



Office of the State Chief Information Officer
Administration Division
P.O. Box 1810
Rancho Cordova, CA 95741-1810

To: Office of the State Chief Information Officer Customers

Date: March 18, 2010

From: Office of the State Chief Information Officer

Subject: 2010/2011 INTERAGENCY AGREEMENT

The Office of the State Chief Information Officer (OCIO) 2010/2011 Interagency Agreement (IAA) package is available for your completion and signature. All renewals are due 60 days prior to the expiration date in order to execute in a timely manner. Please note that we have significantly streamlined the IAA document. The IAA will no longer be used to document requirements for specific systems. Please contact your Account Manager or Customer Representative if your department has a need of this type. Furthermore, please be advised that if your department does not have an IAA in place, your department will not have the ability to submit Service Requests.

Annual IAAs are normally established on a fiscal year basis (July 1 – June 30), however, they may cover any time period. To streamline paperwork, the OCIO encourages multiple year Agreements. The expiration date on all approved IAAs may be extended by submitting a Standard Agreement Amendment for I.T. Goods/Services Only, (STD 213A) in advance of the expiration date.

The Department of General Services (DGS) has authorized the OCIO with Data Center IAA Purchasing Authority Delegation, DIA-003, giving the OCIO authorization to fully execute routine information technology (IT) agreements and related amendments for payment to OCIO for computer processing and IT related services. There is no dollar threshold for agreements or amendments executed under this purchasing authority, therefore, **IAAs do not need to be submitted to DGS for approval.** *IAAs sent to the DGS for review will result in duplicate billing for IAA processing.*

Please complete two (2) IAA packages with original signatures no later than 60 days prior to the expiration date, and return to the IAA Processing Analyst at:

Office of the State Chief Information Officer
Administrative Services Branch
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attention: OCIO IAA Processing Analyst (Y18)

Once the IAA package is fully executed, one (1) original copy will be returned to the attention of the designated Contract Analyst (Exhibit C, Page 1 of 2).

If you have any questions regarding the IAA template, please contact the OCIO IAA Processing Analyst, at (916) 739-7509, by email at iaaprocessinganalyst@state.ca.gov, or to be redirected to the Procurement Manager, clerical staff at (916) 739-7514. If you have any other questions regarding services, costs, rates, etc., please contact your Customer Representative.

S. Russell, Procurement Manager
Administration Division

Enclosures

INTERAGENCY AGREEMENT (IAA) INSTRUCTIONS

These instructions apply to all IAAs submitted by customers for the services beginning on or after July 1, 2010.

The entire IAA package is available to download from the OCIO web site at: <http://www.dts.ca.gov/Customers/services.asp?key=22>.

STANDARD 213 - STANDARD AGREEMENT FOR I.T. GOODS AND SERVICES ONLY

- The Standard 213 is the cover page for the IAA to which the exhibits are attached.
- Sections titled "STATE AGENCY NUMBER" and "CONTRACTOR NUMBER," are provided for identifying purposes that pertain to the IAA.
- Section titled "SCPRS REGISTRATION NUMBER" is provided and requires the department receiving services to register an IAA over \$5,000.00 within the Department of General Services' (DGS) SCPRS system at: <https://www.bidsync.com>, and to document the generated number.
- The term date is normally established by fiscal year (July 1 – June 30), however, a multi-year IAA is encouraged.
- The encumbrance amount of the IAA may be estimated based upon the OCIO' current rate schedule, which can be viewed at: <http://www.dts.ca.gov/customers/rates.asp?key=23>.
- Exemption language for all agreements is addressed on the bottom right corner. The OCIO holds IAA delegation (DIA-003), which authorizes approval of all IAAs for services rendered to customers without regard to dollar amount, thereby eliminating the need for DGS approval.

