR PROVIDES COPY OF SCA CONTRACT AND ANY AMENDMENTS TO ORDERING AGENCIES.

The Contractor is required to provide ordering departments a copy of the entire SCA contract that consists of the following:

- SCA contract signed and dated by both the DGS and contractor.
- SCA contract terms and conditions including General Provisions and Information Technology, Software Special Provisions.
- Std. 204 Payee Data Record.
- Products and price list.
- Amendments to the SCA, if applicable.

CONTRACT PRICES

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

PRODUCT AND PRICING CHANGES AND/OR UPDATES ARE NOT AUTHORIZED UNTIL REVIEWED AND APPROVED BY DGS PROCUREMENT DIVISION SOFTWARE LICENSING PROGRAM.

Said documents are to be sent to the Department of General Services (DGS) Procurement Division, Software Licensing Program, 707 Third Street, 2nd Floor, West

Sacramento, CA 95605-2811, Attention SLP Unit.

CONTRACTOR QUARTERLY REPORTS

Contractors are required to submit a detailed report quarterly to the DGS Procurement Division, Software Licensing Program. Reports should be sent via email to: SLP@DGS.CA.GOV.

A separate report is required for each contract, as differentiated by alpha suffix (if applicable). Contractors 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 and returned to the contractor.

State agencies will continue to be billed the applicable administrative use fee by the DGS-PD.

SCA Quarterly Business Activity Reports are due in the SLP Unit within two weeks after the end of each quarter as shown below:

Quarter 1	Jan 1 to Mar 31	Due Apr 15
Quarter 2	Apr 1 to Jun 30	Due Jul 15
Quarter 3	Jul 1 to Sep 30	Due Oct 15
Quarter 4	Oct 1 to Dec 31	Due Jan 15

New contracts for contractors with existing SCA contracts, and extensions or renewals of existing contracts, will be approved ONLY if the contractor has submitted to the SLP Unit all quarterly reports, due. 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

**SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2**

date, state 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 indicating required format and information is attached for your reference (Attachment A).

CONTRACTOR INVOICES

Unless otherwise stipulated, the contractor must send their invoices to the department address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- Contract number
- Agency purchase order number
- State Agency Bill Code
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the SCA contract, purchase order and invoice must match or the State Controller's Office will not approve payment.

CONTRACTOR OWNERSHIP INFORMATION

CDW Government LLC is a large business enterprise.

AGENCY NON-COMPLIANCE

Agency non-compliance with the requirements of this contract may result in the loss of delegated purchasing authority to use the SCA.

PLEASE REQUEST A COPY OF ALL CONTRACT TERMS AND CONDITIONS FROM THE CONTRACTOR, IF NOT PROVIDED INITIALLY.

ISSUE PURCHASE ORDER TO:

Agency purchase orders must be mailed to the following address, or e-mail to:

**CDW Government LLC
625 W. Adams
Chicago, IL 60061
Attn: Ben Estes**

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

**Phone: (469) 587-0448
E-mail: Benjamin.estes@cdwg.com**

SHIPPING INSTRUCTIONS

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

DELIVERY

30 days after receipt of order, or as negotiated between agency and Contractor and included in the purchase order.

CONTRACTOR RESPONSE TO RFO

When responding to a Request For Offer (RFO) under this contract, contractor must provide pricing for both the initial purchase and possible subsequent True-Ups, for each year purchased. In addition, contractor must provide a margin above contractor's cost from Microsoft

SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2

(represented as a percentage) which will not be exceeded in the event that additional products, not added at signing are added to the enrollment after the enrollment has commenced.

AGENCY RESPONSIBILITY

Agencies must contact contractors to obtain copies of the contracts and compare them for a best value purchasing decision.

Each agency is responsible for its own contracting program and purchasing decisions, including use of the SCA program and associated outcomes.

This responsibility includes, but is not necessarily limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's interests, obtaining required approvals, and documenting compliance with Government Code 19130.b (3) for outsourcing services.

It is the responsibility of each agency to consult as applicable with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order.

If you do not have legal services available to you within your agency, the DGS Office of Legal Services is available to provide services on a contractual basis.

**ORDER REQUIREMENTS AND
MAXIMUM ORDER LIMIT**

Purchases under this SCA are subject to the following requirements:

- There is no maximum order limit under this SCA.

