

Memorandum

To : Cynthia Bridges
Executive Director

Date : September 28, 2015

From : Edna Murphy, Deputy Director
Administration Department

EM

Subject : **APPROVAL OF CONTRACT AMENDMENT OVER \$1 MILLION**

Your approval is requested to place the following Administration Agenda item before the Board at the October 27, 2015 Board Meeting.

- SICPA Cigarette Tax Stamps Contract Amendment #2010-0034

Because this contract amendment exceeds \$1 million, Board Member approval is required. Attached is a short description of the goods to be provided by this amendment and a Purchase Order/Estimate Change Request (STD. 96) for the Department of General Services.

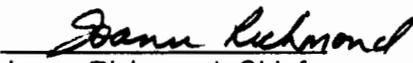
Upon your approval, the Board Proceedings Division will place this item on the Public Agenda Notice and provide a copy of the attachments to each Board Member. If you have any questions or wish to discuss the contract amendment further, please call me or have your staff call Cheryl Blakeway at 323-8316.

EM:cr

Attachments

Approved 
Cynthia Bridges
Executive Director

BOARD APPROVED
At the 10/27/15 Board Meeting


Joann Richmond, Chief
Board Proceedings Division

Board of Equalization
Proposed Contract Amendment
Over \$1 Million

Contractor	Start Date	End Date	Total Cost	Purpose
SICPA Product Security LLC Contract #2010-0034	1/1/2011	12/31/2015	\$70,470,000	PURCHASE ESTIMATE: This purchase estimate was sent to Department of General Services in 2010 to request creation of the cigarette tax stamps contract. This contract is used to collect cigarette tax stamp fee revenue. The original term is for 5 years, from January 1, 2011 to December 31, 2015. BOE has the right to exercise two options to extend the contract by two additional years each, allowing for a possible 9-year contract term through December 31, 2019.
Amendment #1	same	same	\$38,429,595	The actual cost of the contract was reduced by \$32,040,405 from the original estimated amount. Amendment #1 reflects the actual pricing of the contract based upon the purchase order issued by Department of General Services on behalf of the BOE.
Amendment #2	same	same	\$41,552,370	Amendment #2 illustrates a change in the total cost of the purchase order. It was estimated that additional funds of \$94,136 were needed to buy additional cigarette tax stamps. Accordingly, fiscal year allocations were adjusted to match. Also, sales tax of \$3,028,639 was added to the total purchase order amount.

Board of Equalization
Proposed Contract Amendment

Contractor	Fiscal Year Allocation	Over \$1 Million Total Cost	Purpose
SICPA Product Security LLC	FY 15-16	\$4,920,000	The cigarette tax stamps contract is set to expire on December 31, 2015. The purpose of Amendment #3 is to extend the contract for two years. This is the allocation for the first six months of the two year extension, covering January to June of the 15-16 Fiscal Year.
Contract #2010-0034 Amendment #3			
same	FY 16-17	\$9,840,000	This is allocation for the next 12 months of the extension and covers the entire 16-17 Fiscal Year.
same	FY 17-18	\$4,920,000	This is the allocation for the last six months of the two year extension, covering July to December of the 17-18 Fiscal Year.
Amendment #3 Subtotal		\$19,680,000	
Sales Tax (8.5%)		\$1,672,800	
Amendment #3 Total		\$21,352,800	
Prior Contract Amount		\$41,552,370	
Full Contract Total		\$62,905,170	

CONTRACT REGISTRATION NUMBER Issued by DGS	AGENCY ORDER NUMBER 2010-0034	AMENDMENT NO. 3
SUPPLIER: The numbers identified above MUST be shown on Invoice & Packing Slip.	DATE 12/01/2015	PAGE OF PAGE 01 02

S H Board of Equalization I Attn: Lynn Bartolo P 450 N Street T Sacramento, CA 95814 O	B I Board of Equalization L Attn: Accounting Branch L P.O. Box 942879 T Sacramento, CA 94279-0023 O	AGENCY BILLING CODE 024499
		PURCHASING AUTHORITY NUMBER 9G-1015-BOE-HQ1
		LEVERAGED PROCUREMENT AGREEMENT NO.