EXHIBIT A – GENERAL INFORMATION

EXHIBIT B - BUDGET DETAIL AND PAYMENT PROVISIONS

EXHIBIT C – CUSTOMER COMPLETION FORM

- Contact information must be provided to the OCIO for recordkeeping purposes.
- The completion of the appropriation data must be completed to process invoices by direct transfer.
- The completion of Funding Inquiry is mandated by the Department of Finance and the Federal Department of Health and Human Services for state and federal audits.
- The completion of Operational Recovery Inquiry is critical information to the OCIO for planning and meeting customer demand/requirements for these essential services.
- The completion of After-Hours Contact is required in order to get customers up and running sooner when the outage is connected with their site.

STANDARD 215 - AGREEMENT SUMMARY

The Standard 215 is necessary to identify funding information. The Accounting Officer's signature is required in item #11.

STANDARD AGREEMENT

FOR I.T. GOODS/SERVICES ONLY

REGISTRATION NUMBER
EP 1072517
STATE AGENCY NUMBER
10-029
CONTRACTOR NUMBER

PURCHASING AUTHORITY NUMBER
9I-1010-BOE-HQ1

1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME BOARD OF EQUALIZATION	(hereafter called Customer)
CONTRACTOR'S NAME OFFICE OF THE STATE CHIEF INFORMATION OFFICER	(hereafter called Contractor)
2. The term of this Agreement is: July 1, 2010 through June 30, 2011
3. The maximum amount of this Agreement is: \$ 11,200,000.00
Eleven Million, Two Hundred Thousand Dollars and Zero Cents
4. The parties agree to comply with the terms and conditions of the following attachments which are by this reference made a part of the Agreement:

Exhibit A – General Information	1 page
Exhibit B - Budget Detail and Payment Provisions	2 pages
Exhibit C- Customer Completion Form	2 pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>	
OFFICE OF THE STATE CHIEF INFORMATION OFFICER	
BY <i>(Authorized Signature)</i> 	DATE SIGNED
PRINTED NAME AND TITLE OF PERSON SIGNING	
S. RUSSELL, Procurement Manager, Administration Division	
ADDRESS	
P.O. Box 1810, Rancho Cordova, CA 95741-1810	
STATE OF CALIFORNIA	
AGENCY NAME	
BOARD OF EQUALIZATION	
BY <i>(Authorized Signature)</i> 	DATE SIGNED
PRINTED NAME AND TITLE OF PERSON SIGNING	
SUZAN BILLS, Contract Manager	
ADDRESS	
450 N Street, MIC 24; Sacramento, CA 95814	

Agreements over \$50,000 are exempt from DGS approval per Delegation DIA-003.

Agreements under \$50,000 are exempt from DGS approval per SCM 4.04.5.A.

GENERAL INFORMATION

1. This Interagency Agreement (IAA) is entered into by and between the Board of Equalization (hereinafter referred to as the "State of California" or "Customer") and the Contractor (hereinafter referred to as the "Office of the State Chief Information Officer" or "the OCIO") for the purpose of obtaining information technology services, materials or equipment. This IAA shall represent the cost of ongoing services provided to the Customer by OCIO along with the cost of projected new services to be requested through the Service Request process. This IAA shall be augmented through the OCIO Service Request (SR) process with any resulting mutually agreed upon contractual terms becoming a part of this IAA, as if fully set forth herein. The IAA also provides for payment for these services pursuant to State Administration Manual (SAM) sections 8752-8752.1 and section 3.03 of the State Contracting Manual.
2. The OCIO agrees to:
 - A. Provide efficient and effective services to the above named Customer. In addition, the OCIO is committed to provide a high level of quality services. In order to achieve these goals and to ensure a clear understanding of the Customer's business requirements, the OCIO provides Customer Representatives to:
 - 1) Maintain a continual working relationship with the Customer.
 - 2) Coordinate joint development of work plans.
 - 3) Develop partnerships to reach share objectives.
 - B. The OCIO management is also available to consult with customers in developing strategies for future information technology projects.
3. The Contract Administrators and other staff during the term of this IAA are identified in Exhibit C and may be changed without amendment to this agreement upon written notification to the other party to include replacement staff's name, address, phone, fax and email address.
4. The Customer and the OCIO agree to enter into and comply with the terms and conditions of Board of Equalization Memorandum of Understanding (MOU) #10-506 for safeguarding confidential federal tax information, which by this reference is made a part of this IAA.

