

**STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICE
PARTICIPATING ADDENDUM NUMBER
CONTRACT NO. 7-24-70-46-02
CA SURVEYING**

APPROVED:
CITY OF MERCED
A California Charter Municipal
Corporation

BY: _____
D. Scott McBride
City Manager

ATTEST:
D. SCOTT MCBRIDE, CITY CLERK

BY: _____
Assistant/Deputy City Clerk

APPROVED AS TO FORM:
CRAIG J. CORNWELL, CITY ATTORNEY

BY: Craig Cornwell 5-15-2026
City Attorney Date

ACCOUNT DATA:
M. VENUS RODRIGUEZ

BY: _____
Verified by Finance Officer

STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NUMBER 7-24-70-46-02
AMENDMENT 1

Multi-Function Devices and Related Software, Services, and Cloud Solutions
Colorado NASPO ValuePoint Master Agreement Number 187822
HP, Inc. dba HP Computing and Printing, Inc. (Contractor)

The parties mutually agree to amend Participating Addendum 7-24-70-46-02 as follows:

- 1) **Section 21. GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) REPORTING** is hereby deleted and replaced with the following:

21. GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI)

DEFINITIONS:

For purposes of this Section, the following terms shall be given the meaning shown below. Capitalized terms used below and not defined in this Section shall have the meaning set forth in Section 1 (Definitions) or in the text of the IT General Provisions (06/21/2022).

Artificial Intelligence (AI): an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer from the input it receives how to generate outputs that can influence physical or virtual environments (Gov Code §§ 11549.64 & 11546.45.5).

GenAI Training Data: any content, information, or data that is used to train, tune, test, or validate a GenAI, including text, images, video, audio, code, or similar types of input.

Generated Data: any output, results, content, or other data that is produced by GenAI, including but not limited to text, images, video, audio, code, or similar types of output.

Generative AI (GenAI): an AI system that can generate derived synthetic content, including text, images, video, and audio, that emulates the structure and characteristics of the system's GenAI Training Data (Gov Code §11549.64).

Hallucination: Generated Data that is nonsensical, false, or misleading, and is not based on real or existing data, but is instead produced by bias or the GenAI's extrapolation or creative interpretation of its Gen AI Training Data.

Materially Impacts: shall have the same meaning set forth in State Administrative Manual (SAM) 4986.2.

Prompt: any written, spoken, or rendered information provided as a query, command, or other form of input, to any GenAI in connection with this Contract. For avoidance of doubt, Prompt includes any input automatically detected or created by the GenAI, as well as any derivative works of a Prompt or collection of Prompts.

GENAI DISCLOSURE OBLIGATIONS:

Disclosure Obligations:

- a) Contractor must immediately notify the State in writing if it: (1) intends to provide GenAI as a Deliverable to the State; or (2) intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any Deliverable that materially impacts: (i) functionality of the System, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term “materially impacts” shall have the same meaning set forth in State Administrative Manual (SAM) § 4986.2 Definitions for GenAI.
- b) Such notification shall be provided to the State designee identified in this Contract.
- c) At the direction of the State, Contractor shall discontinue the provision to the State of any previously unreported GenAI that results in a material impact to the functionality of the System, risk to the State, or Contract performance, as determined by the State.
- d) If the use of previously undisclosed GenAI is approved by the State, then Contractor will update the Deliverable description, and the Parties will amend the Contract accordingly, which may include incorporating the GenAI Special Provisions into the Contract, at no additional cost to the State.

Failure to Disclose or Discontinue GenAI Use: The State, at its sole discretion, may consider Contractor’s failure to disclose or discontinue the provision or use of GenAI as described above, to constitute a material breach of Contract when such failure results in a material impact to functionality of the System, risk to the State, or Contract performance. The State is entitled to seek any and all remedies available to it under law as a result of such breach, including but not limited to termination of the contract, for default pursuant to Section 23 (Termination for Default) of the IT General Provisions (06/21/2022).

**Participating Addendum 7-24-70-46-02
Amendment 1**

All other terms and conditions of the Participating Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

STATE OF CALIFORNIA

Department of General Services

Agency Name

Julie Matthews

Digitally signed by Julie
Matthews
Date: 2025.07.08 10:40:47
-07'00'

7/8/2025

Authorized Signature

Date Signed

Julie Matthews, MAU2 Supervisor

Printed Name/Title of Person Signing

707 Third Street
West Sacramento, CA 95605

Address

CONTRACTOR

HP, Inc. dba HP Computing and Printing,
Inc.

Contractor Name

Colleen F. Lively

7/2/2025

Authorized Signature

Date Signed

Colleen F Lively Contracts Specialist

Printed Name/Title of Person Signing

1501 Page Mill Road, Palo Alto, CA
94304-1112 US

Address

STATE OF CALIFORNIA
PARTICIPATING ADDENDUM NUMBER 7-24-70-46-02
Multi-Function Devices and Related Software, Services, and Cloud Solutions
Colorado NASPO ValuePoint Master Agreement Number 187822
HP Inc., dba HP Computing and Printing, Inc. (Contractor)

This Participating Addendum Number 7-24-70-46-02 is entered into between the State of California, Department of General Services (hereafter referred to as “State” or “DGS”) and HP Inc., dba HP Computing and Printing, Inc. (hereafter referred to as “Contractor”) under the lead state of Colorado NASPO ValuePoint Master Agreement Number 187822.

1. SCOPE

- A. This Participating Addendum covers the purchase of Multi-Function Devices and Related Software, Services, and Cloud Solutions under the Colorado NASPO ValuePoint Master Agreement. The Colorado NASPO ValuePoint Master Agreement is hereby incorporated by reference. Product/service categories included under this Participating Addendum are identified in Section 5 (Available Products and Services).
- B. This Participating Addendum is available for use by California state agencies and local governments. A local government is defined as any city, county, city and county, district, or other local governmental body, school district or corporation empowered to expend public funds. The [State Agency Listing](https://www.ca.gov/agenciesall/) (<https://www.ca.gov/agenciesall/>) provides a comprehensive list of state agencies.
- C. Each local government is to make its own determination whether this Participating Addendum and the Colorado NASPO ValuePoint Master Agreement are consistent with its procurement policies and regulations.

2. TERM

- A. The term of this Participating Addendum shall begin August 1, 2024, or upon signature approval by the State whichever occurs later, and will end July 31, 2026, or upon termination by the State, whichever occurs first.
- B. Lead state amendments to extend the NASPO ValuePoint Master Agreement term date are not automatically incorporated into this Participating Addendum. Extension(s) to the term of this Participating Addendum will be through a written amendment upon mutual agreement between the State and the Contractor.
- C. Order placement and execution shall be on or before the expiration of this Participating Addendum. However, delivery of products or completion of services may be up to 120 days after the Participating Addendum expiration date.

3. TERMS AND CONDITIONS/INCORPORATION OF DOCUMENTS

A. Terms and conditions listed below are hereby incorporated by reference and made a part of this Participating Addendum as if attached herein and shall apply to the purchase of goods or services made under this Participating Addendum.