TO
 SUPPLIER **SICPA Product Security**
 ADDRESS **8000 Research Way**
 (Type or **Springfield, IL 22153**
 Print **15894**
 Legibly)

INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER	
AGENCY OR BUYER INFORMATION	AGENCY TRACKING/REQUISITION NUMBER (Opt)
AGENCY NAME BOE	CONTACT NAME Christopher Reno
CONTACT E-MAIL ADDRESS AcquisitionsCoor@boe.ca.gov	
CONTACT PHONE NUMBER 916-319-9864	CONTACT FAX NUMBER 916-322-3184

SUPPLIER CONTACT NAME Stephen Wass	SUPPLIER PHONE NUMBER (703)440-7796 x	SUPPLIER FAX NUMBER (703)623-8294	SUPPLIER E-MAIL ADDRESS stephen.wass@sicpa.com
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PAYMENT TERMS Net 45	CERTIFICATION NUMBER	<input type="checkbox"/> Certified Small Business	<input type="checkbox"/> Certified Microbusiness	EXPIRATION DATE	<input type="checkbox"/> Certified DVBE	EXPIRATION DATE
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REQ. DELIVERY DATE TBD	SHIPPING INSTRUCTIONS	<input checked="" type="checkbox"/> F.O.B. Destination FRT. PPD	<input type="checkbox"/> F.O.B. Destination FRT. PPD/ADD	<input type="checkbox"/> F.O.B. ORIGIN	CITY OF ORIGIN	STATE	ZIP CODE
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ITEM NBR	QUANTITY	UNIT	COMM. OR PROD. CODE or SERVICES ID NBR	RECYCLD PROD.	PRODUCT OR SERVICES DESCRIPTION	UNIT PRICE	EXTENSION TOTAL
1	1	ea			(09/10 Unit 493-916, 15/16 Unit 493-515) Purchase Estimate - Cigarette Tax Stamp from 1/1/2011 - 12/31/2017	\$62,905,170.20	\$62,905,170.20
<p>*PURCHASE ESTIMATE* Original PO #2009-0103 was used to submit original PE to DGS. PO not awarded in 09/10 FY so PO was cancelled. Re-entering in 10/11 FY to recognize estimated cost/PO issuance in 10/11 FY.</p> <p>*Amend #1: DGS issued PO #364, updated cost and removed tax to reflect DGS PO.</p> <p>Amendment -</p> <p>Amendment - #2: changed total cost on PO and fiscal year allocations per Accounting (changed qty to 1 with a</p> <p>Continued</p>							

A-1 <input checked="" type="checkbox"/> General Provisions are incorporated herein by reference to: <input checked="" type="checkbox"/> Form GSPD - 401 Non-IT Commodities (revision date 06/08/2010) OR <input type="checkbox"/> Form GSPD - 401 IT (revision date _____) <input type="checkbox"/> ATTACHED OR <input checked="" type="checkbox"/> Published at website: www.dgs.ca.gov/pd	TAXABLE SUBTOTAL	\$0.00
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TERMS AND CONDITIONS A-2 <input type="checkbox"/> This order is issued under a Department of General Services (DGS) Leveraged Procurement Agreement (LPA). Terms and Conditions set forth in that agreement (LPA number referenced in the block titled Leveraged Procurement Agreement No.) are incorporated herein by reference as if set forth in full text. B <input type="checkbox"/> Agency Special Provisions are attached and titled _____ C <input type="checkbox"/> Any other attachments, such as specifications, Statement of Work, or Information Technology Model Language Modules, are identified in the product or services description area or on continuation pages.	TAX RATE	SALES TAX	\$0.00
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PROCUREMENT METHOD <input checked="" type="checkbox"/> COMPETITIVE: Solicitation Number (if applicable) _____ <input type="checkbox"/> LEVERAGED <input type="checkbox"/> DVBE / SMALL BUSINESS (GC 14838.5(a)) <input type="checkbox"/> NON-COMPETITIVELY BID <input type="checkbox"/> EXEMPT	* NOTE: If there are variable charges for installation, Shipping or Freight, or Other Non-Taxable Services, detail per line item and enter total here.	* INSTALLATION	\$0.00
PROGRAM / CATEGORY (Code and Title) Support O.E.	FUND TITLE General	* SHIPPING / FREIGHT	\$0.00
VERIFIED NO STATE SURPLUS AVAILABLE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	PAID BY CAL-CARD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	* OTHER NON-TAXABLE	\$62,905,170.20
ITEM 0860-001-0001	CHAPTER 712	STATUTE 2010	FISCAL YEAR 2011
OBJECT OF EXPENDITURE (CODE AND TITLE)		GRAND TOTAL	\$62,905,170.20
			<input checked="" type="checkbox"/> O.E. <input type="checkbox"/> EQ