BUDGET DETAIL AND PAYMENT PROVISIONS

1. GENERAL CUSTOMER OBLIGATIONS

- A. Return completed Interagency Agreement (IAA) renewal package to the Office of the State Chief Information Officer (OCIO) no later than 60 days prior to the expiration date. In the event a Customer does not return a completed IAA renewal package during the required time frame, the OCIO will escalate the matter with Customer agency. Any costs incurred by the OCIO on behalf of the Customer after the expiration date will be billed to the Customer and processed by direct transfer.
- B. Customers must provide 45 calendar days cancellation notice for specific services to be terminated. Lead-time for cancellation of services is vendor-dependent and may require additional lead-time for processing termination documents. Notification to terminate services must be submitted to the OCIO via a Service Request form (OCIO 098) which is available on OCIO' web site at: http://www.dts.ca.gov/custguide/Resources_and_Tools/Forms.htm. The targeted completion date noted on the Service Request must allow time for the lead-time required to cancel services. Due to the daily accumulation of system utilization and cost activity within the billing system, retroactive termination of services will not be considered. For additional information regarding lead-times for canceling services, please contact your Customer Representative.
- C. Customer invoices will be processed by direct transfer for services billed at the specified rates. Use of services and goods provided by the OCIO to the Customer constitutes an obligation and will be paid by direct transfer.
- D. In the event the Customer utilizes, requires, accepts or requests services that exceed the amount authorized by this Agreement, the Customer is responsible for all charges incurred, and shall agree to amend this Agreement, in writing, to provide payment to the OCIO to the extent services have been provided. Such payment for services incurred beyond the amount authorized by this Agreement shall be made payable on or before the Agreement expiration date. If, after the conclusion of the subject Agreement period, it is determined that monies above and beyond that which was authorized by this Agreement are owed to the OCIO for services received by the Customer, the Customer shall amend the Agreement, agreeing to pay the outstanding amount in full, no later than 60 calendar days from discovery of the outstanding payment due.

2. INVOICING

- A. Upon receipt and approval of appropriate invoices for services rendered in accordance with this IAA, the Customer agrees to compensate the OCIO for services billed incurred in accordance with the rates specified herein.
- B. Invoices shall include the OCIO IAA number and shall be submitted in duplicate not more frequently than monthly in arrears to the billing address identified in Exhibit C.

3. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this IAA does not appropriate sufficient funds for the program, this IAA shall be of no further force and effect. In this event, the Customer shall have no liability to pay any funds whatsoever to the OCIO, or to furnish any other considerations under this IAA, and the OCIO shall not be obligated to perform any provisions of this IAA.
- B. If funding for any Fiscal Year is reduced or deleted by the Budget Act for purposes of this program, the Customer shall have the option to either cancel this IAA with no further liability except as otherwise specified herein, or submit an amendment to reflect the reduced amount.

4. PAYMENT TERMS

- A. Costs for this IAA shall be computed in accordance with SAM sections 8752 and 8752.1.
- B. The cost of performance is based upon the OCIO' Billing Rate Schedule. The rates are subject to change upon 30 calendar days' prior written notice from the OCIO. These rates may be viewed on the OCIO' web site at: <http://www.dts.ca.gov/customers/rates.asp?key=23>.
- C. The OCIO will process Customer invoices by direct transfer. (*See Exhibit C for department information.*)