- 1) General Provisions – Information Technology (DGS PD-401 IT), effective 6/21/2022
- 2) General Provisions – Information Technology – Cloud Computing – Software as a Service (SaaS), effective 6/21/2022
- 3) Cloud Computing Special Provisions for Software as a Service (SaaS), effective 03/15/2018.

B. Terms can be viewed on the [DGS Procurement Division website](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Required-Language-for-Solicitations-and-Contracts) (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Required-Language-for-Solicitations-and-Contracts>).

4. ORDER OF PRECEDENCE

A. In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:

- 1) California Participating Addendum Number 7-24-70-46-02
- 2) Colorado NASPO ValuePoint Master Agreement Number 187822

5. AVAILABLE PRODUCTS AND SERVICES

A. The following product and service offerings from the Colorado NASPO ValuePoint Master Agreement Number 187822 are allowed under this Participating Addendum:

- Group A – Multi-Function Devices, A3 – OEM only
- Group B – Multi-Function Devices, A4 – OEM and Non-OEM
- Group D – Single-function Printers – OEM and Non-OEM
- Group E – Large/Wide Format Equipment – OEM and Non-OEM
- Group F – Scanners – OEM and Non-OEM
- Group G – Software – OEM and Non-OEM
- Group H – Consumable Supplies – OEM and Non-OEM
- Group I – Managed Print Services
- Sub-Group G1 – Software Related Services
- Sub-Group D1 - Specialty Printers (3D, receipt, barcode label, card, cable) – OEM and Non-OEM

6. RESTRICTIONS/DISALLOWED PRODUCTS AND SERVICES (STATE AGENCIES ONLY)

- A. The following restrictions apply to state agency purchases under this Participating Addendum:
- 1) Leasing and Rental
 - 2) Products:
 - a) Remanufactured Equipment
 - b) Imaging equipment that is not Energy Star certified
 - c) Software containing "click wrap" agreements
 - d) Not Specifically Priced (NSP) items not listed or priced in the NASPO ValuePoint Master Agreement Price Lists
 - 3) Services:
 - a) Mail Room Services
 - b) Network and Data Security
 - c) Records Management
- B. Product and service categories that are available on mandatory California statewide contracts cannot be purchased from this Participating Addendum by state agencies without an exemption. State agencies are responsible for obtaining a mandatory statewide contract exemption from DGS prior to issuing a purchase order.

7. PRICING

- A. Contractor's pricing is outlined in the Colorado NASPO ValuePoint Master Agreement Number 187822.
- B. Contractor shall notify the State Contract Administrator of any amendments and pricing adjustments approved and executed by the state of Colorado.

8. AUTHORIZED RESELLERS

- A. Contractor may use State-approved Authorized Resellers under this Participating Addendum for sales and service functions as defined herein.
- 1) Authorized Resellers must accept purchase orders and accept payment from ordering agencies for products and services offered under this Participating Addendum.
 - 2) Authorized Resellers are responsible for sending a copy of all purchase orders and invoices to the Contractor for compliance with quarterly usage reporting and administrative fee requirements.
 - 3) All purchase documents to Authorized Resellers shall reference the Participating Addendum Number and Contractor Name.

Participating Addendum 7-24-70-46-02

- B. Contractor shall be responsible for successful performance and compliance with all requirements in accordance with the terms and conditions under this Participating Addendum, even if work is performed by Authorized Resellers. All State policies, guidelines, and requirements shall apply to Authorized Resellers.
- C. Contractor will be the sole point of contact with regard to Participating Addendum contractual matters, reporting, and administrative fee requirements.
- D. Subject to the approval of the State, Authorized Resellers may be added on a quarterly basis during the term of the Participating Addendum. Contractors shall notify the State in writing of any deleted Authorized Resellers or changes to current Authorized Resellers' information at any time.
- E. Contractor will be required to submit Authorized Reseller requests, in a format specified by the State, to the State Contract Administrator for approval.
- F. State-approved Authorized Resellers will be posted on the State's Cal eProcure website.

9. SUBCONTRACTORS

Subcontractors will not be used for this Participating Addendum.

10. ORDERING AGENCY RESPONSIBILITIES

- A. State agency and local government use of this Participating Addendum is optional.
- B. State agencies and local governments must follow the ordering procedures outlined within the User Instructions guide, administered by the State Contract Administrator, to execute orders against this Participating Addendum. User Instructions are posted on the State's Cal eProcure website.
- C. All purchase orders executed under this Participating Addendum shall include the Participating Addendum Number 7-24-70-46-02.

11. STATE AGENCY BUY RECYCLED CAMPAIGN (SABRC)

- A. State agencies are required to report purchases made within the eleven product categories in the California Department of Resources Recycling and Recovery's State Agency Buy Recycled Campaign (SABRC) per Public Contract Code sections 12200-12217.
- B. Contractor will be required to complete and return a [Postconsumer Recycled-Content Certification form](https://calrecycle.ca.gov/buyrecycled/stateagency/vendored/form74guide/) (<https://calrecycle.ca.gov/buyrecycled/stateagency/vendored/form74guide/>) upon request by the state agency.

12. DELIVERY

- A. Delivery shall occur within thirty (30) days after receipt of order, or as negotiated between ordering agency and Contractor and included in the purchase order, or as otherwise stipulated in the NASPO ValuePoint Master Agreement.
- B. Free On Board (F.O.B.) Destination, freight prepaid by the Contractor, to the ordering agency's receiving point.

13. INVOICING AND PAYMENT

- A. Payment will be made in accordance with General Provisions – Information Technology Paragraph 30 (Required Payment Date).
- B. Invoices shall be sent to the address identified in the ordering agency's purchase order. The Participating Addendum Number and ordering agency purchase order number shall appear on each invoice for all purchases placed under this Participating Addendum.
- C. Contractor will accept the State of California credit card (CAL-Card) for payment of invoices.

14. USAGE REPORTING

- A. Contractor shall submit usage reports on a quarterly basis to the State Contract Administrator for all California entity purchases using the report template attached hereto as Attachment A. The report is due even when there is no activity.
- B. The State Contract Administrator reserves the right to modify Attachment A and require Contractor to provide additional order information during the course of this Participating Addendum.
- C. The report shall be an Excel spreadsheet transmitted electronically to the [DGS Cooperatives mailbox](mailto:PDCooperatives@dgs.ca.gov) (PDCooperatives@dgs.ca.gov).
- D. Any report that does not follow the required format or that excludes information will be deemed incomplete. Contractor will be responsible for submitting corrected reports within five (5) business days of the date of written notification from the State.
- E. Tax must not be included in the report, even if it is on the purchase order.

Participating Addendum 7-24-70-46-02

F. Reports are due for each quarter as follows:

Reporting Period	Due Date
January 1 to March 31	April 30
April 1 to June 30	July 31
July 1 to September 30	October 31
October 1 to December 31	January 31

G. Failure to meet reporting requirements and submit the reports on a timely basis shall constitute grounds for suspension of this Participating Addendum.