CERTIFICATION AND APPROVAL OF EXECUTIVE OFFICER I HEREBY CERTIFY, on personal knowledge, that this order for purchasing the items specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California; and that all such legal requirements have been fully complied with.		UNENCUMBERED REMAINDER AFTER POSTING THIS ORDER TO ALLLOTMENT EXPENDITURE LEDGER
AUTHORIZING NAME (Print of Type) Cheryl Blakeway	TITLE Manager, Acquisitions Branch	ADJUSTMENT INCREASING ENCUMBRANCES
AUTHORIZING SIGNATURE		ADJUSTMENT DECREASING ENCUMBRANCES
		CERTIFIED CORRECT (SIGNATURE)

PURCHASING AUTHORITY PURCHASE ORDER

CONTINUATION

STD. 65 (REV. 7/2003)

CONTRACT REGISTRATION NUMBER Issued by DGS	AGENCY ORDER NUMBER 2010-0034	AMENDMENT NO. 3
SUPPLIER: The numbers identified above MUST be shown on Invoice & Packing Slip.	DATE 12/01/2015	PAGE OF PAGE 02 02

AGENCY BILLING CODE 024499	PURCHASING AUTHORITY NUMBER 9G-1015-BOE-HQ1	LEVERAGED PROCUREMENT AGREEMENT NO.
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ITEM NBR	QUANTITY	UNIT	COMM. OR PROD. CODE or SERVICES ID NBR	RECYCLD PROD.	PRODUCT OR SERVICES DESCRIPTION	UNIT PRICE	EXTENSION TOTAL
					unit cost of \$41,552,370.20 and updated % for each FY as applicable) Amendment - #3: to extend contract term by two years, through 12/31/2017; to add \$19,680,000 plus sales tax over 3 fiscal years: \$4,920,000 to 15/16, \$9,840,000 to 16/17, \$4,920,000 to 17/18. The total is now \$62,905,170.20, including sales tax. FY percentages updated.		

ENTER GRAND TOTAL ON FRONT PAGE

STATE OF CALIFORNIA - GENERAL SERVICES PROCUREMENT DIVISION
PURCHASING AUTHORITY PURCHASE ORDER
 STD. 65 (REV. 7/2003)

CONTRACT REGISTRATION NUMBER issued by DGS	AGENCY ORDER NUMBER 2010-0034	AMENDMENT NO. 2
SUPPLIER: The numbers identified above MUST be shown on Invoice & Packing Slip.	DATE 08/30/2011	PAGE OF PAGE 01 02

S H I P T O	Board of Equalization Attn: Lynn Bartolo 450 N Street Sacramento, CA 95814	B I L L T O	Board of Equalization Attn: Accounting Branch P.O. Box 942879 Sacramento, CA 94279-0023	AGENCY BILLING CODE 24499
				PURCHASING AUTHORITY NUMBER 9G-1010-BOE-HQ1
				LEVERAGED PROCUREMENT AGREEMENT NO.