5. CUSTOMER RESPONSIBILITY

It will be the responsibility of the Customer to notify the OCIO in writing within five (5) State business days after receipt/installation of goods from a vendor or other State agency (i.e., equipment, telecommunications lines, and software products). Such notification shall be sent to:

Office of the State Chief Information Officer
Warehouse Receiving at:
warehouseceiving@state.ca.gov

CUSTOMER COMPLETION FORM

OFFICE OF THE STATE CHIEF INFORMATION OFFICER:

CONTRACT ADMINISTRATOR: OCIO IAA PROCESSING ANALYST- Y-18 ADMINISTRATION DIVISION	CUSTOMER REPRESENTATIVE: CUSTOMER RELATIONS BRANCH
P.O. BOX 1810 RANCHO CORDOVA, CA 95741-1810	P.O. BOX 1810 RANCHO CORDOVA, CA 95741-1810
PHONE: (916) 739-7509 FAX (916) 739-7755 EMAIL: iaaprocessinganalyst@state.ca.gov	PHONE: (916) 454-7225 FAX: (916) 454-7273

STATE OF CALIFORNIA:

CONTRACT ANALYST: Kay Weaver	BILLING CONTACT: Lina Lopez
ADDRESS: 450 N Street, MIC 24 Sacramento, CA 95814	ADDRESS: 450 N Street, MIC 23 Sacramento, CA 95814
PHONE: (916) 445-1174 FAX: (916) 322-3184 EMAIL: Kay.Weaver@boe.ca.gov	PHONE: (916) 327-9638 FAX: (916) 445-2884 EMAIL: Lina.Lopez@boe.ca.gov
CONTRACT ADMINISTRATOR: Mark Peletta	TECHNICAL CONTACT: Susan Ohnmacht
ADDRESS: 450 N Street, MIC 26 Sacramento, CA 95814	ADDRESS: 450 N Street, MIC 26 Sacramento, CA 95814
PHONE: (916) 323-1089 FAX: (916) 327-3483 EMAIL: Mark.Peletta@boe.ca.gov	PHONE: (916) 322-0654 FAX: (916) 327-3483 EMAIL: Susan.Ohnmacht@boe.ca.gov

PAYMENT TERMS (See Exhibit B, Page 2 of 2, Item 4, C)

Customer invoices will be processed by Direct Transfer.

Direct Transfer - OCIO will process monthly invoice in arrears by direct transfer. Customer will continue to receive monthly invoice.

Appropriation Data Required to Process Direct Transfer:

Fund Number: 0001

Category: 30

Sub Fund:

Program:

Agency Code: 0860_

Element:

Fiscal Year: 10/11

Component:

Reference: 001

Task:

FUNDING INQUIRY

The OCIO is mandated by the Department of Finance and the Department of Health and Human Services to maintain funding information for state and federal audits.

- A. Does your agency receive any federal funds? Yes No
- B. If yes, does funding for this IAA contain any federal funds? Yes No
- C. If yes, what dollar amount received by the OCIO is federal money? \$

OPERATIONAL RECOVERY INQUIRY

The OCIO offers Operational Recovery Hot Site Services. Quotations for this service will be provided by the OCIO's Operational Recovery Coordinator and are based on agency individual requirements.

- A. Does your agency plan to use this service during the term of this Agreement? Yes No
- B. If yes, are funds included in this IAA for these services? Yes No
- C. If no, when will the IAA be amended to add funds for these services? Date

In order to provide for the emergency restoration of the Customer's systems in the event of a disaster, the Customer must separately subscribe to the Operational Recovery Services offered by the OCIO. If the Customer has not subscribed to these Operational Recovery Services, the Customer's operations may not be restored for a significant length of time and the OCIO will not be responsible for the proper operation of the Customer's systems in the event of a disaster.