- Unless otherwise determined by an individual ordering agency purchasing authority, no SCA order may be executed by a State agency that exceeds that agency's purchasing authority threshold. State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the List of State Departments with Approved Purchasing Authority.
- Agencies must adhere to the detailed requirements in the State Contracting Manual (SCM) when using SCA contracts. The requirements for the following bullets are in the SCM, Volume 3, (for IT): If soliciting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Std. 843) in the Request for Offer. This declaration must be completed and returned by the DVBE prime contractor and/or any DVBE subcontractors. (See the SCM Volume 3, Chapter 3)
- This is not a bid transaction, so the small business preference, DVBE participation goals, protest language, intents to award, evaluation criteria, advertising, etc., are not applicable.
- State agencies must solicit a minimum of 3 SCA contractors (initial purchase only).
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers solicited did not respond with an offer.
- Assess the offers received using best value methodology, with cost as one of the criteria.
- Issue a Purchase Order to the selected contractor.
- For SCA transactions under \$10,000, only one offer is required if the State agency can establish and document that the price is fair and reasonable. The fair

**SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2**

and reasonable method can only be used for non-customizable purchases.

After establishing a Microsoft Enterprise Agreement enrollment with one of the SCA approved Licensing Solutions Provider (LSP), State agencies may choose to make all future: annual payments, true-ups and 'additional product' purchases from that LSP without obtaining additional quotes from approved SCA LSP's, for the term of the enrollment. However, the LSP's initial response must identify: annual payments, true-up costs, and the mark-up above NET of any 'additional products' added to the enrollment.

If an agency decides that a change of LSP would be beneficial, this can be achieved. The change of LSP (known officially as a "Change of Channel Partner"), changes all future payments from one LSP to another LSP, including: any outstanding annual payments, true-ups, and 'additional product' purchases. The new LSP will be responsible for assisting your agency during the annual true-up reporting process, advising the agency on Software Assurance benefits, downloads, Volume License Keys, etc.

NOTE: Make sure that the new LSP is willing to accept the payment structure established by the initial LSP, unless the agency is willing to increase their 'annual payment' to satisfy the new LSP's desired payment structure.

A "Change of Channel Partner" must be completed at least 90 days prior to the agency's individual Microsoft Enterprise Agreement enrollment anniversary date. The Anniversary date falls annually, after the enrollment start date. The "Change of Channel Partner" document

can be obtained from the new LSP and when completed should be submitted to the new LSP. The new LSP will submit the document to Microsoft.

NOTE: When choosing a LSP, agencies should use their own due diligence to insure that the prices for all products are the most cost efficient solution.

SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited.

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 a minimum order of 25 users or desktop per new enrollment.

ORDERING PROCEDURES

1. Order Form

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

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

**SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2**

your computer. Direct link to the Standard Form 65:
(<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std065.pdf>)

2. Purchase Orders

All Ordering Agency purchase order documents executed under this SCA must contain the applicable SCA base contract number as show on page 1.

a. State Departments:

Std. 65 Purchase Documents – State departments not transacting in FI\$Cal must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available at the DGS-PD website at <http://www.dgs.ca.gov/pd/Forms.aspx> (select Standard STD Forms).

FI\$Cal Purchase Documents – State departments transacting in FI\$Cal will follow the FI\$Cal procurement and contracting procedures.

The ordering agency is required to forward a copy of each purchase order to the Department of General Services (DGS), Procurement Division – Software Licensing Program, 707 Third Street, 2nd Floor, West Sacramento, CA 95605-2811.

The agency is required to complete and distribute the order form. For services, the agency shall modify the information contained on the order 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 in the order, not just system totals.

The contractor 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.

3. Purchase Order Amendments

Purchase order amendments may be issued throughout an enrollment period (after SCA expires) for true-ups and additional products, only when all Licensing Solution Providers (LSP's) responses to the initial RFO identifies: annual payments, true-up costs and the mark-up above NET of any additional products.

4. Service and Delivery after Contract Expiration

Purchase orders must be issued before the SCA contract end term expires.

Also, purchase order amendments cannot be issued to add product and software maintenance if the SCA contract end term has expired.

SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the SCA, state departments shall, whenever practicable, first consider offers from small businesses that have established SCA contracts [GC Section 14846(b)].

NOTE: The Department of General Services auditors will request substantiation of compliance with this requirement when department files are reviewed.

SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2

SMALL BUSINESS/DVBE – TRACKING

State departments are able to claim subcontracting dollars towards their small business or DVBE goals whenever the Contractor subcontracts a commercially useful function to a certified small business or DVBE. The Contractor will provide the ordering department with the name of the small business or DVBE used and the dollar amount the ordering department can apply towards its small business or DVBE goal.

SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering department can claim towards achieving its small business or DVBE goals is the dollar amount of the subcontract award made by the Contractor to each small business or DVBE.
2. The Contractor will provide an ordering department with the following information at the time the order is quoted:
 - a. The Contractor will state that, as the prime Contractor, it shall be responsible for the overall execution of the fulfillment of the order.
 - b. The Contractor will indicate to the ordering department how the order meets the small business or DVBE goal, as follows:
 - List the name of each company that is certified by the Office of Small Business and DVBE Certification that it intends to subcontract a commercially useful function to; and
 - Include the small business or DVBE certification number of

- each company listed, and attach a copy of each certification; and
- Indicate the dollar amount of each subcontract with a small business or DVBE that may be claimed by the ordering department towards the small business or DVBE goal; and
- Indicate what commercially useful function the small business or DVBE subcontractor will be providing towards fulfillment of the order.

3. The ordering department's purchase order must be addressed to the prime Contractor, and the purchase order must reference the information provided by the prime Contractor as outlined above.

PRODUCTIVE USE REQUIREMENTS

The customer in-use requirement applies to all procurements of information technology equipment and software, per the SCM, Volume 3, Chapter 2, Section 2.B6.2 and SCM, Volume FI\$Cal, Chapter 2, Section 2.E3.2.

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).

To substantiate compliance with the Productive Use Requirements, the SCA contractor must provide upon request 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

**SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2**

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 SCA.

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.

Cost	Installation	Final Bid Submission
More than \$100,000	8 months	6 months
\$10,000 up to \$100,000	4 months	3 months
Less than \$10,000	1 month	1 month

Category 2 - All Information Technology Equipment and Non-Critical Software: Information technology equipment is defined in State Administrative Manual (SAM) § 4819.2.

Cost	Installation	Final Bid Submission
More than \$100,000	6 months	4 months
\$10,000 up to \$100,000	4 months	3 months
Less than \$10,000	1 month	1 month

APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies and guidelines are applicable. THE USE OF THE SCA

DOES NOT REDUCE OR RELIEVE STATE DEPARTMENTS OF THEIR RESPONSIBILITY TO MEET STATEWIDE REQUIREMENTS REGARDING CONTRACTING OR THE PROCUREMENT OF GOODS OR SERVICES. Most procurement and contract codes, policies, and guidelines are incorporated into The SCA contracts. Notwithstanding this, there is no guarantee that “every” possible requirement that pertains to all the different and unique state processes has been included.

TERMINATION OF SCA CONTRACT

1. The State or Contractor may terminate this SCA Contract at any time upon 30 days prior notice.
2. Upon termination or other expiration of this Contract, each party will assist the other party in orderly termination of the Contract and the transfer of all assets, tangible and intangible, as may facilitate the orderly, nondisrupted business continuation of each party.
3. This provision shall not relieve the Contractor of the obligation to perform under any purchase order or other similar ordering document executed prior to the termination becoming effective.

STATEWIDE PROCUREMENT REQUIREMENTS

Departments must carefully review and adhere to the following Procurement Requirements, such as:

- SAM Section 4819.41 and 4832 certifications for information technology procurements and compliance with policies.
- Services may not be paid for in advance.

**SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2**

- Departments 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 supplements that exceed \$5,000.
- Pursuant to Unemployment Insurance Code Section 1088.8, state and local government agencies must report to the Employment Development Department (EDD) all payments for services that equal \$600 or more to independent sole proprietor contractors. See the contractor's Std. Form 204, Payee Data Record, in the SCA contract to determine sole proprietorship. All inquiries regarding this subject should be forwarded to EDD: Technical questions: 916/651-6945 or Information and forms: 916/657-0529.
- Annual small business and disabled veteran reports.

ETHNICITY/RACE/GENDER REPORTING REQUIREMENT

Effective July 1, 2002, in accordance with Public Contract Code 10116, state departments are to capture information on ethnicity, race, and gender of business owners (not subcontractors) for all awarded contracts, including CAL-Card transactions. Each department is required to independently report this information to the Governor and the Legislature on an annual basis.