TO
 SUPPLIER **SICPA Product Security**
 ADDRESS **8000 Research Way**
 (Type or **Springfield, IL 22153**
 Print
 Legibly)

15894

INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER	
AGENCY OR BUYER INFORMATION	AGENCY TRACKING/REQUISITION NUMBER (Opt)
AGENCY NAME BOE	CONTACT NAME Della Reyes
CONTACT E-MAIL ADDRESS della.reyes@boe.ca.gov	
CONTACT PHONE NUMBER 916-445-8145	CONTACT FAX NUMBER 916-322-3184

SUPPLIER CONTACT NAME Stephen Wass	SUPPLIER PHONE NUMBER (703)440-7796 x	SUPPLIER FAX NUMBER (703)623-8294	SUPPLIER E-MAIL ADDRESS stephen.wass@sicpa.com
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PAYMENT TERMS Net 45	CERTIFICATION NUMBER	<input type="checkbox"/> Certified Small Business	<input type="checkbox"/> Certified Microbusiness	EXPIRATION DATE	<input type="checkbox"/> Certified DVBE	EXPIRATION DATE
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REQ. DELIVERY DATE TBD	SHIPPING INSTRUCTIONS	<input checked="" type="checkbox"/> F.O.B. Destination FRT. PPD	<input type="checkbox"/> F.O.B. Destination FRT. PPD/ADD	<input type="checkbox"/> F.O.B. ORIGIN	CITY OF ORIGIN	STATE	ZIP CODE
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ITEM NBR	QUANTITY	UNIT	COMM. OR PROD. CODE or SERVICES ID NBR	RECYCLO PROD.	PRODUCT OR SERVICES DESCRIPTION	UNIT PRICE	EXTENSION TOTAL
1	1	ea			(09/10 Unit 493-916) Purchase Estimate - Cigarette Tax Stamp from 1/1/2011 - 12/31/2015	\$41,552,370.20	\$41,552,370.20
					<p>*PURCHASE ESTIMATE* Original PO #2009-0103 was used to submit original PE to DGS. PO not awarded in 09/10 FY so PO was cancelled. Re-entering in 10/11 FY to recognize estimated cost/PO issuance in 10/11 FY.</p> <p>*Amend #1: DGS issued PO #364, updated cost and removed tax to reflect DGS PO.</p> <p>Amendment -</p> <p>Amendment - #2: changed total cost on PO and fiscal year allocations per Accounting (changed qty to 1 with a unit cost of \$41,552,370.20 and updated % for each fy</p> <p>Continued</p>		

A-1 <input checked="" type="checkbox"/> General Provisions are incorporated herein by reference to:	<input checked="" type="checkbox"/> Form GSPD - 401 Non-IT Commodities (revision date 06/08/2010) OR <input type="checkbox"/> Form GSPD - 401 IT (revision date _____)	TAXABLE SUBTOTAL	\$0.00
	<input type="checkbox"/> ATTACHED OR <input checked="" type="checkbox"/> Published at website: www.dgs.ca.gov/pd	TAX RATE	\$0.00

TERMS AND CONDITIONS A-2 <input type="checkbox"/> This order is issued under a Department of General Services (DGS) Leveraged Procurement Agreement (LPA). Terms and Conditions set forth in that agreement (LPA number referenced in the block titled Leveraged Procurement Agreement No.) are incorporated herein by reference as if set forth in full text.	<input type="checkbox"/> Agency Special Provisions are attached and titled _____	* NOTE: If there are variable charges for Installation, Shipping or Freight, or Other Non-Taxable Services, detail per line item and enter total here.	* INSTALLATION	\$0.00
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B <input type="checkbox"/> Any other attachments, such as specifications, Statement of Work, or Information Technology Model Language Modules, are identified in the product or services description area or on continuation pages.	PROCUREMENT METHOD <input type="checkbox"/> COMPETITIVE: Solicitation Number (if applicable) _____	<input type="checkbox"/> LEVERAGED <input type="checkbox"/> DVBE / SMALL BUSINESS [GC 14838.5(a)] <input type="checkbox"/> NON-COMPETITIVELY BID <input type="checkbox"/> EXEMPT	* SHIPPING/FREIGHT	\$0.00
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PROGRAM / CATEGORY (Code and Title) Support O.E.	FUND TITLE General	VERIFIED NO STATE SURPLUS AVAILABLE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	PAID BY CAL CARD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	* OTHER NON-TAXABLE	\$41,552,370.20
ITEM 0860-001-0001	CHAPTER 712 33	STATUTE 2010 2011	FISCAL YEAR 2010/2011 2011/2012	OBJECT OF EXPENDITURE (CODE AND TITLE) \$28,448,830.26 \$4,681,705.55 \$8,421,834.39	GRAND TOTAL

CERTIFICATION AND APPROVAL OF EXECUTIVE OFFICER
 I HEREBY CERTIFY, on personal knowledge, that this order for purchasing the items specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California; and that all such legal requirements have been fully complied with.

