<u>M-0483</u>

WSCA Computer Contract

Notice of Award

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Notice of Award (NOA) Text

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WSCA Computer Contract

STATE AGENCIES: Prior to placing orders review the "<u>Moratorium on Procurements</u> <u>of Information Technology (IT) Hardware, Software and Related Services</u>" Circular Letter - <u>http://www.nj.gov/infobank/circular/cir0714b.pdf</u>.

Purpose and Intent

The purpose of this contract is to provide State Agencies and Cooperative Purchasing Partners with a procurement mechanism to purchase products and services in the following contract line areas:

Contract Line	Line Item Description	Contract Line	Line Item Description
1	Desktop computers and desktop computer bundles	9	LAN/WAN hardware
2	Laptop computers, notebooks, tablets and bundles	10	Computer parts
3	Printers	11	Supplies and consumables for computers and printers
4	Peripherals	12	Scanners
5	Desktop computer software	13	Multi-function machines
6	Server software	14	Point-of-sale hardware
7	Servers and server bundles	15	Point-of-sale software
8	Storage solutions	16	Service and Training

Please note that although the WSCA contract includes them, all PDAs must be purchased from the existing Wireless Devices Contract (T-216A-

<u>http://www.state.nj.us/treasury/purchase/noa/contracts/t216a.shtml</u>) Standard Configurations where available will ensure the deepest discounts. For how to use and up to date price information please refer to the **Method of Operation** and **Price List** links located on the <u>NOA webpage</u> -

http://www.state.nj.us/treasury/purchase/noa/contracts/m0483.shtml.

Background:

The State of New Jersey has joined WSCA, the recognized purchasing cooperative, to leverage its computer buying power and achieve significant cost savings for taxpayers.

In July 2007, New Jersey entered into a Cooperative Agreement that permits agencies to participate in the WSCA 2004-2009 Computer Contract. The State of New Jersey has awarded contracts to the vendors listed on the <u>NOA webpage</u> - <u>http://www.state.nj.us/treasury/purchase/noa/contracts/m0483.shtml</u>.

New or Discontinued Products

The process of adding new products or removing discontinued products is maintained by the State of Minnesota. Contractors must not send this information to the State of NJ. Furthermore, Using Agency personnel are not to call the State of Minnesota; interaction with the State of Minnesota is coordinated by the Division of Purchase and Property.

Any questions regarding products eligible for purchase under this contract must be directed to the New Jersey Purchase Bureau buyer listed on the <u>Notice of Award</u> page - <u>http://www.state.nj.us/treasury/purchase/noa/contracts/m0483.shtml.</u>

Resellers and Subcontractors

The contractor must submit a written request to add resellers and/or subcontractors to its contract. The request must be sent to the assigned <u>NJ Contracting Officer</u>. The request must be on company letterhead, be signed by a company representative and include a list of all resellers and subcontractors that are requested to be added to the contract. The request must include specifically the products and/or services the reseller and/or subcontractor will provide under the contract. The contractor must also include a copy of the reseller and/or subcontractor's New Jersey Business Registration Certificate or provide proof of its

Business Registration status. Once approved, the <u>NJ Contracting Officer</u> will send an approval letter to the contractor. The contractor should provide its resellers and/or subcontractors with a copy of the approval letter in order for the reseller and/or subcontractor to conduct business under its contract.

Quarterly Reports

All contractors are required to submit Quarterly Reports to the Purchase Bureau's assigned <u>NJ Contracting Officer</u>. The Quarterly Reports must be in Microsoft Excel format and must contain all sales for State Agencies and Cooperative Purchasing Partners.

Method of Operation – State Agencies

**Ordering Standard Configuration equipment will ensure deepest discounts. **

Each vendor awarded under the WSCA Computer Contract has established a website for our state. Using Agencies must determine their needs and then go to the website(s) that provide the products and/or services required. The agency should then obtain a quote from the website.

Please note: Some vendors use authorized dealers to service their contract. Products will be ordered directly through these authorized dealers. These dealers are listed on the Vendor's Web Site along with the Product catalogs and the procedure for obtaining price quotes. To Create a Purchase Order the State Agency will overwrite the default vendor code on the MACS-E "OFST" screen with the selected dealer's vendor code.

To complete the purchasing process a quote with the following information is required:

- a. Product Information Product part or SKU number (manufacturer's and contractor's number if both are available), detailed description, quantity desired, net unit cost, discount or discounted price as awarded under the contract and the total price.
- b. Vendor's electronic Quote number if available
- c. Product availability, including back-order status, if applicable
- d. Total Cost for all items contained on the vendor's price quote
- e. All price quotes must have the vendor code

Using the vendor's price quote, the State Agency will then create a purchase order by grouping the products on the vendor quote into the corresponding contract line numbers as specified on the Price List page (i.e. computers, servers, printers, etc). The electronic quote number(s) must be conspicuously placed on the Purchase Order. The State Agency will then insert the total dollar amount of the line item(s) for each product/category it is purchasing.

After creation of the purchase order, the State Using Agency will send the draft purchase order, a copy of vendor's price quote from the website and the vendor website URL to OIT for approval. Once approved by OIT, the State agency will issue the PO to the vendor(s) for purchase.

Method of Operation – Cooperative Purchasing Agencies

Ordering Products

Each vendor awarded a WSCA contract has established a "NJ State Store" website. Agencies must determine their needs and then go to the website or websites that can provide the products and/or services to meet those needs. An agency can obtain a quote from the website. **Please keep in mind that ordering standard configuration equipment will ensure the deepest discounts.**

Contract vendors that use authorized New Jersey dealers to service their contract, have their dealers listed on the vendor's website along with the product catalogs and the procedure for obtaining price quotes. All price quotations are to be sought via the vendor's NJ State Store websites.

Quotations: Each website quote must include the following items that are necessary to complete a Purchase Order:

- a. Product information Product part or SKU number (manufacturer's and contractor's number if both are available), detailed description, quantity desired, net unit cost, discount or discounted price as awarded under the contract and the total price
- b. Vendor's electronic Quote number if available
- c. Product availability, including back-order status, if applicable
- d. Total cost for all items contained on the vendor's price quote
- e. All price quotes must have the vendor identification number.

Using the vendor's price quote, the agency will then authorize a purchase order in accordance with their own internal procedures and in compliance with State Cooperative Purchasing statutes and regulations.

Cooperative purchasing agencies that operate under the Local Public Contracts Law or the Public School Contracts Law are reminded that:

- (1) Purchases in excess of the agency's bid threshold must be awarded by the agency governing body.
- (2) The Vendor's State Contract number must appear on the purchase order document.
- (3) The Division of Local Government Services' Cooperative Price ID number assigned to the State program, "1NJCP," must also be on the purchase order.

Other cooperative agencies should be sure to comply with their statutory and regulatory requirements for using State contracts.