Departments are responsible for developing their own guidelines and forms for collecting and reporting this information.

Contractor participation is voluntary.

PAYMENTS AND INVOICES

1. 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. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, e.g. between specific departments and certain types of non-profit organizations, or when paying another government agency (Government Code (GC) § 11256 – 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription and may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Software warranty upgrades and extensions may also be paid for in advance.

3. Payee Data Record (Std. 204)

State Agencies not transacting in FI\$Cal, must obtain a copy of the Payee Data Record (Std. 204) in order to process payments. State Ordering Agencies forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State Agencies should

**SOFTWARE COOPERATIVE AGREEMENT (SCA)
CDW GOVERNMENT LLC
SCA-19-70-0025U, AMENDMENT NO.: 2**

contact the Contractor for copies of the Payee Data Record

4. DGS Administrative and Incentive Fees

Orders from State Agencies:

The Department of General Services (DGS) will bill each State agency directly an administrative fee for use of SCA contracts. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

See the DGS Price Book at www.dgs.ca.gov/publications (click on DGS Price Book) for current fees.

5. Credit Card

CDW Government 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. Also, the DGS administrative fee is applicable for all SCA orders to suppliers not California certified as a small business.

FEDERAL DEBARMENT

When federal funds are being expended, the department 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).

AMERICANS WITH DISABILITY ACT (ADA)

(See attachment B)

**DGS PROCUREMENT DIVISION
CONTACT AND PHONE NUMBER**

Department of General Services
Procurement Division, SLP Unit
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

Phone no.: 916/375-4365

Faxination no.: 916/376-6371

ORDER OF PRECEDENCE

The following order of precedence shall apply:

- a. All federal, state, local laws and regulations
- b. This agreement
- c. State of California, General Provisions – Information Technology (GSPD-401IT)
- d. State of California Cloud Computing – Software as a Service (SaaS) General Provisions
- e. State of California Cloud Computing Services – Special Provisions (SaaS)
- f. County of Riverside RFQ # RIVCO-2020-RFQ-0000048
- g. Microsoft Master Agreement # 8084445

ATTACHMENT A
SCA QUARTERLY BUSINESS ACTIVITY REPORT

Company Name: _____

Reporting Calendar Year: _____

Publisher: _____

Reporting Quarter: ☐ Q1 (January to March)

For Questions Regarding this Report: _____

☐ Q2 (April to June)

E-mail: _____

☐ Q3 (July to September)

☐ Q4 (October to December)

Check Here if No New Orders for This Quarter ☐

STATE GOVERNMENT AGENCY PURCHASES							
State Agency Name	Purchase Order Number	Purchase Order Date	Agency Billing Code	Total Dollars Per Purchase Order	Agency Contact	Agency Address	Phone Number

Total State Agency Dollars Reported for Quarter: \$ _____

ATTACHMENT A

SCA QUARTERLY BUSINESS ACTIVITY REPORT

Instructions for completing the SCA Quarterly Business Activity Report.

1. Complete the top of the form with the appropriate information for your company.
2. **Agency Name** - Identify the State agency that issued the order.
3. **Purchase Order Number** - Identify the purchase order number (and amendment number if applicable) on the order form. This is not your invoice number. This is the number the State agency assigns to the order.
4. **Purchase Order Date** - Identify the date the purchase order was issued, as shown on the order. This is not the date you received, accepted, or invoiced the order.
5. **Agency Billing Code** - 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.
6. **Total Dollars Per PO** - Identify the total dollars of the order excluding tax and freight. 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 (less tax and freight) regardless of when you invoice order, perform services, deliver product, or receive payment.
7. **Agency Contact** - Identify the ordering agency's contact person on the purchase order.
8. **Agency Address** - Identify the ordering agency's address on the purchase order.
9. **Phone Number** - Identify the phone number for the ordering agency's contact person.
10. **Total State Sales** - Separately identify the total State dollars (pre-tax) for all orders placed in quarter.
11. **Grand Total** - Identify the total of all State dollars reported for the quarter.

Notes:

- A report is required for each SCA contract each quarter even when there are no new orders for the quarter.
- Quarterly reports are due two weeks after the end of the 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 accommodation to participate in the Procurement process, or for persons having questions regarding reasonable accommodations for the Procurement process, please contact the Procurement Division at (916) 375-4400 (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 who 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) 376-1891
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