AUTHORIZING NAME (Print of Type) Kenneth Topper	TITLE Chief, Acquisitions Branch	UNENCUMBERED REMAINDER AFTER POSTING THIS ORDER TO ALLOTMENT EXPENDITURE LEDGER
AUTHORIZING SIGNATURE		ADJUSTMENT INCREASING ENCUMBRANCES
		ADJUSTMENT DECREASING ENCUMBRANCES
		CERTIFIED CORRECT (SIGNATURE)

Executed Document, Signature on File

STATE OF CALIFORNIA - GENERAL SERVICES PROCUREMENT DIVISION
PURCHASING AUTHORITY PURCHASE ORDER
CONTINUATION
 STD. 65 (REV. 7/2003)

CONTRACT REGISTRATION NUMBER Issued by DGS	AGENCY ORDER NUMBER 2010-0034	AMENDMENT NO. 2
SUPPLIER: The numbers identified above MUST be shown on Invoice & Packing Slip.	DATE 08/30/2011	PAGE OF PAGE 02 02
AGENCY BILLING CODE 24499	PURCHASING AUTHORITY NUMBER 9G-1010-BOE-HQ1	LEVERAGED PROCUREMENT AGREEMENT NO.

ITEM NBR	QUANTITY	UNIT	COMM. OR PROD. CODE of SERVICES ID NBR	RECYCLED PROD.	PRODUCT OR SERVICES DESCRIPTION	UNIT PRICE	EXTENSION TOTAL
					as applicable)		

ENTER GRAND TOTAL ON FRONT PAGE

STATE OF CALIFORNIA - GENERAL SERVICES PROCUREMENT DIVISION
PURCHASING AUTHORITY PURCHASE ORDER
 STD. 65 (REV. 7/2003)

CONTRACT REGISTRATION NUMBER Issued by DGS	AGENCY ORDER NUMBER 2010-0034	AMENDMENT NO. 1
SUPPLIER: The numbers identified above MUST be shown on Invoice & Packing Slip.	DATE 07/23/2010	PAGE OF PAGE 01 01

S H Board of Equalization I Attn: Lynn Bartolo P 450 N Street T Sacramento, CA 95814 O	B I Board of Equalization L Attn: Accounting Section L P.O. Box 942879 T Sacramento, CA 94279-0023 O	AGENCY BILLING CODE 24499
		PURCHASING AUTHORITY NUMBER 9G-1010-BOE-HQ1
		LEVERAGED PROCUREMENT AGREEMENT NO.

TO
 SUPPLIER **SICPA Product Security**
 ADDRESS **8000 Research Way**
 (Type or **Springfield, VA 22153**
 Print Legibly)

15894

INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER	
AGENCY OR BUYER INFORMATION	AGENCY TRACKING/REQUISITION NUMBER (Opt)
AGENCY NAME BOE	CONTACT NAME Della Reyes
CONTACT E-MAIL ADDRESS DReyes@boe.ca.gov	
CONTACT PHONE NUMBER (916)445-8145	CONTACT FAX NUMBER

SUPPLIER CONTACT NAME Sarah Van Horn	SUPPLIER PHONE NUMBER (703)440-7796	SUPPLIER FAX NUMBER (703)623-8294	SUPPLIER E-MAIL ADDRESS sarah.vanhorn@sicpa.com
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PAYMENT TERMS Net 45	CERTIFICATION NUMBER	<input type="checkbox"/> Certified Small Business	<input type="checkbox"/> Certified Microbusiness	EXPIRATION DATE	<input type="checkbox"/> Certified DVBE	EXPIRATION DATE
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ITEM NBR	QUANTITY	UNID	COMM. OR PROD. CODE or SERVICES ID NBR	RECYCLO PROD.	PRODUCT OR SERVICES DESCRIPTION	UNIT PRICE	EXTENSION TOTAL
14886536	ea				(09/10 Unit 493-916) Purchase Estimate - Cigarette Tax Stamp from 1/1/2011 - 12/31/2015	\$8.20	\$38,429,595.20
					*PURCHASE ESTIMATE" Original PO #2009-0103 was used to submit original PE to DGS. PO not awarded in 09/10 FY so PO was cancelled. Re-entering in 10/11 FY to recognize estimated cost/PO issuance in 10/11 FY. *Amend #1: DGS issued PO #364, updated cost and removed tax to reflect DGS PO.		

