

MASTER AGREEMENTS

2655

(May 2005)

Master Agreements (MA) are one of the State's main procurement vehicles for leveraging its buying power. As stated in [SAM](#) section 4800 [purchasers](#) shall use master agreements whenever the functional requirements for which the contract was awarded are substantially the same as the [purchaser's](#) requirements. Some MAs have the ability to be amended to add suppliers and/or products to keep up with customer needs.

MASTER AGREEMENT BASICS

2655.1

(May 2005)

REVIEW THE MA

2655.1.1

(May 2005)

[Purchasers](#) must review the MA in its entirety (contract, supplements and user instructions) to determine what requirements are applicable to the [purchaser's](#) business need. Most often, MA will require the [purchaser](#) to canvas a pool of authorized suppliers to determine and obtain best value. There are MA that have been designated "exempt" either by statute or policy from obtaining multiple offers. In those cases, [purchasers](#) should document the procurement file with a statement to identify that the MA is exempt. Refer to [Section 2645, Purchases exempt from the NCB contract process](#) for suggested statements.

Orders issued against a MA for goods use the [STD. 65](#).

HOW DO [PURCHASERS](#) USE THE MA?

2655.1.2

(May 2005)

[Purchasers](#) must verify the following, prior to executing an MA order:

- Is execution of the order authorized under the department's purchasing authority?
- Does use of the MA require additional requests for offers from other authorized providers identified within the contract?
- Does the estimated dollar threshold require prior DGS review and approval before issuing an award?

[Click](#) here to access the Statewide Checklist for a list of suppliers. MA are available on PD's web page at www.pd.dgs.ca.gov or by contacting the PD contract manager for the specific contract. [Purchasers should contact their Unit Purchasing Coordinator who will coordinate purchases with the Region Business Services Officer.](#)

USER INSTRUCTIONS

2655.1.3

(May 2005)

Individual MA contracts provide user instructions unique to each agreement. This includes identifying whether or not the MA requires the **purchaser** to obtain multiple offers or whether or not the purchase requires documenting “best value”. Most often, if the MA has been exempted from obtaining multiple offers than documenting “best value” is not required.

Consequently, **purchasers** must read the instructions thoroughly in order to properly execute an order and complete any reports as required by the individual agreement.

ACHIEVING BEST VALUE USING MA

2655.2

(May 2005)

VALID ATTEMPT IN SEEKING OFFERS

2655.2.1

(May 2005)

Purchasers must make a valid attempt to secure offers from viable contractors who are able to supply the goods. Neither a lack of sufficient MA nor the use of restrictive requirements meets the intent for obtaining offers.

MINIMUM RFO REQUIREMENTS

2655.2.2

(No. 3 February 2006)

Purchasers granted purchasing authority to use MA shall solicit a minimum of three (3) offers including one SB and/or DVBE when available, unless otherwise instructed by the individual MA user instructions and document the responses

[Click](#) here to access a Request for Offer template.

DOCUMENTING THE RESULTS

2655.2.3

(May 2005)

Purchasers shall document responses in accordance with individual MA user instructions that may provide an evaluation format. Otherwise, **purchasers** have the option to use the Best Value Determination Worksheet or use their own form to document the results of a MA offer.

[Click](#) here to access a Best Value Determination Worksheet.

R
E
V

Regardless of the format used, the following must be documented in sufficient detail to support the supplier selection:

If a **purchaser** solicits 3 offers and receives
1-offer
2-offers

Then the **purchaser** shall document reasons why
The other two (2) suppliers did not respond.
The third supplier did not respond.

SOLICITING MORE THAN 3 – SUPPLIERS

2655.2.4

(May 2005)

Purchasers that solicit more than 3 suppliers shall document their files with responses or rationale to equal the minimum 3 offers and then proceed with order execution.

ONLY ONE SOURCE KNOWN

2655.2.5

(May 2005)

If a **purchaser** knows of only one source, where multiple MA offers cannot be obtained, the **purchaser** shall either,

- Conduct a competitive solicitation, if suppliers are known that are not MA authorized or
- Process the response as an NCB contract, if no other sources are known outside of the MA. Refer to [Section 2640](#) - NCB Contracts and Purchasing Authority.

PURCHASES LESS THAN \$5,000.00

2655.2.6

(May 2005)

MA transactions valued less than \$5,000.00 may be executed without obtaining offers if fair and reasonable pricing has been established and documented. Examples of fair and reasonable pricing methods are described in [Section 2634](#) – Rules For Achieving Competition.

Documentation to support fair and reasonable pricing must be retained in the procurement file.

[Click](#) here to access file documentation for orders less than \$5,000.00

WESTERN STATES CONTRACTING ALLIANCE (WSCA) 2655.3 (May 2005)

HOW WSCA WAS ESTABLISHED 2655.3.1 (May 2005)

PCC sections 10298 – 10299 allow DGS/PD to enter into cooperative purchasing agreements with other states. The WSCA establishes cooperative multi-state contracts where participating states may join together to achieve cost-effective and efficient acquisition of quality products. These agreements are also referred to as Master Price Agreements (MPA).