H. Time extensions may be approved only if all due reports have been submitted to the State.

15. ADMINISTRATIVE FEE

- A. Contractor is required to remit to DGS an administrative fee amount equal to 1.25% of the sales for the quarterly reporting period less freight, taxes, returned products and credits. (For example, if the net sales for the reporting quarter totals \$100,000.00, the incentive fee due to DGS would be \$1,250.00.)
- B. The administrative fee shall not be included as an adjustment to Contractor's NASPO ValuePoint Master Agreement pricing.
- C. The administrative fee shall not be invoiced or charged to the ordering agency.
- D. Payment of the administrative fee is due irrespective of payment status from ordering agencies.
- E. Payment may be made in the form of an electronic payment using the [LPA Payment Portal website](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Access-LPA-Payment-Portal) (<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Access-LPA-Payment-Portal>) or by submitting a check payable to the State of California, Department of General Services.
- F. Administrative fee payments made by check must include the Participating Addendum Number on the check and be submitted to the following address:

Department of General Services
Procurement Division
Attn: MAPS Payment Processing
707 Third Street, 2nd Floor
West Sacramento, CA 95605

Participating Addendum 7-24-70-46-02

G. Administrative fee payments are due for each quarter as follows:

Reporting Period	Due Date
January 1 to March 31	April 30
April 1 to June 30	July 31
July 1 to September 30	October 31
October 1 to December 31	January 31

H. Failure to meet administrative fee requirements and submit fees on a timely basis shall constitute grounds for suspension of this Participating Addendum.

16. CONTRACT MANAGEMENT

A. The primary Contractor Contract Manager for this Participating Addendum shall be as follows:

Contractor	Contract Manager
Name:	Elizabeth Leach
Phone:	(501) 849-4740
Email	elizabeth.leach@hp.com
Address:	HP, Inc. dba HP Computing and Printing, Inc. Attn: Elizabeth Leach 1501 Page Mill Road707 Palo Alto, CA 94304

B. The State Contract Administrator for this Participating Addendum shall be as follows:

State	Contract Administrator
Name:	Yolanda Tutt
Phone:	(279) 946-8401
Email	yolanda.tutt@dgs.ca.gov
Address:	State of California Department of General Services Procurement Division 707 Third Street, 2nd Floor, MS 2-202 West Sacramento, CA 95605

- C. Should the contact information for either party change, the party will provide written notice with updated information no later than ten (10) business days after the change.

17. TERMINATION OF AGREEMENT

The State may terminate this Participating Addendum at any time upon thirty (30) days prior written notice to the Contractor. Upon termination or other expiration of this Participating Addendum, each party will assist the other party in orderly termination of the Participating Addendum and the transfer of all assets, tangible, and intangible, as may facilitate the orderly, non-disrupted business continuation of each party. 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.

18. AMENDMENT

No amendment or variation of the terms of this Participating Addendum shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Participating Addendum is binding on any of the parties.

19. NEWS RELEASES

Unless otherwise exempted, news releases, endorsements, advertising, and social media content pertaining to this Participating Addendum shall not be made without prior written approval from the State.

20. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Participating Addendum. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the State.

21. GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) REPORTING

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Upon request by an ordering agency, Contractor must complete a [GenAI Reporting and Fact Sheet \(STD 1000\)](#) to identify if their solution or service includes, or makes available, any GenAI including, GenAI from third parties or subcontractors.

During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology.

At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been approved by the State.

Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.

If Contractor identifies GenAI in their solution, a copy of the STD 1000 must be submitted to the State Contract Administrator.

22. AGREEMENT

- A. This Participating Addendum and the Master Agreement together with its exhibits and/or amendments, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations, or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum and the Master Agreement, together with its exhibits and/or amendments, shall not be added to or incorporated into this Participating Addendum or the Master Agreement and its exhibits and/or amendments, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and the Master Agreement and its exhibits and/or amendments shall prevail and govern in the case of any such inconsistent or additional terms.
- B. By signing this Participating Addendum, Contractor agrees to offer the same products/services available on the Colorado NASPO ValuePoint Master Agreement Number 1878226, at prices equal to or lower than the prices on that agreement.

IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

STATE OF CALIFORNIA

Department of General Services

Agency Name

Julie
 Matthews

Digitally signed by Julie Matthews
 Date: 2024.07.31 08:14:39 -07'00' 7/31/2024

Authorized Signature Date Signed

Julie Matthews, MAU2 Supervisor

Printed Name/Title of Person Signing

707 Third Street
 West Sacramento, CA 95605

Address

CONTRACTOR

HP, Inc., dba HP Computing and Printing, Inc..

Contractor Name

 07/29/2024

Authorized Signature Date Signed

Contracts Specialist

Printed Name/Title of Person Signing

1501 Page Mill Road. Palo Alto, CA. 94304.

Address

**COOPERATIVE AGREEMENT
USER INSTRUCTIONS
NON-MANDATORY**

****Supplement 5****
****(Incorporates Supplement 1 - 4)****

Effective Date: ****09/05/2025****

TITLE/DESCRIPTION:	Multi-Function Devices and Related Software, Services, and Cloud Solutions
CONTRACT NUMBERS:	7-24-70-46-01 Canon U.S.A., Inc. 7-24-70-46-02 HP, Inc. dba HP Computing and Printing, Inc. 7-24-70-46-03 Konica Minolta Business Solutions U.S.A., Inc. 7-24-70-46-04 Kyocera Document Solutions America, Inc. 7-24-70-46-05 Lexmark International, Inc. 7-24-70-46-06 Ricoh USA, Inc. 7-24-70-46-07 Sharp Electronics Corporation 7-24-70-46-08 Toshiba America Business Solutions, Inc. 7-24-70-46-09 Xerox Corporation
CONTRACT TERM:	Various (Refer to Attachment A) through 07/31/2026
FOR USE BY:	State and Local Governmental Agencies (Refer to Section 2)
STATE CONTRACT ADMINISTRATOR:	Yolanda Tutt (279) 946-8401 Yolanda.Tutt@dgs.ca.gov

Ordering Agencies are instructed to carefully review these User Instructions in their entirety. For questions, please contact the State Contract Administrator and reference the "Title/Description" and/or Contract Number listed above. Changes to this document will be issued through a User Instructions Supplement.

ORIGINAL ON FILE
Yolanda Tutt, State Contract Administrator

SUMMARY OF CHANGES

All changes to most recent Supplement are in ***bold red italic***. Additions are enclosed in asterisks; deletions are enclosed in brackets.