A-1 <input checked="" type="checkbox"/> General Provisions are incorporated herein by reference to: <input checked="" type="checkbox"/> Form GSPD - 401 Non-IT Commodities (revision date <u>06/08/2010</u>) OR <input type="checkbox"/> Form GSPD - 401 IT (revision date _____) <input type="checkbox"/> ATTACHED OR <input checked="" type="checkbox"/> Published at website: www.dgs.ca.gov/pd	TAXABLE SUBTOTAL	\$0.00
TERMS AND CONDITIONS A-2 <input type="checkbox"/> This order is issued under a Department of General Services (DGS) Leveraged Procurement Agreement (LPA). Terms and Conditions set forth in that agreement (LPA number referenced in the block titled Leveraged Procurement Agreement No.) are incorporated herein by reference as if set forth in full text. B <input type="checkbox"/> Agency Special Provisions are attached and titled _____ C <input type="checkbox"/> Any other attachments, such as specifications, Statement of Work, or Information Technology Model Language Modules, are identified in the product or services description area or on continuation pages.	TAX RATE	\$0.00
PROCUREMENT METHOD <input type="checkbox"/> COMPETITIVE: Solicitation Number (if applicable) _____ <input type="checkbox"/> LEVERAGED <input type="checkbox"/> DVBE / SMALL BUSINESS [GC 14838.5(a)] <input type="checkbox"/> NON-COMPETITIVELY BID <input type="checkbox"/> EXEMPT	* INSTALLATION	\$0.00
PROGRAM / CATEGORY (Code and Title) Support O.E.	* SHIPPING/FREIGHT	\$0.00
FUND TITLE General	* OTHER NON-TAXABLE	\$38,429,595.20
VERIFIED NO STATE SURPLUS AVAILABLE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	PAID BY CAL-CARD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	GRAND TOTAL
ITEM 0860-001-0001	CHAPTER	2010
STATUTE 2010	FISCAL YEAR 2010/2011	OBJECT OF EXPENDITURE (CODE AND TITLE)
CERTIFICATION AND APPROVAL OF EXECUTIVE OFFICER I HEREBY CERTIFY, on personal knowledge, that this order for purchasing the items specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California; and that all such legal requirements have been fully complied with.		UNENCUMBERED REMAINDER AFTER POSTING THIS ORDER TO ALLOTMENT EXPENDITURE LEDGER
AUTHORIZING NAME (Print of Type) Roberta Hinchman		TITLE Procurement Manager
AUTHORIZING SIGNATURE		ADJUSTMENT INCREASING ENCUMBRANCES
		ADJUSTMENT DECREASING ENCUMBRANCES
		CERTIFIED CORRECT (SIGNATURE)

STATE OF CALIFORNIA - GENERAL SERVICES PROCUREMENT DIVISION
PURCHASING AUTHORITY PURCHASE ORDER
 STD. 65 (REV. 7/2003)

CONTRACT REGISTRATION NUMBER Issued by DGS	AGENCY ORDER NUMBER 2010-0034	AMENDMENT NO.
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S H Board of Equalization I Attn: Lynn Bartolo P 450 N Street T Sacramento, CA 95814 O	B I Board of Equalization L Attn: Accounting Section L P.O. Box 942879 T Sacramento, CA 94279-0023 O	AGENCY BILLING CODE 24499
		PURCHASING AUTHORITY NUMBER 9G-1010-BOE-HQ1
		LEVERAGED PROCUREMENT AGREEMENT NO.