AGREEMENT SUMMARY

STD 215 (Rev 4/2002)

AGREEMENT NUMBER 10-029	AMENDMENT NUMBER
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CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

1. CONTRACTOR'S NAME OFFICE OF THE STATE CHIEF INFORMATION OFFICER	2. FEDERAL I.D. NUMBER 68-0278724
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3. AGENCY TRANSMITTING AGREEMENT BOARD OF EQUALIZATION	4. DIVISION, BUREAU, OR OTHER UNIT Technology Support Division	5. AGENCY BILLING CODE 024000
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6. NAME AND TELEPHONE NUMBER OF CONTRACT ANALYST FOR QUESTIONS REGARDING THIS AGREEMENT
Kay Weaver (916) 445-1174 E-mail: Kay.Weaver@boe.ca.gov

7. HAS YOUR AGENCY CONTRACTED FOR THESE SERVICES BEFORE?
 NO YES (If YES, enter prior contractor name and Agreement Number) **09-018, BOE-DTS**

8. BRIEF DESCRIPTION OF SERVICES - LIMIT 72 CHARACTERS INCLUDING PUNCTUATION AND SPACES
Computer Processing and related services

9. AGREEMENT OUTLINE (Include reason for Agreement: Identify specific problem, administrative requirement, program need or other circumstances making the Agreement necessary; include special or unusual terms and conditions.)
To provide computer processing for mainframe and client services housed at the Office of State Chief Information Officer and related processing services.

10. PAYMENT TERMS (More than one may apply.)
 MONTHLY FLAT RATE QUARTERLY ONE -TIME PAYMENT PROGRESS PAYMENT
 ITEMIZED INVOICE WITHHOLD _____ % ADVANCED PAYMENT NOT TO EXCEED
 REIMBURSEMENT/REVENUE \$ _____ Or _____ %
 OTHER (Explain) _____

11. PROJECTED EXPENDITURES FUND TITLE	ITEM	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
General	0860-001-0001	10-11		2010	\$ 11,200,000.00
					\$
					\$

OBJECT CODE **382-4280** Program Code **8500** AGREEMENT TOTAL \$ **11,200,000.00**

OPTIONAL USE AMOUNT ENCUMBERED BY THIS DOCUMENT
\$ 11,200,000.00

I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above. PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT
\$ 0.00

ACCOUNTING OFFICER'S SIGNATURE DATE SIGNED TOTAL AMOUNT ENCUMBERED TO DATE
\$ 11,200,000.00

12. AGREEMENT	From	Through	TOTAL COST OF THIS TRANSACTION	BID, SOLE SOURCE, EXEMPT
Original	7/1/10	6/30/11	\$ 11,200,000.00	Exempt
Amendment No. 1			\$	
Amendment No. 2			\$	
Amendment No. 3			\$	
TOTAL			\$ 11,200,000.00	

(Continue)

AGREEMENT SUMMARY

STD. 215 (Rev 04/2002)

13. BIDDING METHOD USED:

- REQUEST FOR PROPOSAL (RFP) INVITATION FOR BID (IFB) USE OF MASTER SERVICE AGREEMENT
(Attach justification if secondary method is used)
- SOLE SOURCE CONTRACT EXEMPT FROM BIDDING OTHER *(Explain)* **PCC 10340(b)(3)**
(Attach STD. 821) *(Give authority for exempt status)*

NOTE: *Proof of advertisement in the State Contracts Register or an approved form STD. 821, Contract Advertising Exemption Request, must be attached*

14. SUMMARY OF BIDS *(List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)*
N/A

15. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, PLEASE EXPLAIN REASON(S) *(If an amendment, sole source, or exempt, leave blank)*
N/A

16. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?
IAA WITH GOVERNMENT AGENCY

17. JUSTIFICATION FOR CONTRACTING OUT *(Check one)*

- Contracting out is based on cost savings per Government Code 19130(a). The State Personnel Board has been so notified. Contracting out is justified based on Government Code 19130(b). Justification for the Agreement is described below.
- Justification:*

18. FOR AGREEMENTS IN EXCESS OF \$5,000, HAS THE LETTING OF THE AGREEMENT BEEN REPORTED TO THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING?