Supplement Number	Description/Sections	Date
<i>*5*</i>	<p><i>*Supplement 5 incorporates the following change:</i></p> <ul style="list-style-type: none"> • <i>Section 7.A.1.b. – Updated language.*</i> 	<i>*09/05/2025*</i>
4	<p>Supplement 4 incorporates the following change:</p> <ul style="list-style-type: none"> • Attachment A (Contractor Information) – Added Authorized Reseller option for: <ul style="list-style-type: none"> ○ 7-24-70-46-05 (Lexmark International, Inc.). 	06/27/2025
3	<p>Supplement 3 incorporates the following changes:</p> <ul style="list-style-type: none"> • Section 5.G.2 – Updated link. • Section 6.I. – Updated language. • Section 7.A.1.a – Updated language. • Attachment A (Contractor Information) – Removed Authorized Reseller option for 7-24-70-46-05 (Lexmark International, Inc.). • Attachment A (Contractor Information) – Updated Contract Administrator Contact Information Email for 7-24-70-46-08 (Toshiba America Business Solutions, Inc.) 	05/19/2025
2	<p>Supplement 2 incorporates the following changes:</p> <ul style="list-style-type: none"> • Cover Page and Attachment A (Contractor Information) – Added new Cooperative Agreement: <ul style="list-style-type: none"> ○ 7-24-70-46-05 (Lexmark International, Inc.) • Section 5.F. – Updated language. 	02/11/2025
1	<p>Supplement 1 incorporates the following changes:</p> <ul style="list-style-type: none"> • Cover Page and Attachment A (Contractor Information) – Added new Cooperative Agreements: <ul style="list-style-type: none"> ○ 7-24-70-46-01 (Canon U.S.A., Inc.) ○ 7-24-70-46-04 (Kyocera Document Solutions America, Inc.) ○ 7-24-70-46-06 (Ricoh USA, Inc.) 	08/15/2024

COOPERATIVE AGREEMENT USER INSTRUCTIONS
Multi-Function Devices and Related Software, Services, and Cloud Solutions

Supplement Number	Description/Sections	Date
N/A	Original User Instructions posted.	08/01/2024

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USER INSTRUCTIONS

1. SCOPE AND OVERVIEW

- A. The Department of General Services, Procurement Division (DGS-PD) has established a California Participating Addendum (hereafter referred to as “California Cooperative Agreement” or “Cooperative Agreement”) with individual Contractors (as noted on page 1) for use of the Multi-Function Devices and Related Software, Services, and Cloud Solutions Master Agreements executed by the State of Colorado.
- B. These Cooperative Agreements provide state and local governmental agencies the opportunity to acquire products and services in accordance with the instructions provided herein and the terms and conditions outlined in the individual Cooperative Agreements. Attachment A identifies specific Cooperative Agreement information by Contractor.
- C. Note: Unless otherwise specified within this document, the term “Ordering Agencies” will refer to all state agencies and local governmental agencies eligible to utilize these agreements. Ordering and usage instructions exclusive to state or local governmental agencies shall be identified within each section.

2. CONTRACT AVAILABILITY

A. State Agencies

- 1) Use of these agreements is non-mandatory for California state agencies.
- 2) Products and/or services on these agreements may be available on a mandatory statewide contract. If this is the case, the use of these agreements is restricted unless the state agency has an approved exemption as explained on the [Statewide Contract website](#). Information regarding available statewide contracts can be obtained at the [State Contracts Index Listing](#).
- 3) Refer to Section 5.D (Restricted/Disallowed Products and Services) for more information.

B. Local Governmental Agencies

- 1) Use of these agreements is optional for local governmental agencies.
- 2) Local governmental is defined as any city, county, city and county, district, or other local governmental body, school district or corporation empowered to expend public funds.

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- 3) While the DGS-PD makes agreements available to local governmental agencies, each local governmental agency shall determine whether use of these agreements is consistent with its procurement policies and regulations.

3. CONTRACT TERM

- A. The term for these California Cooperative Agreements is from the date of the State's approval through July 31, 2026, or upon termination by the State, whichever occurs first. Refer to Attachment A for current individual agreement term dates.
- B. Order placement and execution shall be on or before the expiration of the California Cooperative Agreement. However, delivery of products or completion of services may be up to 120 days after the California Cooperative Agreement expiration date.
- C. Lead State NASPO ValuePoint Master Agreements may be extended beyond the original contract period upon mutual agreement between the lead state and the Contractor. Lead State amendments to extend the NASPO ValuePoint Master Agreement term date are not automatically incorporated into these California Cooperative Agreements. Extension(s) to the term of the California Cooperative Agreements will be through a written amendment upon mutual agreement between DGS-PD and the Contractor.

4. CONTRACT ADMINISTRATOR

- A. DGS-PD and the Contractor(s) have assigned contract administrators as single points of contact for problem resolution and related contract issues.
- B. The State Contract Administrator for these agreements is:

Administrator Information	State Contract Administrator
Name:	Yolanda Tutt
Phone:	(279) 946-8401
Email:	Yolanda.Tutt@dgs.ca.gov
Address:	DGS, Procurement Division Attn: Yolanda Tutt 707 Third Street, 2nd Floor, MS 2-202 West Sacramento, CA 95605

- C. Contractor Contract Administrator contact information is outlined in Attachment A.

5. CONTRACT INFORMATION

A. Lead State Agreement (NASPO ValuePoint Base Contract)

California Cooperative Agreements are based on some or all of the products, services, and prices from the NASPO ValuePoint Multi-Function Devices and Related Software, Services, and Cloud Solutions Master Agreements issued by the State of Colorado. Copies of the Colorado agreements are available on the [NASPO ValuePoint Portfolio website](https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/) (<https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/>).

B. California Cooperative Agreements (Participating Addendum Documents)

California Cooperative Agreements and related documents are posted in [Cal eProcure](https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx) (<https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx>). Direct links to each agreement in Cal eProcure are found in Attachment A.

C. Available Products and Services

The following product and service categories are listed in the Colorado NASPO ValuePoint Master Agreements:

- Group A – Multi-Function Devices, A3 – OEM only
- Group B – Multi-Function Devices, A4 – OEM and Non-OEM
- Group C – Production Equipment – OEM and Non-OEM
- Group D – Single-function Printers – OEM and Non-OEM
- Group E – Large/Wide Format Equipment – OEM and Non-OEM
- Group F – Scanners – OEM and Non-OEM
- Group G – Software – OEM and Non-OEM
- Group H – Consumable Supplies – OEM and Non-OEM
- Group I – Managed Print Services
- Sub-Group G1 – Software Related Services
- Sub-Group C1 – Standalone Production Devices (cutters, sorters, binders) – OEM and Non-OEM
- Sub-Group C2 – Industrial Print Equipment – OEM and Non-OEM
- Sub-Group D1 - Specialty Printers (3D, receipt, barcode label, card, cable) – OEM and Non-OEM

Attachment A identifies awarded product categories for each Contractor. Refer to restrictions noted in Section 5.D below.

D. Restricted/Disallowed Products and Services (State Agencies Only)

The following restrictions apply to state agency purchases under these Cooperative Agreements. Restrictions are not applicable to local governments.

- 1) Leasing and Rental
- 2) Products:
 - a) Remanufactured Equipment
 - b) Imaging equipment that is not Energy Star certified
 - c) Software containing “click wrap” agreements
 - d) Not Specifically Priced (NSP) items not listed or priced in the NASPO ValuePoint Master Agreement Price Lists
- 3) Services:
 - a) Mail Room Services
 - b) Network and Data Security
 - c) Records Management
- 4) Product and service categories that are available on mandatory California statewide contracts cannot be purchased by state agencies from these Cooperative Agreements without an exemption. State agencies are responsible for obtaining a mandatory statewide contract exemption from DGS prior to issuing a purchase order.