TO
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 (Type or **Springfield, VA 22153**
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INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER	
AGENCY OR BUYER INFORMATION	AGENCY TRACKING/REQUISITION NUMBER (Opt)
AGENCY NAME BOE	CONTACT NAME Della Reyes
CONTACT E-MAIL ADDRESS DReyes@boe.ca.gov	
CONTACT PHONE NUMBER (916)445-8145	CONTACT FAX NUMBER

SUPPLIER CONTACT NAME Sarah Van Horn	SUPPLIER PHONE NUMBER (703)440-7796	SUPPLIER FAX NUMBER (703)623-8294	SUPPLIER E-MAIL ADDRESS sarah.vanhorn@sicpa.com
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PAYMENT TERMS Net 45	CERTIFICATION NUMBER	<input type="checkbox"/> Certified Small Business	<input type="checkbox"/> Certified Microbusiness	EXPIRATION DATE	<input type="checkbox"/> Certified DVBE	EXPIRATION DATE
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REQ. DELIVERY DATE TBD	SHIPPING INSTRUCTIONS	<input checked="" type="checkbox"/> F.O.B. Destination FRT. PPD	<input type="checkbox"/> F.O.B. Destination FRT. PPD/ADD	<input type="checkbox"/> F.O.B. ORIGIN	CITY OF ORIGIN	STATE	ZIP CODE
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ITEM NBR	QUANTITY	UNIT	COMM. OR PROD. CODE or SERVICES ID NBR	RECYCLO PROD.	PRODUCT OR SERVICES DESCRIPTION	UNIT PRICE	EXTENSION TOTAL
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					PURCHASE ESTIMATE Original PO #2009-0103 was used to submit original PE to DGS. PO not awarded in 09/10 FY so PO was cancelled. Re-entering in 10/11 FY to recognize estimated cost/PO issuance in 10/11 FY.		

A-1 General Provisions are incorporated herein by reference to:
 Form GSPD - 401 Non-IT Commodities (revision date **06/08/2010**) OR Form GSPD - 401IT (revision date _____)
 ATTACHED OR Published at website: www.dgs.ca.gov/pd

TERMS AND CONDITIONS A-2 This order is issued under a Department of General Services (DGS) Leveraged Procurement Agreement (LPA). Terms and Conditions set forth in that agreement (LPA number referenced in the block titled Leveraged Procurement Agreement No.) are incorporated herein by reference as if set forth in full text.
 B Agency Special Provisions are attached and titled _____
 C Any other attachments, such as specifications, Statement of Work, or Information Technology Model Language Modules, are identified in the product or services description area or on continuation pages.

PROCUREMENT METHOD COMPETITIVE: Solicitation Number (if applicable) _____
 LEVERAGED DVBE / SMALL BUSINESS (GC 14838.5(a)) NON-COMPETITIVELY BID EXEMPT

PROGRAM / CATEGORY (Code and Title) Support O.E. FUND TITLE General VERIFIED NO STATE SURPLUS AVAILABLE YES NO PAID BY CAL-CARD YES NO

ITEM 0860-001-0001	CHAPTER	STATUTE 2010	FISCAL YEAR 2010/2011	OBJECT OF EXPENDITURE (CODE AND TITLE)	<input type="checkbox"/> O.E. <input type="checkbox"/> EQ
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CERTIFICATION AND APPROVAL OF EXECUTIVE OFFICER
 I HEREBY CERTIFY, on personal knowledge, that this order for purchasing the items specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California; and that all such legal requirements have been fully complied with.

AUTHORIZING NAME (Print of Type) **Roberta Hinchman** TITLE **Procurement Manager**
 AUTHORIZING SIGNATURE

UNENCUMBERED REMAINDER AFTER POSTING THIS ORDER TO ALLOTMENT EXPENDITURE LEDGER	
ADJUSTMENT INCREASING ENCUMBRANCES	
ADJUSTMENT DECREASING ENCUMBRANCES	
CERTIFIED CORRECT (SIGNATURE)	

TAXABLE SUBTOTAL		\$64,800,000.00
TAX RATE	SALES TAX	\$5,670,000.00
* INSTALLATION		\$0.00
* SHIPPING/ FREIGHT		\$0.00
* OTHER NON-TAXABLE		\$0.00
GRAND TOTAL		\$70,470,000.00