



Department of General Services  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605-2811

State of California  
**STATE PRICE SCHEDULE**  
**USER INSTRUCTIONS**  
*(Incorporates Supplement 1 – 5)*

\*\*\*NON-MANDATORY\*\*\*

<b>EFFECTIVE DATE: 07/01/2016</b>	
SPS NUMBER:	2-13-99-01 <b>A1 thru A63, Supplement 5</b>
DESCRIPTION:	Assistive Technology and Related Services for Persons with Disabilities
SUPPLIER(S):	SPS Approved Supplier Listing Location: <a href="https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx">https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx</a>
EFFECTIVE:	02/1/2013 through <b>06/30/2018</b>
STATE CONTRACT ADMINISTRATOR:	Tina Larios (916) 443-9776 <a href="mailto:tina.larios@dgs.ca.gov">tina.larios@dgs.ca.gov</a>

This State Price Schedule (SPS) is non-mandatory. Departments are not required to purchase from a State Price Schedule if like items and brands are available elsewhere at a lower price. Should departments require a large quantity of an item listed on an SPS, it may be to the department's advantage to submit an estimate for purchase on a competitive basis. All purchase documents issued under this SPS incorporate the contract terms and applicable California General Provisions.

\_\_\_\_\_  
SIGNATURE ON FILE  
**Tina Larios, Contract Administrator**

Revision Date: **07/01/2016**

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**1. SCOPE**

The goal of this State Price Schedule (SPS) is to promote the timely delivery of assistive technology and related services (IT and non-IT) so that state employees with disabilities or consumers served by the California Department of Rehabilitation can gain the benefits of reasonable accommodations in a prompt manner. This SPS is also designed to make use of qualified suppliers who provide the very specialized products and services designed for persons with disabilities. For further information on the definition of assistive technology, the scope of purchases permissible under this SPS, and supplier eligibility requirements, see the SPS Supplier Application Terms and Conditions document which is available at:

<https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx>

Purchases of “integrated systems” can be made under this SPS if desired, so that evaluation, hardware, software, installation, and training can be included in a single order. An “integrated system” is a collection of equipment and/or software which is designed to meet the disability-related needs of a person with a disability. A typical example of an integrated system is a computer which is to be adapted through use of specialized software and peripherals. Some of the necessary components of the system may be generic equipment or software (e.g. cables, scanners, etc.) so long as the system includes one or more pieces of assistive technology.

Items to be incorporated into a new or existing integrated system, which fit into the scope of this SPS, may be purchased through the SPS even though they may also be obtainable through a statewide standard contract. In particular, the SPS may be used to purchase a computer or laptop that requires the installation or reinstallation of AT software. This is considered to be a computer purchase for “AT use” or a computer, which is part of an “integrated system.”

However, the purchase of integrated systems is not required if making purchases of individual components from separate suppliers can be done without adversely affecting the timeliness and quality of the final outcome.

Individual products or services may also be purchased such as evaluation/consultation on what assistive technology products and/or services may be appropriate. Training on the use of assistive technology may also be purchased separately. Service or repair of assistive technology products, including an integrated system, may be purchased under this SPS. This SPS may also be used to purchase interpreting services for people who are deaf or hard of hearing. When considering the use of the SPS for purchase of interpreter services, ordering departments should be aware that a Master Service Agreement (MSA) is also available for purchase of such services. For information regarding the MSA for American Sign Language (ASL) Interpretive Services, go to <http://www.documents.dgs.ca.gov/pd/masters/ASL/ASLmain.pdf>. A department may choose to use the SPS instead of the MSA to obtain interpreter services, but the price to be paid shall not exceed that authorized under the MSA. In addition, before placing an order for interpreter services, a department needs to ensure that it has complied with the requirements of Government Code section 19130 related to contracting out of work which might be performed by civil service employees.

**2. TERM**

***The contract term is for five (5) years with the option to extend the contract for one (1) additional year period, or portion thereof.*** The State reserves the right to terminate the SPS for convenience upon thirty (30) days written notice.

The list of approved SPS suppliers is valid for the SPS term. Should the SPS be extended, the State may extend the SPS supplier list or may elect to require suppliers to submit a renewal application to continue to be listed as an approved SPS supplier.

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**3. SPS USAGE/RULES**

A. State Departments

- The use of this SPS is non-mandatory for all State of California departments.
- Except where these instructions or the SPS supplier terms and conditions provide otherwise, ordering departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, Public Contract Code, State Administrative Manual, Management Memos, and State Contracting Manual Volume (SCM) Volumes 2 and 3, as applicable.
- Prior to placing orders against this contract, departments must have been granted purchasing authority by the Department of General Services, Procurement Division (DGS/PD) for the use of this SPS. The department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of State Price Schedules may access the Purchasing Authority Application at <http://www.dgs.ca.gov/pd/Resources/publications/SCM2.aspx> or may contact DGS/PD's Purchasing Authority Management Section by e-mail at [pams@dgs.ca.gov](mailto:pams@dgs.ca.gov).
- Departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

B. Local Governmental Agencies

- Local governmental agency use of this SPS is not allowed.