E. Contractor Pricing

- 1) Copier pricing is based on a discount off manufacturer’s retail price (MSRP).
- 2) Managed Print Services pricing is based on a click charge.
- 3) Contractor price list are posted on [NASPO ValuePoint Multi-Function Devices and Related Software, Services, and Cloud Solutions](https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/) (https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/).
- 4) Contractors may offer greater discounts and/or lower prices than those published in their price list.

F. Small Business/Disabled Veteran Business Enterprise Participation

- 1) State agencies are able to claim credit towards their Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) goals whenever a commercially useful function is performed by a certified SB or DVBE.

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- 2) Any California SB and or DVBE certifications possessed by the Prime Contractor are shown in Attachment A. Any California SB and/or DVBE certifications provided for the Authorized Resellers are shown in the applicable Authorized Reseller List (refer to Section 7.B).
- 3) State agencies must verify certifications on [Cal eProcure](https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx) (<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>).
- 4) When utilizing a SB or DVBE, state agencies must review the activities to be performed to assure that the firm performs a “commercially useful function” as defined by Title 2 CCR section 1896.71(b).
- 5) If issuing an order to a DVBE firm, state agencies must obtain a Disabled Veteran Business Enterprise Declaration (STD. 843).

G. Recycled Content

- 1) State agencies are required to report purchases made within the eleven product categories in the California Department of Resources Recycling and Recovery (CalRecycle) State Agency Buy Recycled Campaign (SABRC) per Public Contract Code sections 12200-12217.
- 2) Contractor will provide a [Postconsumer Recycled-Content Certification form](https://calrecycle.ca.gov/buyrecycled/stateagency/form74guide/) (<https://calrecycle.ca.gov/buyrecycled/stateagency/form74guide/>) upon request by the state agency.

H. DGS Administrative Fee

Ordering Agencies will not be charged the DGS Administrative fee nor will they be invoiced by the Contractor(s) for use of these Cooperative Agreements.

6. CONTRACT USAGE/RULES

A. Adherence to Applicable Laws (State Agencies Only)

State agencies must adhere to all applicable state laws, regulations, policies, best practices, and purchase authority requirements (e.g., California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual).

B. Purchasing Authority (State Agencies Only)

The leveraged procurement agreement acquisition method and type for these Cooperative Agreements is:

Acquisition Method	Acquisition Type
Cooperative Agreements (requiring further competition within the category)	IT Goods IT Services

Prior to executing orders, state agencies must have been granted purchasing authority by DGS-PD for the use of the acquisition method and type listed above. For more information, contact the DGS-PD Purchasing Authority Management Section at pams@dgs.ca.gov.

C. Order Limits/Dollar Thresholds (State Agencies Only)

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold. No 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 website](http://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority) (www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority).

D. Environmentally Preferred Purchasing (State Agencies Only)

- 1) Pursuant to Department of Technology State's Low Power Computing Guidelines identified in Technology Letter 12-03, all imaging equipment procured by state ordering agencies shall meet or exceed Electronic Product Environmental Assessment Tool (EPEAT) level Silver. Equipment will be deemed as meeting this requirement if the equipment is found on the [EPEAT registry](https://www.epeat.net/?category=imaging&country=United+States) (<https://www.epeat.net/?category=imaging&country=United+States>) and identified as EPEAT Silver.
- 2) Pursuant to Executive Order B-18-12 and its companion Green Building Action Plan, state ordering agencies shall purchase, install, and operate Environmental Protection Agency (EPA) Energy Star certified imaging equipment. Equipment will be deemed as meeting this requirement if the equipment is found on the [USEPA Energy Star database](https://www.energystar.gov/productfinder/product/certified-imaging-equipment/results) (<https://www.energystar.gov/productfinder/product/certified-imaging-equipment/results>) and identified as Energy Star.

E. California Seller's Permit (State Agencies Only)

California Seller's Permit information for each Contractor is identified in Attachment A. Prior to placing orders under these Cooperative Agreements, state agencies should verify that permits are currently valid on [California Department of Tax and Fee Administration \(CDTFA\) website](http://www.cdtfa.ca.gov/) (www.cdtfa.ca.gov/). State agencies must adhere to the file documentation required in the State Contracting Manual Volume, as applicable.

When issuing an order to an Authorized Reseller per Section 7.B, it is the state agency's responsibility to ensure that the reseller holds a valid California Seller's Permit.

F. Darfur Contracting Act Certification (State Agencies Only)

Contractors have a signed Darfur Contracting Act Certification on file with DGS-PD.

When issuing an order to an Authorized Reseller per Section 7.B, it is the state agency's responsibility to ensure that the reseller provides a Darfur Contracting Act Certification.

G. Civil Rights Certification (orders ≥ \$100,000) (State Agencies Only)

Contractors have a signed California Civil Rights Laws Attachment on file with DGS-PD.

When issuing an order to an Authorized Reseller per Section 7.B, it is the state agency's responsibility to ensure that the reseller provides a California Civil Rights Laws Attachment.

H. Iran Contracting Act Certification (orders over \$1 million) (State Agencies Only)

Contractors have a signed Iran Contracting Act Certification on file with the DGS-PD. When issuing an order to an Authorized Reseller, it is the state agency's responsibility to ensure that the reseller provides an Iran Contracting Act Certification.

Prior to award, the state agency must check the "Entities Prohibited from Contracting with Public Entities in California per the Iranian Contracting Act, 2010 List" posted by DGS to confirm firm is not listed as an ineligible business.

I. Generative Artificial Intelligence (GenAI) (State Agencies Only)

State agencies must follow the required GenAI purchase procedures outlined in the State Contracting Manual (SCM) and the California Department of Technology GenAI policies.

7. ORDERING PROCEDURES

A. Contractor Selection Process

1) State Agencies

State agencies electing to use these Cooperative Agreements must select a Contractor using the Best Value Request for Offer (RFO) process outlined below:

- a) *Develop RFO* – Ordering Agency will develop a RFO which includes the following information, at a minimum:

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- All relevant Ordering Agency contact information necessary for the Contractor to respond to the RFO
 - A detailed scope of work or list of product/services requested
 - Bidder Declaration (GSPD 05-105)
 - Compliance with Environmentally Preferred Purchasing policies outlined in Section 6.D Environmentally Preferred Purchasing, as applicable
 - Current Cost Analysis, as applicable
 - GenAI Required Solicitation Language (outlined in SCM Volume 2, Chapter 23).
- b) *Solicit Offers* – ****Ordering Agency shall solicit a minimum of three (3) offers. Offers may be solicited from Prime Contractors and/or State-approved Authorized Resellers.* [~~Ordering Agency shall solicit offers from a minimum of three Contractors.~~]***
- If multiple Contractors are solicited and less than three (3) offers are received, the Ordering Agency must document their file with the reasons why the other Contractors solicited did not respond with an offer.
 - Orders valued less than \$10,000 may be executed without obtaining multiple offers if fair and reasonable pricing has been established and documented within the procurement file.
- c) *Determine Best Value* – Ordering Agency will review all responsive offers and select a Contractor based on best value, with cost as one of the criteria.
- d) *Document Results* – Ordering Agency must document the results of the best value RFO process within the procurement file including, but not limited to, Contractors that were contacted, recap of their offers, how the selection was made and criteria for determining “best value”. Ordering Agencies have the option to use the Best Value Determination Worksheet (available in the State Contracting Manual) or the agency’s own form to document the results.
- e) *Issue Purchase Order* – Ordering Agency will issue purchase order document to the selected Contractor in accordance with Section 7.C (Purchase Order Form and Execution).
- 2) **Managed Print Services - Current Cost Analysis**
- a) Prior to developing an RFO for Managed Print Services, Ordering Agency must determine the current annual cost to operate all multifunctional copier/printer equipment by conducting a cost analysis. Refer to