WHAT WSCA INCLUDES 2655.3.2 (May 2005)

The State's WSCA contracts are available to **purchasers** with approved non-IT purchasing authority for Industrial Supplies only. Contact Information Technology for information regarding IT purchasing.

HOW DO PURCHASERS USE WSCA? 2655.3.3 (May 2005)

Purchasers executing orders using the WSCA program are not required to obtain three offers or document best value, but are encouraged to conduct price comparisons among the WSCA suppliers if available.

[Click](#) here to access the WSCA MPA and obtain supplier contact names and numbers.

Purchasers must:

- Obtain a complete copy of the WSCA MPA (WSCA base contract, CA participating addendum, CA terms and conditions and ordering instructions)
- Define the project scope to determine which goods are needed
- Check the electronic catalog and print a copy of an e-quote supporting the order
- Execute the order using the STD.65, unless otherwise directed within the specific WSCA user instructions.
- Retain all documentation in the procurement file.

PRICING IS MAXIMUM

2655.3.4

(May 2005)

WSCA pricing conforms to guaranteed price discount levels; the contractor may change the price of any product at any time based upon list price changes, but guaranteed for the contract term. **Purchasers** should contact the contractor or authorized reseller to see if there is a large quantity discount available.

WSCA CONTRACT NUMBERS

2655.3.5

(May 2005)

The WSCA contracts use the original WSCA contract number, rather than a Master Agreement number that begins with a “5” or “6”.

Example:

Grainger Industrial Supply WSCA Contract Number: 6416

AMENDMENTS

2655.3.6

(May 2005)

Unless otherwise instructed by the user instructions, WSCA orders that require changes can be amended without submitting NCB contract justification documentation. Although any amendment should contain the same degree of detail for changes that the original order contained. Refer to [Section 2666](#) – Amending a Purchase Document for additional information on amending purchase documents.

CALIFORNIA INTEGRATED INFORMATION NETWORK (CIIN)

2655.4

(May 2005)

CONSOLIDATING SERVICES

2655.4.1

(May 2005)

GC sections 15250-15254 authorize DGS to direct the consolidation and joint use of telecommunications system resources used by departments. Consequently, **purchasers** are required to utilize contracts under the oversight of DGS/Telecommunications (DGS/TD) to obtain voice and data services

CONTRACT SERVICES

2655.4.2

(May 2005)

The services listed below are available from the DGS, Telecommunications Division Contract CNT-001 often referred to as the CIIN or CALNET contract.

These services are mandatory for all **purchasers** in accordance with [Management Memo 04-08](#).

VOICE NETWORK SERVICES

2655.4.3

(May 2005)

Local usage	International toll free
Long distance	900 service
Long distance access	Operator services
Advanced intelligent network (AIN)	Calling card
Toll free	Prepaid calling card
Enhanced toll free	Centrex audio conferencing
800 Enhanced call routing (ECR)	Audio conferencing

LINE SIDE SERVICES

2655.4.4

(May 2005)

Business access line (1MB)	Custom local signaling services (Class)
Centrex	Interactive voice response (IVR) and call router
ISDN	Automated attendant/call routing
Account Codes	Automated Call Director (ACD)
PBX Trunks	ACD/Management Information System (MIS)
Super trunk service	Announcement/music in queue
Voice mail	Computer interface (CompuCall) service
	Intelligent call routing

DATA SERVICES

2655.4.5

(May 2005)

Dedicated Transport	Frame relay service and asyn.
	Transfer mode data services
Extended dedicated services	InterLATA frame relay & ATM
SONET (Synchronous Optical Network)	Extended frame relay
Ring and access services	Gigabit Metropolitan Area
ISDN	Network (GigaMan)
Primary rate (ISDN)	Managed extended frame relay
Switched 56	Managed frame relay
Switched T1/T3	Extended ATM

ADDITIONAL SERVICES

2655.4.6

(May 2005)

Billing Products

MANAGEMENT MEMO 04-08

2655.4.7

(May 2005)

Management Memo 04-08 requires **purchasers** to utilize DGS/TD contracts to obtain voice and data services and to use consolidated services wherever available.

In addition, **purchasers** are required to request approval and/or project delegation from the Telecommunications Division for the following:

- Teleconferencing/video conferencing
- PBX telephone systems
- Hybrid telephone systems with trunk connections
- Hybrid telephone systems to be installed behind a consolidated system
- Stand alone ACD or Voice Mail systems connected to consolidated systems
- Data Transport outside of the consolidated Frame Relay Services
- Request for Proposal or Invitation for Bid for telecommunications equipment and Services
- Telecommunications consulting services

CAN OTHER LPA'S BE USED FOR TELECOM EQUIPMENT PURCHASES?

2655.4.8

(May 2005)

Yes.

Once approval has been obtained from the DGS/TD, the equipment may be procured through any approved LPA or any other authorized procurement category providing the department has IT purchasing authority.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)