**4. DGS ADMINISTRATIVE FEES**

The DGS will bill each State department an administrative fee for use of this SPS. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the Procurement Division Price Book located at: <http://www.dgs.ca.gov/ofs/NewsEvents/PriceBookAnnouncement.aspx>. (Click on "**Price Book**".)

**5. CONTRACT ADMINISTRATION**

The Department of Rehabilitation Contract Administrator listed below is the single point of contact for supplier performance issues, problem resolution, maintenance of supplier price lists and related SPS issues.

<b>Administrator Information</b>	<b>Department of Rehabilitation (Contract Administrator)</b>
<b>Contact Name:</b>	Simone Dumas
<b>Telephone:</b>	(916) 558-5680
<b>Facsimile:</b>	(916) 558-5681
<b>Email:</b>	<a href="mailto:SPS-AT@dor.ca.gov">SPS-AT@dor.ca.gov</a>
<b>Address:</b>	DOR/Procurement Division Attn: Simone Dumas 721 Capitol Mall, 6 <sup>th</sup> Sacramento, CA 95814

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The Department of General Services, Procurement Division (DGS/PD) Contract Administrator is the single point of contact for application questions and issues regarding terms and conditions of the SPS.

Administrator Information	DGS/Procurement Division (State Contract Administrator)
Contact Name:	Tina Larios
Telephone:	(916) 443-9776
Facsimile:	(916) 375-4613
Email:	<a href="mailto:Tina.Larios@dgs.ca.gov">Tina.Larios@dgs.ca.gov</a>
Address:	DGS/Procurement Division Attn: Tina Larois 707 Third Street, 2 <sup>nd</sup> Floor West Sacramento, CA 95605

## 6. APPROVED SUPPLIERS

The DGS/PD maintains a listing of suppliers approved for purchase execution through this SPS. An order for assistive technology products or services may only be placed with suppliers listed on the current SPS Approved Supplier Listing.

SPS Approved Supplier Listing: <https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx>

Additional suppliers may be added to the SPS Approved Supplier Listing during the life of this SPS. Rules for addition are provided in the SPS Supplier Application terms and Conditions.

## 7. ORDERING PROCEDURE

Price Lists for all approved suppliers are available at the following Department of Rehabilitation website:

<http://www.dor.ca.gov/SPS-AT>

### A. Transactions less than \$5,000

For SPS transactions valued less than \$5,000, departments may execute orders to a supplier on the current SPS Approved Supplier Listing without obtaining multiple offers if fair and reasonable pricing has been established and documented. **Buyers should make every effort to purchase from a Small business or Disabled Veteran Business Enterprise firm whenever possible.**

The State Contract Manual (SCM) Volume 2, Chapter 4, Section C, Topic 2 provides five (5) techniques that a department may use to determine whether or not a supplier's price can be determined to be fair and reasonable:

Fair and reasonable pricing may be determined by using price comparisons, catalog/market prices from other suppliers (whether or not approved to participate in this SPS) and /or historical pricing. However, when using these techniques, departments must base the comparisons on identical situations or those with small variations which do not affect pricing. Use of current price lists or updated quotations is highly recommended.

When evaluating fair and reasonable pricing for an integrated system, generic equipment or software need not be considered, so long as the total cost for such components does not exceed 25% of the cost of the entire system.

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The procurement file must contain sufficient documentation to support the technique used to determine the pricing received is fair and reasonable.

**Important Note:** If fair and reasonable pricing cannot be established and documented, using any of the techniques identified above, the department must follow the ordering procedures for purchases exceeding \$5,000 (Article 7B or 7C below).

B. Transactions greater than \$5,000 but less than \$249,999.

The Small Business (SB) and/or Disabled Veteran Business Enterprise (DVBE) Option is the recommended procurement method when either two SB or two DVBE firms can provide a solution. This requires obtaining current quotes from two (2) certified SB/DVBE suppliers. This is in accordance with GC section 14838.5(a).

C. Transactions where the SB/DVBE Option Is Not Available

Circumstances may occur where Option B is not viable because of the lack of either two (2) SB or two (2) DVBE suppliers who can provide the needed product or service. The department must then obtain offers from a minimum of two (2) suppliers on the current SPS Approved Supplier Listing, regardless of the SB/DVBE status of the firms. Departments must make a valid attempt to secure offers from viable suppliers who are able to supply the goods and/or provide services.

