

Department of General Services, Procurement Division

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DATE: December 5, 2005

TO: Procurement and Contracting Officers (PCO's)
Purchasing Authority Contacts (PAC's)

**RE: Software Cooperative Agreements (SCA)
Microsoft Enterprise License Software and Maintenance**

The Department of General Services (DGS) is pleased to announce the Procurement Division (PD) has entered into a cooperative agreement with the County of Riverside based on their Request for Proposal (RFP) number ITARC00002 for the Microsoft Enterprise License Agreement (MELA). As a result, the PD has established the new Software Cooperative Agreements (SCA)

with certain authorized resellers for the State department's use effective December 1, 2005. Please refer to the SCA User Instructions and further information about these contracts at the following link:

<http://www.pd.dgs.ca.gov/masters/slp>

The new Software Cooperative Agreements primarily feature: Microsoft software enterprise licensing and maintenance (upgrades). The SCAs are not mandatory and are only available for State department's use. Currently, there are three (3) Software Cooperative Agreements in effect as follows:

CONTRACTOR:	CompuCom Systems, Inc.	Dell Marketing Inc.	PC Mall,
CONTRACT NO.:	SCA-05-70-0001	SCA-05-70-0002	SCA-05-70-0003
TERM:	12/01/05 - 06/30/08	12/01/05 - 06/30/08	12/01/05 - 06/30/08

Highlights of the new contracts include:

- * Basic User Instructions:
 1. Solicit a minimum of three (3) SCA contractors to acquire offers.
 2. Utilize a Std. 65, Purchasing Authority Purchase Order, form
 3. No maximum dollar limit per order.
 4. State departments use only.
 5. DGS Administrative fee is currently 2.48% of order value, maximum of \$35,000 per order.

* Discounted pricing: Prices are discounted based on the competitive bid conducted by the County of Riverside.

Additionally, until these new Software Cooperative Agreements are addressed in the Purchasing Authority Manual (PAM), State departments may utilize these contracts as a new category under their approved information technology purchasing authority. Information about specific purchasing authority applicable to SCAs will be addressed in a subsequent PAM revision. If you have questions regarding purchasing authority requirements related to the use of the SCA contracts, contact DGS, Purchasing Authority Management Section at: pams@dgs.ca.gov.

Additional questions about the Software Cooperative Agreements may be sent to Steve Lower at (916) 375-4539 or email: steve.lower@dgs.ca.gov.