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Attachment B – Sample Cost Analysis Worksheet. Below is a list of suggested determining factors:

- Total number of output devices by manufacturer (i.e., printers, multifunctional printers, fax machines, copiers, and scanners)
- Average number of annual impressions
- Useful life of device
- Useful life remaining
- Initial cost of each device
- Average annual cost for supplies (excluding paper and staples)
- Average annual cost for maintenance (service, maintenance kits, rollers, labor internal help desk)

3) Local Governmental Agencies

Local governmental agencies may use the contractor selection process described in Section 7.A.1 above or other process in accordance with their procurement policies and regulations.

B. Authorized Resellers

- 1) State-approved Authorized Resellers accept purchase orders and payment from Ordering Agencies for products and associated services offered under the specific Contractor's California Cooperative Agreement.
- 2) Ordering Agencies may only use State-approved Authorized Resellers for soliciting offers and order execution when:
 - a) Attachment A indicates Authorized Resellers are available for use under the specific California Cooperative Agreement, and
 - b) The firm is identified on the most current Approved Authorized Reseller listing posted on the State's Cal eProcure website.
- 3) When soliciting offers from Authorized Resellers, state agencies must retain a copy of the Approved Authorized Reseller listing in the procurement file.
- 4) All orders to Authorized Resellers must contain the California Cooperative Agreement number and the Prime Contractor's name.
 - a) FI\$Cal Agencies: Use "FI\$Cal Contract ID" assigned to Authorized Reseller when entering transactions in FI\$Cal.
 - b) Non-FI\$Cal Agencies: All purchase orders to Authorized Resellers must contain the California Cooperative Agreement Number and must be addressed as follows:

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*<Prime Contractor Name> c/o <Authorized Reseller Name>
<Reseller Address>*

C. Contract/Purchase Order Form and Execution

All Ordering Agency purchase order documents executed under these Cooperative Agreements must contain the applicable California Cooperative Agreement number as shown in Attachment A.

1) State Agencies

a) *STD 65 Purchase Documents* – State Agencies 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](https://www.dgs.ca.gov/PD/Forms) (<https://www.dgs.ca.gov/PD/Forms>).

b) *FI\$Cal Purchase Documents* – State agencies transacting in FI\$Cal will follow FI\$Cal procurement and contracting procedures.

2) Local Governmental Agencies

Local governmental agencies may use their own purchase order document in lieu of the State's purchase order form.

8. INVOICING AND PAYMENT

A. Payment Terms

Payment terms for these Cooperative Agreements are net forty-five (45) days. 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 forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

B. Payee Data Record

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

C. CAL-Card

Ordering Agencies may use the CAL-Card for the payment of invoices if accepted by the Contractor. Use of the CAL-Card requires the execution of a purchase order document as referenced in Section 7.C (Purchase Order Form) and must include all required documentation applicable to the purchase.

CAL-Card is a payment mechanism, not a procurement approach and, therefore, does not relieve state agencies from adhering to all procurement laws, regulations, policies, procedures, and best practices, including those discussed in the State Contracting Manual. This includes but is not limited to the application of all sales and use tax laws, rules, and policies as applicable to the purchase.

D. State Financial Marketplace

The State reserves the right to select the form of payment for all procurements, whether it is an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS \$Mart and/or Lease \$Mart). Agencies may visit the [State Financial Marketplace website](#) for further information.

9. CERTIFICATION OF PAYMENT OPTIONS – MILITARY & VETERANS CODE §§999.5 and 999.7(a) (SB588)

In accordance with the State Contracting Manual, Volume 2, Section 1203.1, State agencies shall require the Contractor to submit a complete and accurate *Prime Contractor's Certification – DVBE Subcontracting Report (STD 817)* upon acceptance of ordered goods or services for which the Contractor committed to DVBE subcontractor participation.

Upon delivery or completion of ordered goods or services, State agencies shall do the following:

- Provide proper withhold notification to prime contractors.
- Withhold \$10,000 or the full amount of the final invoice if less than \$10,000 pending receipt of the complete and accurate STD 817.
- Review the STD 817. If it is determined to be complete and accurate, authorize payment of the withhold.
- If the STD 817 is late or incomplete, department must send the prime contractor a cure notice allowing at least 15 days, but not more than 30 days, to meet the Certification of Payments to DVBE Subcontractors requirements.
- If the prime contractor does not comply by the identified deadline, permanently deduct the withhold.
- Retain all records for a minimum of six years.

10. PROBLEM RESOLUTION/CONTRACTOR PERFORMANCE

Ordering Agencies should first attempt to resolve complaints, issues, or disputes informally with the Contractor. If the issue or dispute cannot be resolved by the Ordering Agency, the issue may be elevated to the DGS-PD State Contract Administrator.

ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-24-70-46-01
Contractor Name	Canon U.S.A., Inc.
Contract Term	08/15/2024 through 07/31/2026
Link to Cal eProcure	Cal eProcure 7-24-70-46-01 webpage
Lead State Agreement	187646
Link to Price List	Price List (https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/)
Product/Service Categories	Group A (A3 MFD's) Group B (A4 MFD's) Group C (Production Equipment) Group D (Single-function Printers) Group E (Large/Wide Format Equipment) Group F (Scanners) Group G (Software) Group H (Consumable Supplies) Group I (Managed Print Services) Sub-Group G1 - Software Related Services Sub-Group C1 - Standalone Production Devices Sub-Group C2 – Industrial Print Equipment Sub-Group D1 – Specialty Printers
Seller's Permit Number	030625725 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Samantha Owens Phone: (631) 330-2754 Email: sowens@cusa.canon.com
Ordering Address	Canon U.S.A., Inc. Attn: Samantha Owens One Canon Park Melville, NY 11747
Ordering Email	isgbidadmin@cusa.canon.com
Authorized Resellers (Refer to Section 7.B)	Current Approved Authorized Reseller list is posted on Cal eProcure 7-24-70-46-01 webpage