**Purchases from a non-SB/DVBE supplier which exceed a department's Purchasing Authority Approval will require DGS/PD approval.**

**The solicitation methodology (formal or informal) is dependent upon the estimated transaction value in conjunction with the type of products and or services needed for a specific solution. Questions regarding approach are to be addressed by the department Purchasing Authority Contact (PAC) or Purchasing Contract Officer (PCO).**

**Ordering departments may consider "best value" or "value-effective" selection criteria when the evaluation criteria have been included in the Request For Offer (RFO).**

"Best value" relates to requirements and supplier selection criterion or other factors for a particular transaction that are established by a department to ensure that its business needs and goals are effectively met and that the state obtains the best value. To determine supplier selection using best value, the following minimum steps are required. Departments shall:

- Define business requirements (for example, in a Statement of Work for services) for inclusion in the RFO.
- Compare offers from SPS suppliers
- Award to the SPS supplier with documented "best value" that meets requirements

The "best value" selection criteria may include, but not be limited to, supplier experience, product availability, prompt delivery requirements, maintenance service, training and price. Regardless of other criteria being used to accept an offer, price must be among the best value criteria. Additional possible criteria factors are outlined in State Contract Manual (SCM) Volume 2, Chapter 6, Section A, Topic 3, Paragraph 6.A3.3.

Departments must document all suppliers that were contacted, provide a recap of their offers, and record how the selection was made, including criteria for determining "best value" within the procurement file.

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**8. PURCHASE EXECUTION**

State departments must use the Purchasing Authority Purchase Order (Std. 65) for all purchases under this SPS for all goods and services. An electronic version of the Std. 65 is available at the Office of State Publishing web site: <http://www.dgs.ca.gov/pd/Forms.aspx> (select Standard Forms).

State departments shall submit a completed Purchasing Authority Purchase Order (Std. 65), containing the following information, directly to the approved SPS supplier:

- Department Order Number (Purchase Order Number)
- Ordering Department Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (SPS Number)
- Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Agency Contact Information (Contact Name, Phone Number, Fax Number, E-mail)
- Description of Goods or Services
- Quantity
- Unit of Measure
- Unit Price
- Extension Price
- Special instructions regarding delivery hours, security measures, pallet sizes (if applicable)

All orders must be executed in accordance with the State Contracting Manual Volume 2 and 3, Chapter 8.

**9. MAXIMUM ORDER**

The maximum order value shall be dependent upon the solicitation method used in Section 7.

**10. STATE DEPARTMENT REPORTING REQUIREMENTS**

All ordering departments must submit a copy of executed purchase documents to:

DGS - Procurement Division (IMS# Z-1)  
Attn: Tina Larios  
707 Third Street, 2<sup>nd</sup> Floor, MS 201  
West Sacramento, CA 95605-2811

**11. GENERAL PROVISIONS**

Except where these instructions or the SPS Supplier Terms and Conditions provide otherwise, the following General Provisions are effective for this SPS:

- Non-IT Commodities General Provisions (Revised and Effective 06/08/2010)  
<http://www.documents.dgs.ca.gov/pd/modellang/GPnonIT060810.pdf>
- IT General Provisions (Revised and Effective 06/08/2010)  
<http://www.documents.dgs.ca.gov/pd/modellang/GPIT060810.pdf>

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**12. SUPPLIER PERFORMANCE/PROBLEM RESOLUTION**

All ordering departments should report non-compliance issues, technical and/or or contractual difficulties encountered to the DOR Contract Administrator in a timely manner (refer to Section 5, Contract Administration). This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc.

**13. CALIFORNIA SELLER'S PERMIT**

The California seller permit numbers, for suppliers providing tangible goods, are listed on the SPS Approved Supplier Listing. State departments can verify that permits are currently valid at the following website: [www.boe.ca.gov](http://www.boe.ca.gov). State departments must adhere to the file documentation required identified in the State Contract Manual Volume 2 and Volume 3, as applicable.

**14. PAYEE DATA RECORD**

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments should contact suppliers for copies of the Payee Data Record.

**15. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATIONS**

The applicable small business (SB) and/or disabled veteran business enterprise (DVBE) certifications for each supplier are listed on the SPS Approved Supplier Listing. State departments can verify that the certifications are currently valid at the following website: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>.

**16. SUPPLIER APPLICATION**

Suppliers interested in applying for inclusion on this SPS as an approved supplier must provide a completed SPS Supplier Application (CMU 09-03) and any applicable attachments to the State Contract Administrator.

The supplier application documents are available at: <https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx>.

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