- NO YES N/A

19. HAVE CONFLICT OF INTEREST ISSUES BEEN IDENTIFIED AND RESOLVED AS REQUIRED BY THE STATE CONTRACT MANUAL SECTION 7.10?

- NO YES N/A

20. FOR CONSULTING AGREEMENTS, DID YOU REVIEW ANY CONTRACTOR EVALUATIONS ON FILE WITH THE DGS LEGAL OFFICE?

- NO YES NONE ON FILE N/A

21. IS A SIGNED COPY OF THE FOLLOWING ON FILE AT YOUR AGENCY FOR THIS CONTRACTOR?

- A. CONTRACTOR CERTIFICATION CLAUSES NO YES N/A
- B. STD. 204, VENDOR DATA RECORD NO YES N/A

22. REQUIRED RESOLUTIONS ARE ATTACHED

- NO YES N/A

23. ARE DISABLED VETERANS BUSINESS ENTERPRISE GOALS REQUIRED? *(If an amendment, explain changes, if any)*

- NO *(Explain below)* YES *(If YES complete the following)*

DISABLED VETERAN BUSINESS ENTERPRISES: _____ % OF AGREEMENT

- Good faith effort documentation attached if 3% goal is not reached.
- We have determined that the contractor has made a sincere good faith effort to meet the goal.

Explain:

EXEMPT Interagency Agreement

24. IS THIS A SMALL BUSINESS CERTIFIED BY OSBCR?

- NO YES *(Indicate Industry Group)*

SMALL BUSINESS REFERENCE NUMBER

25. IS THIS AGREEMENT (WITH AMENDMENTS) FOR A PERIOD OF TIME LONGER THAN ONE YEAR? *(If YES, provide justification)*

- NO YES

I certify that all copies of the referenced Agreement will conform to the original Agreement sent to the Department of General Services.

SIGNATURE/TITLE

Suzan Bills, Contract Manager

DATE SIGNED

STANDARD AGREEMENT

FOR I.T. GOODS/SERVICES ONLY

REGISTRATION NUMBER
EP 1072517
STATE AGENCY NUMBER
10-029
CONTRACTOR NUMBER

PURCHASING AUTHORITY NUMBER
9I-1010-BOE-HQ1

1. This Agreement is entered into between the State Agency and the Contractor named below

<small>STATE AGENCY'S NAME</small> BOARD OF EQUALIZATION	<small>(hereafter called Customer)</small>
<small>CONTRACTOR'S NAME</small> OFFICE OF THE STATE CHIEF INFORMATION OFFICER	<small>(hereafter called Contractor)</small>
2. The term of this Agreement is: July 1, 2010 through June 30, 2011
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Eleven Million, Two Hundred Thousand Dollars and Zero Cents
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- | | |
|--|---------|
| Exhibit A – General Information | 1 page |
| Exhibit B - Budget Detail and Payment Provisions | 2 pages |
| Exhibit C- Customer Completion Form | 2 pages |

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	<small>CALIFORNIA</small> Department of General Services <small>Use Only</small>
<small>CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)</small> OFFICE OF THE STATE CHIEF INFORMATION OFFICER	
<small>BY (Authorized Signature)</small> 	<small>DATE SIGNED</small>
<small>PRINTED NAME AND TITLE OF PERSON SIGNING</small> S. RUSSELL, Procurement Manager, Administration Division	
<small>ADDRESS</small> P.O. Box 1810, Rancho Cordova, CA 95741-1810	
<small>STATE OF CALIFORNIA</small>	
<small>AGENCY NAME</small> BOARD OF EQUALIZATION	
<small>BY (Authorized Signature)</small> 	<small>DATE SIGNED</small>
<small>PRINTED NAME AND TITLE OF PERSON SIGNING</small> SUZAN BILLS, Contract Manager	
<small>ADDRESS</small> 450 N Street, MIC 24; Sacramento, CA 95814	

Agreements over \$50,000 are exempt from DGS approval per Delegation DIA-003.