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ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-24-70-46-02
Contractor Name	HP, Inc. dba HP Computing and Printing, Inc.
Contract Term	08/01/2024 through 07/31/2026
Link to Cal eProcure	Cal eProcure 7-24-70-46-02 webpage
Lead State Agreement	187822
Link to Price List	Price List (https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/)
Product/Service Categories	Group A (A3 MFD's) Group B (A4 MFD's) Group D (Single-function Printers) Group E (Large/Wide Format Equipment) Group F (Scanners) Group G (Software) Group H (Consumable Supplies) Group I (Managed Print Services) Sub-Group G1 – Software Related Services Sub-Group D1 – Specialty Printers
Seller's Permit Number	098039144 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Elizabeth Leach Phone: (501) 849-4740 Email: elizabeth.leach@hp.com
Ordering Address	HP Inc. dba HP Computing and Printing Inc. Attn: Public Sector 3800 Quick Hill Rd., Bldg. 2, Suite 100 Austin, TX 78728
Ordering Email	psorderprocessing@hp.com
Authorized Resellers (Refer to Section 7.B)	Current Approved Authorized Reseller list is posted on Cal eProcure 7-24-70-46-02 webpage

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ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-24-70-46-03
Contractor Name	Konica Minolta Business Solutions U.S.A., Inc.
Contract Term	08/01/2024 through 07/31/2026
Link to Cal eProcure	Cal eProcure 7-24-70-46-03 webpage
Lead State Agreement	187962
Link to Price List	Price List (https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/konica-minolta-business-solutions-usa-inc/)
Product/Service Categories	Group A (A3 MFD's) Group B (A4 MFD's) Group C (Production Equipment) Group D (Single-function Printers) Group E (Large/Wide Format Equipment) Group F (Scanners) Group G (Software) Group H (Consumable Supplies) Group I (Managed Print Services) Sub-Group G1 - Software Related Services Sub-Group C1 - Standalone Production Devices Sub-Group C2 – Industrial Print Equipment Sub-Group D1 – Specialty Printers
Seller's Permit Number	011609084 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Oliver Ferrasci Phone: (510) 708-5148 Email: oferrasci@kmb.konicaminolta.us
Ordering Address	Konica Minolta Business Solutions U.S.A., Inc. Attn: Corporate Orders 100 Williams Drive Ramsey, NJ 07446
Ordering Email	corporateorders@kmb.konicaminolta.us
Authorized Resellers (Refer to Section 7.B)	Current Approved Authorized Reseller list is posted on Cal eProcure 7-24-70-46-03 webpage

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ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-24-70-46-04
Contractor Name	Kyocera Document Solutions America, Inc.
Contract Term	08/15/2024 through 07/31/2026
Link to Cal eProcure	Cal eProcure 7-24-70-46-04 webpage
Lead State Agreement	189398
Link to Price List	Price List (https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/kyocera-document-solutions-america-inc/)
Product/Service Categories	Group A (A3 MFD's) Group B (A4 MFD's) Group D (Single-function Printers) Group E (Large/Wide Format Equipment) Group G (Software) Group H (Consumable Supplies) Group I (Managed Print Services) Sub-Group G1 - Software Related Services Sub-Group D1 – Specialty Printers
Seller's Permit Number	011650409 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Joseph Dolce Phone: (973) 882-6085 Email: joseph.dolce@da.kyocera.com
Ordering Address	Kyocera Document Solutions America, Inc. 225 Sand Road Fairfield, NJ 07004
Ordering Email	nat.order@da.kyocera.com
Authorized Resellers (Refer to Section 7.B)	Current Approved Authorized Reseller list is posted on Cal eProcure 7-24-70-46-04 webpage

ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-24-70-46-05
Contractor Name	Lexmark International, Inc.
Contract Term	2/11/2025 through 07/31/2026
Link to Cal eProcure	Cal eProcure 7-24-70-46-05 webpage
Lead State Agreement	188733
Link to Price List	Price List (https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/lexmark-international-inc/)
Product/Service Categories	Group B (A4 MFD's) Group D (Single-function Printers) Group G (Software) Group H (Consumable Supplies) Group I (Managed Print Services) Sub-Group G1 - Software Related Services Sub-Group D1 – Specialty Printers
Seller's Permit Number	100964874 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Ross Kezelman Phone: (859) 232-2000 Email: ross.kezelman@lexmark.com
Ordering Address	Lexmark International, Inc. 740 W New Circle Road Lexington, KY 40511
Ordering Email	ross.kezelman@lexmark.com
Authorized Resellers (Refer to Section 7.B)	Current Approved Authorized Reseller list is posted on Cal eProcure 7-24-70-46-05 webpage

ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-24-70-46-06
Contractor Name	Ricoh USA, Inc.
Contract Term	08/15/2024 through 07/31/2026
Link to Cal eProcure	Cal eProcure 7-24-70-46-06 webpage
Lead State Agreement	187846
Link to Price List	Price List (https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/ricoh-usa-inc/)
Product/Service Categories	Group A (A3 MFD's) Group B (A4 MFD's) Group C (Production Equipment) Group D (Single-function Printers) Group E (Large/Wide Format Equipment) Group F (Scanners) Group G (Software) Group H (Consumable Supplies) Group I (Managed Print Services) Sub-Group G1 - Software Related Services Sub-Group C1 - Standalone Production Devices Sub-Group C2 – Industrial Print Equipment Sub-Group D1 – Specialty Printers
Seller's Permit Number	097149153 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Todd Marron Phone: (971) 217-3421 Email: todd.marron@ricoh-usa.com
Ordering Address	Ricoh USA, Inc. 300 Eagle Blvd., Suite 200 Exton, PA 19341
Authorized Resellers (Refer to Section 7.B)	Current Approved Authorized Reseller list is posted on Cal eProcure 7-24-70-46-06 webpage

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ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-24-70-46-07
Contractor Name	Sharp Electronics Corporation
Contract Term	08/01/2024 through 07/31/2026
Link to Cal eProcure	Cal eProcure 7-24-70-46-07 webpage
Lead State Agreement	188627
Link to Price List	Price List (https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/)
Product/Service Categories	Group A (A3 MFD's) Group B (A4 MFD's) Group D (Single-function Printers) Group F (Scanners) Group G (Software) Group H (Consumable Supplies) Group I (Managed Print Services) Sub-Group G1 - Software Related Services Sub-Group D1 – Specialty Printers
Seller's Permit Number	011607572 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Laurie Williams Phone: (714) 371-8214 Email: WilliamsLau@sharpsec.com
Ordering Address	Sharp Electronics Corporation 100 Paragon Drive Montvale, NJ 07645
Ordering Email	snapcustomerservice@sharpsec.com
Authorized Resellers (Refer to Section 7.B)	Current Approved Authorized Reseller list is posted on Cal eProcure 7-24-70-46-07 webpage

ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-24-70-46-08
Contractor Name	Toshiba America Business Solutions, Inc.
Contract Term	08/01/2024 through 07/31/2026
Link to Cal eProcure	Cal eProcure 7-24-70-46-08 webpage
Lead State Agreement	188037
Link to Price List	Price List (https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/toshiba-america-business-solutions/)
Product/Service Categories	Group A (A3 MFD's) Group B (A4 MFD's) Group D (Single-function Printers) Group E (Large/Wide Format Equipment) Group G (Software) Group H (Consumable Supplies) Group I (Managed Print Services) Sub-Group G1 - Software Related Services Sub-Group D1 – Specialty Printers
Seller's Permit Number	097600084 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Jeff Ballard Phone: (949) 462-6327 Email: TABS-NASPO.CALIFORNIA@TABS.Toshiba.com
Ordering Address	Toshiba America Business Solutions, Inc. 25530 Commercentre Drive Lake Forest, CA 92630
Ordering Email	tabs-naspo@tabs.toshiba.com
Authorized Resellers (Refer to Section 7.B)	Current Approved Authorized Reseller list is posted on Cal eProcure 7-24-70-46-08 webpage

ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-24-70-46-09
Contractor Name	Xerox Corporation
Contract Term	08/01/2024 through 07/31/2026
Link to Cal eProcure	Cal eProcure 7-24-70-46-09 webpage
Lead State Agreement	187800
Link to Price List	Price List (https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/xerox-corporation/)
Product/Service Categories	Group A (A3 MFD's) Group B (A4 MFD's) Group C (Production Equipment) Group D (Single-function Printers) Group E (Large/Wide Format Equipment) Group F (Scanners) Group G (Software) Group H (Consumable Supplies) Group I (Managed Print Services) Sub-Group G1 - Software Related Services Sub-Group C1 - Standalone Production Devices Sub-Group C2 – Industrial Print Equipment Sub-Group D1 – Specialty Printers
Seller's Permit Number	098040852 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Michelle Yoshino Phone: (714) 262-8854 Email: michelle.yoshino@xerox.com
Ordering Address	Xerox Corporation PO Box 660502 Lewisville, TX 75057
Ordering Email	PublicSectorPORenewal@xerox.com
Authorized Resellers (Refer to Section 7.B)	N/A

ATTACHMENT B – Sample Cost Analysis Worksheet

Sample Cost Analysis Worksheet described in Section 7 (Ordering Procedures) is posted on each Contractor Cal eProcure page.

APPROVED AUTHORIZED RESELLERS

Participating Addendum: [7-24-70-46-02](#)

Title: Multi-Function Devices and Related Software, Services and Cloud Solutions

Contractor Name: HP, Inc. dba HP Computing and Printing, Inc.

Revision Date: **2/12/2026**

The following table identifies State-approved Authorized Resellers for the Participating Addendum referenced above. Refer to the Cooperative Agreement User Instructions posted at the link above for additional information and usage rules.

Authorized Reseller Name	Ordering Address	Ordering Fax	Ordering Email	Customer Service Phone	Sales Contact (if applicable)	California Certification # (SB/DVBE)	Contract ID (For F\$Cal purposes only)
Advanced Imaging Systems, Inc. dba Advanced Imaging Strategies	790 E. Colorado Blvd, Suite 790 Pasadena, CA 91101	N/A	LeasingTeam@ais-now.com	855-448-4247	Customer Service Representative	N/A	7-24-70-46-02.17
ARC Document Solutions, LLC dba ARC Imaging Resources	616 Monterey Pass Road Monterey Park, CA 91754	N/A	MP_SALES@E-ARC.COM	626-289-5021	Ed LeNoue	N/A	7-24-70-46-02.01
Broadway Typewriter Company, Inc. dba Arey Jones Educational Solutions	1055 Sixth Avenue, Suite 101 San Diego, CA 92101	800-403-8828	marketing@areyjones.com	800-998-9199	Erica Eichmann	N/A	7-24-70-46-02.02
California Surveying & Drafting Supply, Inc.	4733 Auburn Blvd Sacramento, CA 95841	N/A	orders@csdsinc.com	916-344-0232	Dan Soldavini	N/A	7-24-70-46-02.18
FlexTG, LLC	2431 Mercantile Drive, Suite A Rancho Cordova, CA 95742	N/A	matt.blevins@flextg.com	916-363-2666	Matt Blevins	N/A	7-24-70-46-02.08
Fruth Group, Inc	605 Wake Ave, Suite 3 El Centro, CA 922243	N/A	salesadmin@fruthgroup.com	760-352-4645	Walter Thomas	N/A	7-24-70-46-02.03
Golden Star Technology Inc. dba GST	12881 166th Street Cerritos, CA 90703	N/A	sales@gstinc.com	800-833-0128	Dennis Wang	N/A	7-24-70-46-02.04
ImageNet Consulting, LLC	913 N Broadway Avenue Oklahoma City, OK 73102	N/A	ahackett@imagenet.com	918-812-3709	Austin Hackett	N/A	7-24-70-46-02.05
Inland Digital Solutions, Inc.	9774 Crescent Center Drive, Suite 504 Rancho Cucamonga, CA 91730	N/A	jeffa@inlandds.com	909-293-8922	Jeff Ahmed	N/A	7-24-70-46-02.06
Intelligent VAR Technology dba INTELLI-TECH	1652 Yeager Avenue La Verne, CA 91750	N/A	orders@intelli-tech.com	909-394-5188	Rosy Salgado	N/A	7-24-70-46-02.07
M&S Technology Group LLC dba The Circle	32 Waterworks Way Irvine, CA 92618	N/A	orderprocessing@circlemsp.com	800-635-8558	Seneca Hayden	N/A	7-24-70-46-02.09
NWN Corporation dba NWN Solutions Corporation	11070 White Road Ste 250 Rancho Cordova, CA 95670	N/A	SCA_Sales_Team@nwn.ai	916-637-2200	Tim Meade	N/A	7-24-70-46-02.19
Pacific Office Automation Inc.	3304 Monier Circle, Suite 110 Rancho Cordova, CA 95742	562-741-5074	eric.pitassi@pacificoffice.com	562-298-1200	Eric Pitassi	N/A	7-24-70-46-02.10
Sehi Computer Products, Inc.	1275 Puerta Del Sol San Clemente, CA 92673	949-498-1770	sehica@sehi.com	800-346-6315	Carol Taylor	N/A	7-24-70-46-02.11
Signa Digital Solutions, Inc.	8902 Activity Road, Suite B San Diego, CA 92026	N/A	SKIRBY@GOSIGNA.COM	858-467-7979	Shannon Kirby	50395	7-24-70-46-02.12
Steven Enterprises, Inc.	17952 Sky Park Circle, Suite E Irvine, CA 92614	N/A	sean@plotters.com	800-491-8785	Sean Tamburino	15197	7-24-70-46-02.13
SupplyMaster, Inc.	999 N. Pacific Street, Unit G27 Oceanside, CA 92054	877-777-4555	orders@supplymaster.com	760-745-2580	Susan Brewer	1755058	7-24-70-46-02.14
UBEO West, LLC dba UBEO Business Services	3131 Esplanade Chico, CA 95974	N/A	jmilan@ubeo.com	916-577-1666	Jason Milian	N/A	7-24-70-46-02.15
Visual Edge IT, Inc.	650 E Hospitality Lane, Suite 500 San Bernardino, CA 92408	N/A	kallen@visualedge.com	N/A	Kim Allen	N/A	7-24-70-46-02.16