Agreements under \$50,000 are exempt from DGS approval per SCM 4.04.5.A.

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 - A. Provide efficient and effective services to the above named Customer. In addition, the OCIO is committed to provide a high level of quality services. In order to achieve these goals and to ensure a clear understanding of the Customer's business requirements, the OCIO provides Customer Representatives to:
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3. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this IAA does not appropriate sufficient funds for the program, this IAA shall be of no further force and effect. In this event, the Customer shall have no liability to pay any funds whatsoever to the OCIO, or to furnish any other considerations under this IAA, and the OCIO shall not be obligated to perform any provisions of this IAA.
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- B. The cost of performance is based upon the OCIO' Billing Rate Schedule. The rates are subject to change upon 30 calendar days' prior written notice from the OCIO. These rates may be viewed on the OCIO' web site at: <http://www.dts.ca.gov/customers/rates.asp?key=23>.
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Office of the State Chief Information Officer
Warehouse Receiving at:
warehousereceiveing@state.ca.gov

CUSTOMER COMPLETION FORM

OFFICE OF THE STATE CHIEF INFORMATION OFFICER:

CONTRACT ADMINISTRATOR:	CUSTOMER REPRESENTATIVE:
OCIO IAA PROCESSING ANALYST- Y-18 ADMINISTRATION DIVISION	CUSTOMER RELATIONS BRANCH
P.O. BOX 1810 RANCHO CORDOVA, CA 95741-1810	P.O. BOX 1810 RANCHO CORDOVA, CA 95741-1810
PHONE: (916) 739-7509 FAX (916) 739-7755 EMAIL: iaaprocessinganalyst@state.ca.gov	PHONE: (916) 454-7225 FAX: (916) 454-7273

STATE OF CALIFORNIA:

CONTRACT ANALYST:	BILLING CONTACT:
Kay Weaver	Lina Lopez
ADDRESS: 450 N Street, MIC 24 Sacramento, CA 95814	ADDRESS: 450 N Street, MIC 23 Sacramento, CA 95814
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CONTRACT ADMINISTRATOR:	TECHNICAL CONTACT:
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PAYMENT TERMS (See Exhibit B, Page 2 of 2, Item 4, C)

Customer invoices will be processed by Direct Transfer.

Direct Transfer - OCIO will process monthly invoice in arrears by direct transfer. Customer will continue to receive monthly invoice.

Appropriation Data Required to Process Direct Transfer:

Fund Number: 0001

Category: 30

Sub Fund:

Program:

Agency Code: 0860_

Element:

Fiscal Year: 10/11

Component:

Reference: 001

Task:

FUNDING INQUIRY

The OCIO is mandated by the Department of Finance and the Department of Health and Human Services to maintain funding information for state and federal audits.

- A. Does your agency receive any federal funds? Yes No
- B. If yes, does funding for this IAA contain any federal funds? Yes No
- C. If yes, what dollar amount received by the OCIO is federal money? \$

OPERATIONAL RECOVERY INQUIRY

The OCIO offers Operational Recovery Hot Site Services. Quotations for this service will be provided by the OCIO's Operational Recovery Coordinator and are based on agency individual requirements.

- A. Does your agency plan to use this service during the term of this Agreement? Yes No
- B. If yes, are funds included in this IAA for these services? Yes No
- C. If no, when will the IAA be amended to add funds for these services? Date

In order to provide for the emergency restoration of the Customer's systems in the event of a disaster, the Customer must separately subscribe to the Operational Recovery Services offered by the OCIO. If the Customer has not subscribed to these Operational Recovery Services, the Customer's operations may not be restored for a significant length of time and the OCIO will not be responsible for the proper operation of the Customer's systems in the event of a disaster.